



विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान

(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग के अधीन एक स्वशासी संस्थान)

विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी-781035, असम: भारत

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

AN AUTONOMOUS R & D INSTITUTE UNDER DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA

VIGYAN PATH, PASCHIM BORAGAON, GARCHUK,

GUWAHATI-781035, ASSAM: INDIA

For IASST Web site

Expression of Interest (EOI)

Advt. No: 171

Date: 31/01/2019

Institute of Advanced Study in Science and Technology (IASST) invites Expression of Interest (EOI) for “Empanelment of Book Supplier (Print)” on prescribed format from reputed publishers/vendors / suppliers for supply of books to the Knowledge Resource Center (KRC). This empanelment will be valid for a period of three years from the date of final approval of empanelled suppliers list and it may be further extendable with written request from the vendors/book suppliers, at the sole discretion of the Institute. Interested vendors/distributors/suppliers may submit the applications along with one copy each of the requisite documents to Director, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-781035, Assam, India. The filled application (incomplete application will not be entertained) along with required attachments may be sent to the following address latest by **5:00 pm on 05/03/2019** by clearly mentioning “**Empanelment of Book Vendors**” on sealed cover of the application. Interested agencies can download application form and the terms & conditions from the institute website <http://www.iasst.gov.in>

Eligibility criteria and application proforma are as follows:

Eligibility Criteria for Empanelment:

1. Interested publishers/vendors/distributors/suppliers should submit application form in sealed envelopes super-scribing – “Application for Empanelment for the Supply of Books (Print)”.
2. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. **Incomplete and conditional applications will not be considered.**
4. The book supplier/vendor/publisher should be a registered member of national/ state trade federations like FPBAI etc. Copy of Registration certificate must be enclosed with the proposal.

5. The book supplier/ vendor should submit PAN/GST/TAN numbers issued by the competent authorities.
6. The book supplier / vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
7. The vendor should have satisfactorily supplied books to any 5 Government Universities-Central/State and research organizations in current or last two financial years (satisfactory supply certificates along with relevant order copies should be attached).
8. The vendor should have a minimum average annual turnover of Rs. 200 Lakhs in the last three (3) consecutive financial years (C.A. Certificate should be attached).
9. The vendor should have to enclose a single highest value order for supply of books (Print) to any Central/State Government University/Research Institutes along with Satisfactory Supply Certificate for particular order in last Two Financial Year (Order copy and satisfactory supply certificate should be attached).
10. The vendor should enclose ITRs for last 3 assessment years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
11. The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
12. The vendor should have to deposit Rs. 1,000.00 (Rupees one thousand only) (non-refundable) as registration fees in the form of DD/Bankers cheque to be drawn in the name of **"The Director, Institute of Advanced Study in Science and Technology"** payable at Guwahati.
13. Security deposit of Rs. 50,000.00 (Rupees fifty thousand only) shall have to be deposited by the empanelled vendor either in the form of STDR/ Performance Bank Guarantee or any other mode of acceptable form of deposit for a period of three years with effect from the date of empanelled. Security deposit to be drawn in favour of **"The Director, Institute of Advanced Study in Science and Technology"** payable at Guwahati which will be released at par on the completion of the empanelled period.
14. The Vendor should be ISO Certified (Enclose Certificate).

General Rule:

1. The competent authority of IASST, Guwahati reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/ arbitration.
2. IASST does not bind to place the purchase order to the approved vendor.
3. Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
4. Any clarification/query regarding the purchase order should be sought from the Asstt. Librarian within 03(three) days of receipt of the order.

5. 20 days -30 days (maximum) – for Indian/ Foreign titles (if available in India).
6. 3 weeks – 4 weeks, 45 days (maximum) – for Foreign titles (if not available in India).
7. If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
8. In case of titles that are not supplied, 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.
9. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Director, IASST explaining the same and seeking an additional required time to supply the same, at least 07(seven) working days before the supply due date.
10. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Director, IASST may consider extending the supply time as may deem fit.
11. The supply should be free of freight charges.
12. 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 representatives of vendors/suppliers will be responsible to arrange the books in the distribution room as per requirement of the office.
13. If the empanelled 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 Director, IASST regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% - 10% of the value of the order not fulfilled, per week, up to four weeks.
14. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its blacklist after providing them an opportunity to represent their side.
15. The decision of accepting supply of cancelled titles is at the sole discretion of the Institute and the decision of the competent authority of the Institute shall be final in this regard.
16. The supplier must supply the latest editions of books.

17. Supply of paperback and Indian editions is preferable. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.
18. Discount should not be less than 15% for all kinds of books except government publication/rule book as applicable. The conversion rates of the foreign currencies should be calculated as per the latest circular of the Good Office Committee (GOC).
19. IASST followed one bill for one order only.
20. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
21. Vendor's empanelment may be terminated/dropped/black-listed from the panel of 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 at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
22. All the attach documents of application should be duly signed by the authorized person.
23. The empanelment will be valid for a period of three years from the date of final approval of empanelled suppliers list and it may be further extendable with written request from the vendors/book suppliers, at the sole discretion of the Institute.

GUWAHATI

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Application form for Empanelment as Book Suppliers/Vendors

1. Name of the Firm _____
2. Address _____
3. Contact No _____ Fax _____
4. Website (if any) _____ Mobile No. of contact person(s) _____
5. E-mail address _____ @ _____
6. Date of Establishment of Firm _____
7. Name of the Proprietor/Director _____
8. Name of Partner (if any) _____
9. Registration No. of FPBAI, etc. _____
(Please enclose a copy of the Registration Certificate.)
10. Your PAN/TAN/GST/ of the firm. _____
(Attach Copies)
11. Do you have direct import license. _____
(If yes, please attach a copy of the same)
12. Has the firm satisfactorily supplied books to any 3 Government Universities-Central/State and research organizations in current or last financial year? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a)
 - b)
 - c)

13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

- (a) 2017-18 :
(b) 2016-17 :
(c) 2015-16 :
Total :
Average :

14. Whether the firm is income tax payee or not? If yes, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant

15. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in last two Financial Years should be attached. Please mention the value of the single highest value order _____

16. Is the firm a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.

17. Details of DD/Banker cheque of Rs. 1,000/- (Rupees One Thousand Only) as a registration fee for empanelment.

• Demand Draft Details

- a) DD/Banker cheque No _____
b) Date _____
c) Drawn on _____

18. Has the firm ever been debarred / blacklisted for doing business from any government organization? If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100.00 (Rupees One Hundred only).

19. Does the firm/company possess an ISO Certificate? Please attach a copy of the Certificate.

DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/our knowledge and belief. Further, I/we agree to accept the terms and conditions (including payment of security deposit) laid down by the competent authority of IASST.

Signature of Partners/Proprietors with seal

Date:

Place: