



## National Institute of Pharmaceutical Education and Research (NIPER), Raebareli

Bijnor-Sisendi Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002

### Empanelment of Vendors for Supply of Print Books to NIPER, Raebareli

**Sub.:** Request for proposal for Empanelment of vendors for the supply of print books to the Library of NIPER, Raebareli.

- 1. Introduction:** The National Institute of Pharmaceutical Education and Research (NIPER), Raebareli is a national-level institute in pharmaceutical sciences under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India. It has been declared an 'Institute of National Importance' by the Government of India. The NIPER, Raebareli invites expressions of interest for " Empanelment of Vendors to supply Print Books" to its Library in prescribed format from the reputed Booksellers/ vendors/ suppliers/ agents/ distributors in India. Proposers are advised to submit their interest in the prescribed format, along with one copy of each of the requisite documents to the Director as per the following schedule.

S.N.	Particulars	Date
1.	Publication of EoI on the website	14.11.2024
2.	Proposal submission start date (Submission of Application form and <b>self-attested EoI</b> with desired documents)	20.11.2024
3.	Last Date of Submission of Proposal	19.12.2024
4.	EoI to be sent to	The Director, NIPER-Raebareli, Bijnor-Sisendi Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002
5.	Date of Opening of Proposals	23.12.2024
7.	Mode of communication	Speed post/ Registered post

- 2. Eligibility Criteria for Empanelment:** Vendors who apply for empanelment must fulfil the following conditions for eligibility:
- The bidders should be a bookseller/ distributor/ vendor/ dealer/ stockist/ executive/ preferred agent of the publishers. Please attach a list of publishers, whom you represent and submit the valid authorisation letters issued by them.
  - The bidders should have the valid certificate of Membership of the Good Offices Committee (GOC)/ registered national/ state trade federations like AIPB, FPBAI, etc.
  - The bidder should have a minimum annual turnover of one crore in every single financial year in the last three consecutive years (2021-22, 2022-23 & 2023-24). A certificate from CA/ Balance Sheet should be attached. The bidder should also submit a copy of IT returns

- for the last three consecutive years and provide PAN/TAN number in the prescribed application form along with the valid address proof.
- D. The bidders should have satisfactorily supplied print books to a minimum of five (5) libraries of Government Universities or Institutions like IITs, NITs, IISER, IIM, AIIMS, Central Universities, ICAR Labs, ICMR labs etc. in the last three years (2021-22, 2022-23 & 2023-24). Performance certificates from the serving institutions is required.
  - E. The bidders should not have been debarred/blacklisted during the last three years (2021-22, 2022-23 & 2023-24) by any university/institute/college/government organisation. Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).

### **3. Instructions**

- A. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the authority of NIPER-Raebareli.
- B. The response should be signed by an authorised signatory of the vendor bearing their full name, status, and signature along with the official seal of the firm.
- C. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- D. 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.
- E. 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 institute.
- F. Responses received after the deadline will not be considered.
- G. The short-listed vendor(s)/distributor(s)/supplier(s) may be called for personal interaction to discuss the Terms & Conditions for supply of print books.
- H. The empanelled vendor(s)/supplier(s)/distributor(s) will be informed by email.
- I. This empanelment will be valid initially for one year from the date of empanelment, which may be extended by the Competent Authority based on satisfactory performance/requirement of the institute.

### **4. Terms & Conditions**

#### **A. General**

1. The Director/Competent Authority, NIPER-Raebareli, reserves the right to determine the short-listing criteria, if necessary, and to approve or reject any or all vendors. The decision of the Director/Competent Authority shall be final and binding in all matters relating to



the acceptance or rejection of vendors.

- 2. Conditional proposals will not be considered in any case.
- 3. The institute has all the rights reserved to procure any number of books from any of the empanelled vendors, irrespective of their merit in the interest of the institute.
- 4. Merely getting empanelled does not ensure that the purchase order will be placed by the institute (NIPER-Raebareli).

**B. Pre-order Inquiry**

- 1. The NIPER-Raebareli Library will send a 'Pre-order Inquiry' by an email to the empanelled vendors for the required titles, the number of copies, and other details includes but not limited to:
  - o Availability of books ( In stock/ procurable/ whatever may be the availability condition)
  - o Shipping time (in weeks only)
  - o Unit Price (in Original Currency) &
  - o Discount
- 2. The empanelled vendors have to respond with the details as requested within five (5) working days from the receipt of the Pre-order inquiry by email only. The given response time may be shorter in case of urgency/exceptional cases.
- 3. The pre-order inquiry must be valid for 30 minimum days.
- 4. All the details inquired about must be provided. If any field is left blank, the response may not be considered.

