



**Dr. B R AMBEDKAR NATIONAL  
INSTITUTE OF TECHNOLOGY**  
GT Road bye-pass, Jalandhar-144011, Punjab ( INDIA)

**Advertisement No. LIBY-01/2018**

**Empanelment of Library suppliers  
Year 2018-19**

Sealed offers super scribed as **“offer for supply of books, journals and other learning resources”** for the year 2018-2019 are invited. Applications complete in all respects and accompanied by EMD worth Rs. 10000 in form of DD favoring **“The Security account Dr. B R Ambedkar NIT Jalandhar”** payable at Jalandhar must reach The Librarian latest by 08.10.2018 at 2.00 PM. The same will be opened at 3.30 PM on the same day. The form for empanelment and terms and conditions are available on the Institute website: [www.nitj.ac.in](http://www.nitj.ac.in) or can be obtained from the Institute Librarian on any working day.

**Registrar**

**Documents to be attached:**

1. **EMD/ Registration fee of Rs. 10000/- (refundable on successful completion of the contract) in form of DD favoring “The Security account Dr. B R Ambedkar NIT Jalandhar”. EMD of suppliers found defaulter in any form is liable to be forfeited.**
2. **Copy of certificate of membership of Federation of publishers and booksellers Association of India or Delhi.**
3. **Copy of PAN/TAN/ GSTIN**
4. **List (year wise) of customers entertained during the last three years.**
5. **Last three years turn over & copies of last three years ITRs.**
6. **Documentary proof of registered address of the firm against which application for empanelment is being submitted.**
7. **Copy of Aadhar card of the proprietor.**



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY,  
JALANDHAR  
**CENTRAL LIBRARY**

---

EPABX:0181-2690-301,302,453,603Extension,3601,8601Fax:0181-2690320,2690,932 E-mail :kaurs@nitj.ac.in

---

**Advertisement No. LIBY-01/2018**

**Empanelment of Library suppliers  
Year 2018-19**

**Terms and conditions of supply of books and other documents**

1. A maximum **“uniform” discount** shall be availed on all categories of books- text, non-text, reference etc. (latest editions only unless specified otherwise) of both Indian and foreign origin. The vendor/supplier(s) are required to certify that the discount quoted by them is the highest ever given to any other Institute by them. Duly signed certificate to this effect on the company letter head must be submitted along with the application for empanelment.
2. **Purchase under special categories:** Documents like standards, government and society publications, short discount / no discount titles and any other category where discount as mentioned at Sr.1 is not available shall be purchased as per GOC terms. However all suppliers are supposed to append required supporting document in such cases.
3. Purchase of other publications like- CDs DVDs, e-books and any other virtual learning resources not covered under above categories may be purchased/ considered as per the sales policy of the concerned organization and handled on case to case basis subject to approval of the competent authority. Submission of proprietary certificate and minimum cost certificate from OEM shall be mandatory in case of e-books, CDs, and DVDs.
4. Only latest and cheap Indian edition (wherever published) of the publications shall be accepted. Where foreign editions are supplied, the supplier shall have to certify that no Indian edition of the same has been published or / is available in the market at the time of supply.
5. Maximum time for supply of Indian publications shall be 30 days (from the date of dispatch of supply order) and 60 days for publication of foreign origin. After this date,

the order shall automatically be treated as cancelled, unless there is some genuine reason acceptable to the Institute and the Institute extends delivery period. In no case, the delivery period shall be extended beyond six months.

6. For out of print and out of publication documents, supplier shall submit publisher's proof in case of Indian books and authorized dealers proof in case of foreign books.
7. Bills shall be submitted in duplicate (department / supply order wise separately) in favor of ***“Director, Dr. B R Ambedkar national Institute of Technology, Jalandhar”***.
8. Institute Library shall process payment after completion of a particular supply order, provided the received documents are in good condition and the bills are accompanied by all required documents viz: price proof, proof to the effect of the document being the latest and cheap available edition. All bills should be stamped and certified as ***“books supplied are the latest and cheapest editions and prices charged are the same as fixed by the publishers.***
9. *Delivery of the books shall be “FOR NIT LIBRARY ” and books shall be dispatched to: The Librarian, Dr. B R Ambedkar national Institute of Technology, G T Road , Bye-Pass Jalandhar-144011. ( Punjab)*
10. Contract once signed/ accepted is extendable for further period subject to the approval by competent authority.
11. **After analysis of the offers** received, all suppliers who agree to the Institute terms and condition of supply shall be given one test supply order. On successful completion of the same only, institute shall confirm empanelment.
12. It is mandatory for an applicant for empanelment to be an approved supplier by GOC and be a member of Booksellers and publishers Association, India or Booksellers and publishers Association, Delhi.
13. Suppliers shall be finalized / registered based on maximum discount and acceptance of the terms and conditions of the Institute in writing.
14. In case of any dispute the decision of the Institute Director shall be treated as final and shall be subject to the jurisdiction of courts in Jalandhar, INDIA



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY,  
JALANDHAR  
**CENTRAL LIBRARY**

EPABX:0181-2690-301,302,453,603Extension,3601,  
:kaur@nitj.ac.in

Fax:0181-2690320,2690932

E-mail

**Advertisement No. LIBY-01/2018**

**Empanelment of Library suppliers (Year 2018-19)**

**Registration form**

**Name of the Firm** : \_\_\_\_\_

**Address** : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

**Statement regarding  
Acceptance of Terms  
And condition** : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
:  
: \_\_\_\_\_

List of Enclosures: 1.  
2.  
3.  
4.  
5.  
6.

Name of the Authorized Signatory: \_\_\_\_\_

\_\_\_\_\_

Signature with date with Company Seal: