



भारतीय प्रौद्योगिकी संस्थान इंदौर  
खण्डवा रोड, सिमरोल, इंदौर - 453 552, भारत  
**Indian Institute of Technology Indore**  
Khandwa Road, Simrol, Indore - 453 552, India

www.iiti.ac.in

IIT Indore

## Empanelment of Vendors for Supply of Print Books to IIT Indore Library

**Advertisement No: IITI/LRC/Vendor-Emp/Books/2026, date: 10<sup>th</sup> April 2026**

The Indian Institute of Technology Indore (IIT Indore) invites expressions of interest for "Empanelment of Vendors for Supply of Print Books" to its Library 'Learning Resource Center' in prescribed format from the reputed booksellers/ vendors/ suppliers/ agents/ distributors in India.

Interested booksellers/ vendors/ suppliers/ distributors may submit their application in the prescribed format given (**Annexure I**) at the end of this document, along with one copy of each of the requisite documents to "Deputy Librarian, Learning Resource Center, Indian Institute of Technology Indore, Khandwa Road, Simrol, District: Indore – 453552, Madhya Pradesh".

### 1. Instructions

- Interested booksellers/ vendors/ suppliers/ distributors should submit application form in sealed envelope superscribing "**Application for Empanelment for the Supply of Print Books to IITI Library**" and it should reach latest by **30/04/2026 up to 5 PM** in the Learning Resource Center by Speed Post/Registered post.
- The response should be signed by an authorised signatory of the vendor(s) bearing their full name, status, and signature along with the official seal of the firm.
- Incomplete and conditional applications will not be considered for the empanelment of the vendor.
- At any given point, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- No canvassing or repeated communication should be made with the library, failing which may attract punitive action, and the vendor will become liable to be de-listed by the IIT Indore.
- Responses received after the deadline will not be considered.
- Existing empaneled vendors of IIT Indore seeking renewed empanelment must submit a new application, accompanied by the requisite documentation.
- The bidders fulfilling the eligibility criteria will be considered for evaluation. Mere fulfilling the eligibility criteria does not imply consideration for empanelment. The responses will be scrutinized and shortlisted (as per the eligibility criteria given at point no. 2 and based on clients served, publishers handled, years of experience, feedback from other libraries, etc.) by a Committee duly constituted by the Institute Authority. The shortlisted vendor(s)/supplier(s)/distributor(s) will then, if required, need to be available for in person/virtual interaction on a date, which will be informed by email.
- The Committee will recommend a panel of vendor(s)/supplier(s)/distributor(s) to the Institute Authority. The approved panel will be informed by email.
- This empanelment will be valid for two financial years (i.e. 2026-27 and 2027-28).

## **2. ELIGIBILITY CRITERIA FOR EMPANELMENT OF VENDORS FOR BOOKS SUPPLY**

Vendors who apply for empanelment must fulfil the following conditions for eligibility:

- a) The Vendor should have a valid membership of the Federation of Publishers & Booksellers Association in India (FPBAI) or any such relevant national/state registered body.
- b) The Vendor should be a bookseller/distributor/dealer/stockiest/executive/preferred agent of the publisher(s). Please attach a list of publishers whom you represent and submit the valid authorization letters issued by them.
- c) Minimum five (05) references of the libraries of reputed Institutes/Organizations (e.g. IITs, IISc., IISERs, IIMs, NID, IPR, PRL, Central University Libraries, etc.) with whom the vendor is already empaneled/registered for supplying books. Performance certificates, along with order copies, from serving Institutions should be attached.
- d) The turnover of the firm for any three financial years should be at least Rs. 1 (One) Crore in each financial year during the span of the last five years (2020-21, 2021-22, 2022-23, 2023-24, and 2024-25). A certificate from CA/Balance Sheet should be attached.
- e) The Vendor should submit Income Tax Returns (ITRs) for the last 3 consecutive financial years (2022-23, 2023-24 and 2024-25). (Self attested copy should be enclosed)
- f) An affidavit raised on a non-judicial stamp paper of Rs. 300.00 for not having been black-listed during the last three (03) years by any Government organization needs to be attached.
- g) The vendors who have already been supplying with IIT Indore for more than three years and whose performance is satisfactory will be given weightage.
- h) If the vendor is a local supplier, i.e. who has an office in Indore city (M.P.), the bidder shall be exempted from the requirement of 'Turnover' and minimum 01 reference of the libraries of reputed Institutes/Organizations will be required.