**C. Purchase Orders**

- 1. The Library and Information Officer shall place a purchase order based on the institute's requirement subject to the approval of the Competent Authority.
- 2. The purchase order will be placed to the empanelled vendor(s) through e-mail based on the pre-order inquiry and the list of titles/copies to be purchased, as finalized by the authority.
- 3. The supply of books has to be made as per the purchase order only.
- 4. Sending an acknowledgement of the receipt of a purchase order, which is taken as an acceptance of the purchase order, is mandatory by email only.
- 5. Any clarification/ discrepancy/ query regarding the purchase order should be sought from the Library within three (3) days of receipt of the order.

**D. Time-frame for supply**

- 1. The maximum time frame for supplying the books will be 45 days for foreign publications and 30 days for Indian publications from the date of order.
- 2. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- 3. In the case of titles not being available, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished

within the due date of supply.

4. If a delay is foreseen in supply, the concerned empanelled vendor should send a communication explaining the reason and seeking an additional required time to supply the same, at least seven (07) working days before the supply of due date. If the provided reason for the delay is justified with adequate proof, e.g., communication from publisher/publisher's distributor or stockiest, the competent authority may consider extending the supply time as may deem fit. However, this should not exceed 30 days from the original supply due date.
5. If the empanelled vendor(s) to whom the order has been placed, is unable to supply the book(s) within the stipulated/extended timeframe, then the empanelled vendor(s) will be charged with liquidated damages at the rate of 0.5% (based on final book cost) per week, for up to five weeks. Thereafter, the Institute reserves the right to cancel the order.

#### **E. Place of Supply**

The ordered Books should be supplied to the address mentioned below without any additional transportation/postal/courier/other charges.

**The Library,**

**National Institute of Pharmaceutical Education and Research (NIPER),**

**Bijnor-Sisendi Road, Sarojini Nagar,**

**Near CRPF Base Camp, Lucknow (UP)- 226002**

#### **F. Edition specifications**

1. The latest editions of books must be supplied unless it is specified.
2. The Indian edition of a title should be supplied, if available. In case of foreign edition, a certificate would be required from the supplier that "Indian reprint/ edition is not published" for the title (mention the name of the title).
3. Unless otherwise specified, the paperback edition of a title should be supplied, if available. If paperback editions are not supplied then a certificate would be submitted stating that 'no paperback edition for the book(s) (mention the name of title(s)) is/ are available'.
4. Pirated Books are strictly prohibited. It leads immediate ban from empanelment. Vendor shall be responsible for supply of original books.

#### **G. Discount**

The standard discount rate is a minimum of 25% for all types of printed books, irrespective of the number of copies. However, vendors are encouraged to quote a discount rate higher than 25%. In the case of foreign publications, the latest currency conversion rate provided by the Reserve Bank of India (RBI) on the billing date should be followed and clearly indicated on the invoice.

- Govt Pub./ Swamy's Pub./ societ pub. etc., where no discount is offered, may be exempted from the discount. In such cases, the supplier must produce a "No Discount" certificate from the concerned publisher, supplier, stockist etc.



## 5. Invoicing procedure and Conversion Rates

- a. The Invoice should bear the firm's TAN/ PAN and GST No.
- b. Pre-receipted Invoices are to be submitted in triplicate (3 copies). In case the amount exceeds Rs.5,000.00, a revenue stamp should be affixed on the original bill and signed by an authorised signatory.
- c. An invoice should be raised favoring the Director, NIPER Raebareli.
- d. Titles from different purchase orders should not be combined and should not be supplied in one invoice.
- e. The prices in the invoice should be indicated in original currencies.
- f. In the case of foreign publications, the currency of the respective country of publication should be mentioned on the invoice.
- g. The latest currency conversion rates provided by the Reserve Bank of India (RBI) on the billing date should be followed and clearly indicated on the invoice.
- h. The price of the book/document will be as printed on the books.
- i. In the case of foreign books and those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, the vendor shall submit supporting documents of the Publisher's Invoice and catalogue in support/ proof for price verification.
- j. The payment will be made on satisfactory delivery and receipt of books in good conditions.
- k. Split invoices for a single purchase order will not be entertained.

## 6. Undertaking

Every Invoice should certify the following:

- A. The prices charged in the Invoice are the actual, current Publisher's prices as billed to us; and are valid and correct.
- B. The prices charged are as per the publishers/ importers/ distributors invoice and latest catalogue.
- C. The latest editions(if not mentioned in the order copy) have been supplied, and they are not remaindered titles.
- D. The books supplied against this purchase order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books/ CDs shall be replaced at the supply destination free of cost. Defective copy if any, supplied will be returned even stamped accessioned after any length of time, when detected.
- E. Defective items or wrongly supplied book(s) & reverse pickup is the sole responsibility of the respective vendor, and the charges are to be borne by the same vendors only. Reverse pickup of the defective items must be arranged within 30 days of receiving intimation from the Library. Otherwise, the Library will not be responsible for the same book(s).

