



EMPANELMENT OF VENDOR FOR SUPPLY OF BOOKS/ CD/DVD/ AND AUDIO VISUAL MATERIALS TO THE CENTRAL LIBRARY, NISER BHUBANESWAR

National Institute of Science Education & Research (NISER), Bhubaneswar invites applications for “Vendor Empanelment for Supply of Books/ CD/ DVD and Audio Visual Materials” to the Central Library from reputable vendors, suppliers, distributors, and publishers in India in prescribed format given (**Annexure-A**) at the end of this document. Interested parties are requested to follow the guidelines outlined below.

Tender Enquiry No. C-Vendor Empanelment for Book-2026

Date: 10.03.2026

Details for submission of Tender

Particulars	Date
Date of Publication / Download of Tender	10.03.2026
Bid Submission Start Date	10.03.2026
Bid Submission Close Date	30.03.2026
Opening of Bids	01.04.2026

Empanelment Decision: The decision of NISER Bhubaneswar regarding the empanelment of vendors, suppliers, distributors or publishers will be final.

Instructions for applicants/bidder:

- I. The empanelment will be valid for Three years or until 31st March 2029.
- II. Applications for empanelment must be submitted through ONLINE using the prescribed format provided in **Annexure-A**. Tender Application Fee & EMD Demand Draft should be send “The Librarian, Central Library, NISER Bhubaneswar, P.O.- Jatni, Dist- Khordha - 752050, Odisha, India” in a sealed enveloped superscripted as “Application for Vendor Empanelment for Supply of Books/ CD/ DVD and Audio Visual Materials”.
- III. Existing empaneled vendors of NISER seeking renewed empanelment must submit a new application, accompanied by the requisite documentation and applicable fees.
- IV. The vendor/ supplier/ distributor/ publisher or his authorized representative has to sign on each and every pages of the documents submitted by them with seal of the vendor/ supplier/ distributor/ publisher concerned.
- V. Incomplete or incorrect information will disqualify the application of the vendor/ supplier/ distributor/ publisher.

- VI. If, at any point, any of the documents submitted by the vendor, supplier, distributor, or publisher are found to be false, it will be considered a breach of the contract terms. This breach may lead to legal action against the concerned firm, in addition to the termination of empanelment.
- VII. A tender registration fee of **Rs. 2000 (Two Thousand Rupees Only) + 18% GST a total of Rs. 2360/-** must be submitted as a Demand Draft from any Nationalised Bank in favour of “**Director NISER**” payable at Jatni, Odisha.
- VIII. An **Earnest Money Deposit (EMD) of ₹50,000.00 (Fifty Thousand Rupees Only)** must be submitted in the form of a Demand Draft from any Nationalised Bank in favour of “**Director NISER**” payable at Jatni, Odisha. The EMD will be transferred into a Security Deposit upon successful empanelment and will be eligible for refund at the successful completion of the vendor empanelment period without any issues arising. And the EMD will be immediately returned if the Vender is found not eligible for the empanelment.
- IX. Vendors / suppliers / distributors/publishers who are shortlisted for vendor empanelment are obligated to strictly adhere to the institute's Terms & Conditions for Supply of Books/ CD/ DVD and Audio Visual Materials, as outlined below.

Eligibility Criteria:

- I. The vendor should be a member of any registered national/state booksellers’ associations or any federations.
- II. Vendors must have a Permanent Account Number (PAN) and Goods & Service Tax (GST) number.
- III. Minimum 5 references from libraries of recognized institutions with whom you are already registered and limited to: (e.g- DAE institutes, IISc., IITs, NITs, IISERs, Central Universities, State Universities, CSIR Labs & Research Labs). And it is mandatory to submit their satisfactory letter and purchase order of last three consecutive financial years.
- IV. Annual turnover of at least **Rs. 75 Lakh (Seventy Five Lakhs Rupees)** in each financial year during the period of **2022-2023, 2023-2024 & 2024-2025** and along with IT returns for specified years needs to be submitted.
- V. The bidder/agency shall not have been blacklisted, debarred, or declared ineligible by any institute or organisation under the Department of Atomic Energy, Indian Institute of Science, Indian Institutes of Technology, National Institutes of Technology, Indian Institutes of Science Education and Research, Central Universities, State Universities, Council of Scientific and Industrial Research laboratories, or any other recognised research laboratories

during the three (3) years immediately preceding the date of submission of the proposal. The bidder/agency shall mandatorily **submit an affidavit** on a non-judicial stamp paper of ₹50 (Rupees Fifty only), duly notarised, declaring that it has **not been blacklisted**, debarred, or otherwise disqualified by any of the aforementioned organisations during the said period..