**Application form for Empanelment of Vendors for Supply of Printed Books**  
(Strike off whichever is not applicable)

To  
Deputy Librarian,  
Indian Institute of Technology Indore  
Khandwa Road, Simrol,  
District: Indore – 453552

Advertisement No.: IITI/LRC/Vendor-empl/Books/2026, dt.10.04.2026

<b>SN</b>	<b>Details</b>	<b>Response</b>
1.	Name of the Firm	
2.	Date of Establishment (attach proof)	
3.	Address (attach valid proof)	
	Email	
	Mobile No.	
	Telephone (Landline) No.	
	Website	
4.	Constitution of Firm (Please tick √ )	Proprietor/Partnership/Directors/Managing Directors of Company
5.	Name of the Owner (s)	1. 2. 3.
	Email	1. 2. 3
	Mobile Number	1. 2. 3
6.	If you are an authorized distributor /dealer /stockiest /exclusive preferred agent of any publisher, please provide the name(s) of the Publisher(s) whom you represent (attach Separate sheet)	If so, please submit the valid authorisation letters issued by the publishers.
7.	List of Regular clients with the name of Contact Person(s) and Phone/ Mobile Number. (Separate sheet may use for the list of regular clients)	1.
8.	Membership details of National or State Level Booksellers and Publishers Association (Attach proof)	1. 2. 3. 4. 5.

9.	Whether you are an Income Tax payee? If yes, please submit a copy of the Income Tax return filed for last three consecutive years i.e. 2022-23, 2023-24 and 2024-25. (attach proof)	1. 2. 3.
10.	Annual Turnover of the firm during the previous five years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25. Attach a certificate from CA/balance sheet)	1. 2. 3. 4. 5.
11.	PAN / TAN/ GSTIN (Copy Attached)	PAN:  TAN:  GSTIN:
12.	Bank details of vendors/suppliers/distributors	(a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving/Current) :
13.	Do you have the direct import license? (attach proof)	If Yes, please attach a copy of the same
14.	Do you have satisfactorily supplied books to any 5 libraries of reputed Institutes/organizations (e.g. IITs, IISc., IISERs, IIMs, NID, IPR, PRL, Central University Libraries, etc.) in the last five years (attach performance certificates and purchase order copies from the serving institutes)	1. 2. 3.
15.	Have your firm been debarred/blacklisted during last three (03) years by any government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 300 (Rupees three hundred only).

## **Terms & Conditions for the supply of print books**

### **1. General**

- a) IIT Indore reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases regarding acceptance/rejection/arbitration.
- b) IIT Indore reserves the right to add and/or drop any vendor to/from its empaneled list, and/or to place purchase order(s) with any vendor(s) from its empaneled list or others vendor(s)/publishers outside the panel at any time.

### **2. Pre-order Inquiry**

- a) The Library will float a 'Pre-order Inquiry' with all or some of the empaneled vendor(s) (using its own discretion and judgement) by an email for the required titles and the number of copies of each thereof in a prescribed format.
- b) The Library will mention the last date of submission of quotation depending upon the number of titles contained in each enquiry for the convenience of the vendor.
- c) The vendor will have to submit quotations within the stipulated time as mentioned in the inquiry through a reply e-mail only with the following details:
  - i. Availability status of books (In stock/procurable/whatever may be the availability condition)
  - ii. Shipping time (in weeks only)
  - iii. Unit Price (in Original Currency)
  - iv. Offered Discount
  - v. Validity of the quoted price, etc.
- d) All the details inquired for must be provided. If any field is left blank, the response will not be considered by the Library.
- e) The Library will not follow up the vendor for every enquiry and will not wait beyond the stipulated time as mentioned in the enquiry.

### **3. Purchase Orders**

- a) The Library will place purchase orders for books with the empaneled vendor(s), except in special cases, if any.
- b) The purchase orders will be awarded on the basis of comparative evaluation of quotations received against 'pre-order inquiry' and based on factors such as maximum offered discount rate/lowest price for specific title, prompt service and past performance records, specially keeping in mind the shortest turnaround time for supply of books.
- c) The supply of books has to be made strictly against the purchase order(s) only.
- d) It is mandatory for the vendor to send an acceptance through reply mail on receipt of every purchase order within three (03) working days, failing to which the order will be automatically cancelled and library will place fresh order to the next vendor in the queue of comparative evaluation of the quotation.
- e) Any clarification/ query regarding the purchase order should be sought from the library within five (5) working days of receipt of the order.

### **4. Edition specifications**

- a) Latest editions of books must be supplied, unless specified otherwise.
- b) By default, paperback editions of books should be supplied, unless specified otherwise.
- c) By default, Indian editions of books should be supplied, unless specified otherwise.
- d) In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.
- e) Pirated Books are strictly prohibited. It leads to an immediate ban from empanelment.

### **5. Time-frame for supply**

- a) The maximum time frame for supplying the books will be four (04) weeks for Indian publications and eight (08) weeks for foreign publications from the date of order.
- b) If the requested title(s) is 'Out of Print' (OOP), 'Out of Stock' (OOS) or 'Print on Demand' (POD), vendor shall make a request for extension of time, if required, for supply and

such request should be made with valid supporting documentary proof.

- c) In case of titles that are not supplied, a communication stating the non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- d) In case there is a delay that is foreseen in supply, the concerned empaneled vendor should send a request for extension of time with reasons, at least, Five (05) working days before due date of supply.
- e) If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may consider extension of time as may deem fit.
- f) In case the ordered books are not available or vendor is not able to supply the same, the matter must be brought to the notice of the Library immediately.

## **6. Delivery of Books**

- a) The supply of books must be made either by Postal Services or Courier Service or Hand Delivery only and every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The supply should be free of freight and handling charges.
- b) Supplier shall deliver the books to the following address at their own cost and that should be without any additional transportation/postal/courier/other charges:

**Deputy Librarian,  
Learning Resource Center,  
Indian Institute of Technology Indore,  
Khandwa Road, Simrol, District: Indore – 453552**

## **7. Physical condition**

The books to be supplied must be checked against any defects in respect of printing, collating, and binding before they are delivered. If any defects and damage are detected later, the defective publications must be replaced at the supplier's cost, even after their technical processing in the Library.

## **8. Cancellations of Purchase Order(s)**

- a) If the empaneled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s), then, the Institute reserves the right to cancel the order.
- b) In case the vendor(s) regrets to supply the titles mentioned in the Purchase Order due to any reason, then the Purchase Order will be cancelled, and a fresh Purchase Order will be placed with other vendor(s) on the list.
- c) In cases where the delivered books do not meet the specified requirements and are not in satisfactory condition, the supplier is expected to replace them within one month. Failure to do so will result in the cancellation of the order for those particular books.

## **9. Invoicing Procedure and Conversion Rates**

- a) The Invoice should bear the firm's TAN/ PAN, GSTIN and Bank Transaction details for online transfer through NEFT/ wire-transfer etc.
- b) Pre-receipted Invoices are to be submitted in triplicate (3 copies) duly stamped and signed by authorized signatory.
- c) An invoice should be raised favoring the Learning Resource Center, Indian Institute of Technology Indore, Khandwa Road, Simrol, District: Indore – 453552, Madhya Pradesh.
- d) Each invoice should be raised against a specific purchase order (PO) and concerned PO No. and date should be clearly mentioned on the invoices. Titles from different purchase orders should not be combined under a single invoice.
- e) The prices in the invoice should be indicated in original currencies, and Indian rupees, with the currency conversion rate.

- f) Conversion of foreign currencies to Indian Rupees should be followed at the TT Selling Rate of Nationalized Banks / Reserve Bank of India (RBI) / Financial Benchmarks India Pvt. Ltd. (FBIL) only on the date of invoice and should also be clearly indicated on the invoice.

### 10. Undertaking on Invoice

Every Invoice should certify the following:

- The prices charged in the Invoice are correct and current Publisher's price.
- The latest editions have been supplied unless specified otherwise, and they are not remaindered titles.
- The books supplied against this order have been checked against defects in collation, binding and other physical conditions, and if any defects are detected later, the defective books shall be replaced by us free of cost.

### 11. Mandatory enclosures with Invoice

The vendor must submit the following price proof, duly stamped and signed by authorized signatory in support of the price charged:

- A copy of the Publisher's/ distributor's/ importer's Invoice or latest Publisher's catalogue as a price proof.
- A currency conversion proof with the date.
- In case of Indian publications, the printed price on book will be accepted as price proof. Sticker price and price printed on removable jacket will not at all be acceptable.

### 12. Payment Terms

The payment will be made on satisfactory delivery and receipt of books in good condition. Invoices should be sent along with all necessary documents viz. price proofs, bank exchange rate certificates duly signed & stamped.

### 13. Discount

The empanelled vendors shall supply the books with minimum discount pattern given below:

S.No.	Category	Minimum Discount (%) on Printed/Publisher's List Price
1.	Text Books / General Books	25%
2.	Reference Books (Encyclopaedias, Handbooks, Dictionaries, Manuals, etc)	30%
3.	Hindi, Sanskrit or other Regional Language Books	15%
4.	Short discount and Low price editions titles (Where vendor earns less than or equal to 25% discount in case of general books and less than or equal to 15% discount in case of regional language books)	(Publisher price – Discount earned) + actual shipping charged + 10% of Publisher's price. (The vendor should submit all relevant documents as a proof in this regard)
5.	Government / Society Publications and No discount titles	Publisher price + actual shipping charged + additional 10% of Publisher's price (The vendor should submit all relevant documents as a proof in this regards)

Above mentioned discount tariffs will be the base discount rates. At the time of reply to each query, vendors can offer more than the base discount rates. Based on the offered discount rate, the library will finalize the order.

#### **14. Security Deposit**

- a) The short-listed vendor(s)/distributor(s)/supplier(s) has to deposit interest free security deposit of Rs. 10,000/- (Rupees Ten Thousand only) if they enlisted in the empanelment of book vendors with the Learning Resource Center, IIT Indore. The security amount should be deposited in the account of "The Registrar, Indian Institute of Technology Indore" through a wire transfer (NEFT, etc.)".
- b) The security deposit will be refunded only after two months from the expiry of the empanelment period without any interest. The same amount may be forfeited in case of wrong information provided by the vendor/violation of any terms and conditions.
- c) If the vendor withdraws his candidature after the empanelment, the whole security money will be forfeited.

#### **15. Validity**

The period of empanelment will be valid for two financial years (i.e. 2026-27 and 2027-28) for successful vendor(s).

#### **16. Termination of empanelment**

A vendor's empanelment may be terminated/dropped/black-listed from the list of registered suppliers at the occurrence of any of the following event:

- a) In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor.
- b) If the vendor fails to deliver at least 80% of the supply (in terms of number of titles ordered) during a year.
- c) If at any time, found that the information provided by the empaneled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
- d) In such case(s), the institute will be at liberty to cancel the registration without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

#### **17. Others**

- a) **The IIT Indore reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.**
- b) **All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of the Director, IIT Indore or their nominee. The decision of the arbitration shall be final & binding on both parties. All matters of dispute will be subject to the legal jurisdiction of the Courts at Indore only**

## **DECLARATION**

1. I/We \_\_\_\_\_  
(Names of the proprietor(s)/partners or shareholders) hereby declare that the information provided in this application form is true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We have read and understood all the "Terms and Conditions" of Library, IIT Indore, as mentioned in this document and consciously agree to abide by them.
3. I/We also hereby declare that all matters related to the IIT Indore shall be treated as confidential, and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of the IIT Indore.
4. Mr. \_\_\_\_\_,  
whose signatures are appearing below, is/are the authorized representative(s) of the firm.
5. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts stated above.

Place:  
Date:

Signature of Partner/Proprietor/director  
(Seal from the Firm)

### Checklist of enclosures

S N	Details	Please put tick mark and provide documentary proof for the claim
1	Proof of date of establishment of the firm	
2	Valid Address proof of the firm	
3	Your membership in a GOC/FPBAI/Others	
4	Any other membership from State / National Association(s) of books suppliers	
5	Authorisation letter from publisher for distributor / dealer / stockist / exclusive or preferred agent	
6	Direct Import Licence Certificate	
7	Copy of TAN/PAN card of the firm/owner/partners.	
8	Details of your firm's Sales Tax Registration No. (Attach: copies of GST, CST Certificate)	
9	Is the firm an Income Tax payee? If so, please attach one copy of each income tax return for the last three consecutive years.	
10	Details of the Annual Turnover of the firm for the last five years with documentary evidence (balance sheet/certificate audited by CA)	
11	List of the Libraries of reputed institutes/organisations with whom you are already registered, such as Central universities, Institutes of National Importance, the Government established research laboratories (e.g. IITs, IISc., NITs, IITs, IIMs, CSIR Labs, ICMR etc.), etc. (Attach purchase orders as proof)	
12	Satisfactory supply certificate from a minimum of five (05) Central Universities or Institutes of National Importance in the last five years	
13	Bank Details	
14	An affidavit on a non-judicial stamp paper of Rs. 300.00 for not having been blacklisted during the last five (03) years by any of the Institutes/ Universities or Government Organisations in India.	