## 7. Mandatory enclosures with Invoice

- A. For price verification, if price is not printed on the book, bookseller shall generally produce the publisher's invoice under which he purchased the book. A copy of the publisher's/distributor invoice/copy of the publisher's online/printed catalogue of the order period may also be accepted but the library may ask to provide the publisher invoice only.
- B. A currency conversion proof with the date.
- C. The vendor shall support the exchange rates charged in every bill with the certified copies of the latest exchange conversion rates issued by the Reserve Bank of India (RBI).
- D. Every price proof and currency conversion proof should contain the seal and authorised signature of the vendor.

## 8. Termination of empanelment

The institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) and drop the said firm from its panel, which will result in forfeiture of the caution deposit in case of occurrence of any of the following events:

- A. In case of breach of any terms of an agreement on the part of the vendor.
- B. If the vendor fails to supply even, at least 70% of the supply (in terms of the number of titles ordered to the concerned) during the year.
- C. At any time, the information provided by the empanelled vendor(s) in any form about publications, services, and related matters is incorrect and results in losses in any form to the institute. The institute shall also reserve the right to claim the amount of loss incurred by the institute based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

## 9. Caution Deposit

- A. The short-listed vendor(s)/distributor(s)/supplier(s) has to deposit a caution money of Rs. Ten Thousand (Rs. 10,000.00) if they enlisted in the empanelment of vendors with NIPER-Raebareli. The caution amount should deposit directly in the institute's account as mentioned below and share the transaction details.

Bank Name	State Bank of India
Branch	Sainik School Branch, Lucknow
A/c No	35788952646
IFSC	SBIN0016731
MICR	226002109
Branch Code	16731

- B. The caution deposit will be refunded without any interest, adjusting for any outstanding dues or recoveries, upon discontinuation of the empanelment at the request of the bidder(s).

- C. It will not be allowed to withdraw the Caution Deposit during the period of empanelment. If any empanelled vendor/supplier withdraws his candidature after the empanelment, the whole caution money will be forfeited.

#### **10. Other terms and conditions**

- A. The institute reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI document in the interest of the Institute without assigning any reason thereof.
- B. All matters of dispute will be subject to legal jurisdiction of the courts at Lucknow only.



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

To  
The Director  
National Institute of Pharmaceutical Education and Research (NIPER), Raebareli  
Bijnor-Sisendi Road, Sarojini Nagar,  
Near CRPF Base Camp,  
Lucknow (UP)- 226002

S.N.	Details	Response
1	Name of the Firm	
2	Date of Establishment (attach proof)	
3	Address (attach valid proof)	
	Email	
	Mobile No.	
	Telephone (Landline) No.	
	Fax.	
	Website	
4	Constitution of Firm (Please tick <input type="checkbox"/> )	Proprietor/ Partnership/ Directors/ Managing Directors of Company



5	Name of the Owner (s)	
	Email	
	Mobile Number	
6	If you are an authorised distributor 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)	
8	Membership details of National or State Level Booksellers and Publishers Association or other registered federation (Attach a copy of registration letter)	
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 (2021-22, 2022-23 & 2023-24 and attach proof)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

10	Annual Turnover of the firm for the last three consecutive financial years (2021-22, 2022-23 & 2023-24), attach a certificate from CA/balance sheet	1. 2. 3.  Total :  Average :
11	PAN / TAN (Copy Attached)	PAN:  TAN:
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?	If Yes, please attach a copy of the same
14	Do you have satisfactorily supplied the orders placed of print books to a minimum of five (5) NIPERs/ IITs/ NITs/ IISERs/IIMs/AIIMS/Central Universities, ICAR Labs, ICMR labs, etc in the last three years (2021-22 to 2023-24) (attach performance certificates from the serving institutes)	
15	Have your firm been debarred/blacklisted during the last three years (2021-22 to 2023-24) by any university/ institute/ government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).

**Note:** Please submit the Eol document with a signature on each page along with this application.



## 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 also hereby declare that all matters related to the NIPER, Raebareli shall be treated as confidential, and no information shall be passed on to any unauthorised person without written permission of the Competent Authority of the NIPER, Raebareli.
3. Mr./Ms./Mrs. \_\_\_\_\_, whose signatures are appearing below, is/are the authorized representative(s) of the firm.
4. 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.
5. I/We assure that if registered, the firm will serve the institute for a minimum period of one year.
6. I/We have read and understood all the "Terms and Conditions" as mentioned in this document and consciously agree to abide by them.
7. If selected for empanelment, I/ we agree to furnish a Refundable Security Deposit of Rs. 10,000/- as a caution deposit.

Place:

Date:

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