Postal Communication Address:

The Librarian,
 Central Library, NISER Bhubaneswar
 P.O.- Jatni, Dist- Khordha -752050, Odisha, India.
 Email: librarian@niser.ac.in
 Phone No.: 0674-2494047

Terms & Conditions Empanelment of Vendor for Supply of Books/ CD/DVD/ and Audio Visual Materials to The Central Library, NISER Bhubaneswar

1. General Conditions

- 1.1. The Director NISER, Bhubaneswar reserves the right to approve or reject any or all vendors. The decision of Director NISER will be final in all cases in respect of acceptance/ rejection/ arbitration.
- 1.2. NISER reserves the right to add any additional vendor/ supplier to the approved list of vendors or to place purchase order to any of the vendors.

2. Enquiry of books

- 2.1. The library will enquire about required books by email from all the empaneled vendors/ suppliers.
- 2.2. Upon receiving the email, vendors/suppliers who have books readily available in their stock from among the enquired list must respond within five working days. They are required to provide a timely reply via email, stating the titles available, along with the number of copies and the unit price for each title.
- 2.3. If the requested book is Out of Print or available only through Print on Demand (POD), appropriate and valid documentary proof must be provided along with the communication. In cases where books are out of print or otherwise unavailable from publishers or authorised distributors, procurement may be undertaken through empanelled vendors at the prevailing actual price as offered on recognised online platforms such as Flipkart, Amazon, or equivalent sources, along with actual and verifiable freight charges. The empanelled vendor shall be required to submit original invoices issued by the online platform/vendor, together with supporting documentary evidence for freight charges, for the purpose of verification.
- 2.4. Vendors are required to provide the price, discount, and supply time for each title or all titles when submitting quotations.
- 2.5. Empaneled vendors will receive a standardized form as follows:

Sl No.	Title of the book	Author(s)	Publisher	ISBN	Edition/ Year	No. of Copy	Currency	Price	Discount	Supply time
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3. Purchase Order (s)

- 3.1. Books must be supplied strictly in accordance with the purchase orders and the mutually agreed-upon terms and conditions of the empanelment.
- 3.2. Purchase orders will be based on factors such as the maximum offered discount rate, specified supply time, and previous performance records.
- 3.3. In cases where two or more vendors provide the same discount, an approximately equal distribution of the order will be allocated among the applicable vendors.
- 3.4. Vendors must promptly acknowledge the receipt of a purchase order through email. This acknowledgment serves as confirmation and acceptance of the purchase order.
- 3.5. Any clarification/ query regarding the purchase order should be sought from the Library within five (5) working days of receipt of the order.

4. Supply & Return

- 4.1. All supplies must be provided without any freight charges.
- 4.2. If supplies are dispatched via railway parcel, the vendor is responsible for pre-paying the freight charges.
- 4.3. If supplies are sent through postal services, they should be dispatched via registered post, speed post, parcel, or courier. The supplier bears the charges for these services. Shipments sent through Value Payable Post (V.P.P) will not be accepted.
- 4.4. If any supplied books are damaged, delivered in excess, or incorrect, the vendor is liable to cover the cost of returning such items.

5. Delivery of Books

- 5.1. Only new books are permissible for supply.
- 5.2. Supplied books must be original printed copies sourced legally from publishers or authorized distributors/dealers. **Under no circumstances should pirated or remaindered copies or any form of unethical printing be supplied.**
- 5.3. The delivery period is as under:
 - Indian editions: maximum 30 days from the **date of issue of “Purchase Order”**
 - Foreign editions: maximum 60 days from the **date of issue of “Purchase Order”**
- 5.4. Extension in Supply Time: In case of justified delays with supporting evidence, such as communication from the publisher, distributor, or stockiest, the Librarian may consider extending the supply time. **Any extension granted should not exceed two weeks beyond the original supply due date.**

6. Exchange rate

- 6.1. The conversion rate will be determined based on the RBI/FBIL rate of conversion on the date of the invoice.

7. Discount structure

The minimum discounts on the books are as under:

Sl. No.	Particulars	Minimum discount
1.	Textbooks / General Books	25%
2.	Reference books (Encyclopedia, Handbook, Dictionaries, Directories, Yearbooks, Charts, Maps etc.)	30%
3.	Regional Language Books (Hindi/ Odia/ Sanskrit etc.)	10%
4.	Government / Society Publications (Low / no discount publications)*	0%

* Note: Actual Handling/ postal charges will be borne by NISER.

8. Edition specification

- 8.1. Latest editions of books must be supplied unless otherwise specified.
- 8.2. The default editions to be supplied are paperback editions or Indian editions, as applicable.
- 8.3. 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.

9. Delayed Supply

Supply of books beyond the stipulated date of delivery (excluding the extension granted if any) a penalty of 0.5% per week will be levied on the supplier, calculated based on the listed price.

10. Invoicing procedure

- 10.1. Pre-receipted invoice/ bill are to be submitted in triplicate (3 copies). It is mandatory to attach the stamped and authorised signature of the vendor on publisher price proof along with the exchange rate copy.
- 10.2. Prices on the invoices should be indicated both in the original currency and Indian rupees. The currency conversion rate should be clearly stated.
- 10.3. The original invoice/bill should be signed by an authorized signatory, if the invoice/bill amount exceeds Rs. 5000.00, a revenue stamp should be affixed.
- 10.4. Invoices should be addressed to:
The Chairman, Library Committee,
NISER Bhubaneswar, P.O.- Jatni,
Dist- Khordha- 752050, Odisha, India.
- 10.5. Each invoice should be raised against a specific purchase order (PO). Titles from different purchase orders should not be combined or supplied under a single invoice.
- 10.6. Vendor/supplier can personally deliver the books, presenting duly signed and stamped delivery-challan along with the invoice copies.

11. Bank Details

The invoice submitted by the vendor/supplier shall mandatorily include complete bank account details of the vendor/supplier. In cases where such details are not reflected on the invoice, a cancelled cheque shall be submitted along with the shipment.

The supplier shall provide the following information, either on the invoice or through a cancelled cheque, in the prescribed format:

Name of the Bank	
Address with PIN Code	
Bank Account No	
Name of the Account Holder	
IFSC Code	
Type of account (Saving/ Current)	

12. Undertaking

The invoice submitted by the vendor/supplier shall include an undertaking certifying the following:

- 12.1 The prices indicated in the invoice represent the current and correct rates as offered by the publisher, distributor, or vendor, inclusive of all applicable discounts, and are true and accurate in all respects.
- 12.2 The books supplied are the latest available editions and are not remaindered, damaged, or obsolete stock.
- 12.3 The books supplied against the purchase order have been duly inspected for defects in collation, binding, print quality, and the condition of accompanying materials (e.g., CDs, DVDs, or other supplementary media), as well as overall physical condition. In the event that any defect is identified, the vendor shall replace the defective books at no additional cost to the purchaser, at the designated delivery location.

13. Price Certificate

A duly signed price certificate required to be incorporated in each and every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's / authorized distributor's price. **In case there is special price offers by the publisher**, the same should be communicated to the Library and **billed accordingly**.

14. Processing of Bills

Upon the successful delivery of books in accordance with the terms and conditions specified in the Purchase Order, the Acquisition section will initiate the processing of invoices. Within a period of one month, the Acquisition section will forward the processed invoices to the Accounts Section for further payment procedures. It is essential that any inquiries or concerns originating from the Acquisition Section regarding issues related to the supply be promptly addressed to ensure smooth processing.

15. Return of defective books

In cases where a supplied book fails to meet specifications, exhibits torn or missing pages, is in poor condition, found to be pirated copy or is outdated, the Supplier will be asked to take back the book at their own expense and provide a replacement within one month. Failure to do so will result in the cancellation of the order. The Library will not be responsible for such books if not taken back and replaced within the stipulated time period.

16. Cancellation of an order

- 16.1 Orders may be subject to cancellation if delivery is not completed within the prescribed time frame, unless an extension has been formally granted.

16.2 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.

17. Penalty for unsupplied books

In case of failure to supply a minimum of 85% of the ordered books, a penalty of 10% of the unsupplied books from the complete purchase order may be subtracted from the vendor's or supplier's final bill.

18. Termination of registration & delisting from the panel

- 18.1 A vendor's registration may be terminated/ dropped from the list of registered suppliers at any time in case of any of the following:
- 18.2 If the vendor fails to deliver at least 85% of the required items (measured by the number of titles) within a given year.
- 18.3 If the vendor fails to raise quotation for 5 consecutive terms during the year.
- 18.4 In the event of a breach of any terms of the agreement or the vendor's unsatisfactory or inefficient performance.
- 18.5 If it is discovered that the information provided by the vendor in any form regarding publications, services, or related matters is incorrect and results in a loss to the institute.
- 18.6 Any manipulation in invoices, supply, or other related activities will result in a ban for a period of one year, and the vendor will be delisted in the upcoming Vendor Empanelment.

19. Recovery to the financial loss to the Institute

- 19.1 Suppliers must certify on the bills that the **price charged is correct** and **no special offers/low priced editions** are available.
- 19.2 On account of the supplier not informing us of the availability of low-priced edition books or not informing us of special price offers from the publisher, any loss incurred to the institute will be recovered from the amount payable to the supplier.

20. The library reserves the right to

- 20.1 *Cancel* an order at any time without assigning any reason thereof.
- 20.2 *Alter*, adjust, amend, or replace any clause outlined in the aforementioned terms and conditions.
- 20.3 Procure the book(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply/quote the requisite books.

21. Legal Dispute

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Khordha, Odisha. The resultant contract will be interpreted under Indian Laws.

The institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required at any time.

Checklist

1.	Copy of Firm's PAN Card and GST No.	
2.	Membership certificate of registered national/ state booksellers' association/ federation.	
3.	Reference letter of minimum 5 dealing libraries of DAE institutes, IISc., IITs, NITs, IISERs, Central Universities, State Universities, CSIR Labs, Research Labs.	
4.	IT returns of last 3 consecutive financial years.	
5.	Affidavit raised on a non-judicial stamp paper of Rs. 50.00 by vendors for not having black-listed.	
6.	Demand Draft of Tender Fee (Rs. 2360/-) and EMD (Rs. 50000/-)	

Contact for information: (Only E-mail enquiries will be entertained)

The Librarian,
Central Library, NISER Bhubaneswar
P.O.- Jatni, Dist- Khordha -752050, Odisha, India.
Email: librarian@niser.ac.in
Phone No.: 0674-2494047

Contact for all other details regarding tender
Dr. Chandra Shekhar Purohit
FIC(Stores & Purchase)
E-mail : fic_purchase@niser.ac.in, spo@niser.ac.in, aosp1@niser.ac.in

Sd/-.

FIC (Stores & Purchase)

ANNEXURE-A

Application Form for Vender Empanelment

To,
The Librarian
Central Library, NISER Bhubaneswar
Post- Jatni, Dist. Khordha – 752050, Odisha, India

Sir/ Madam,

In response to your advertisement for empanelment of vendors for supply of books/ CD/ DVD and Audio Visual Materials to the Central Library NISER Bhubaneswar please find my/ our duly filled application form along with application fee and relevant documents.

Do you agree with our minimum discount structure as per the T&C?	Yes/ No
Do you agree with your firm have annual turnover of Rs. 75.00 Lakh in the last 3 consecutive financial years (2022-23, 2023-24, 2024-25)?	Yes/ No

Authorised Signatory & Seal of the Firm

Please specify the Serial/ Page Number of the Document which is enclosed in the Application Form (e.g. Page# 30/ Page no. 35 etc.)

Sl no.	Particulars	Details
1.	Advertisement/ Tender No. and Date	
2.	Do you agree to supply books on the terms and conditions mentions in the advertisement/tender?	YES/ NO
3.	Details of Demand Draft (EMD ₹50000.00)	
	[The EMD will be converted as Security deposit, which can be refunded after the successful completion of the Vendor Empanelment period without encountering any problem]	
	DD No.:	
	Date of Issue:	
4.	Tender Fee of Rs. 2360/- (including GST of 18%)	
	DD No.:	
	Date of Issue:	
	Issuing Bank:	
Bidder Information		
5.	Name of the Firm	
6.	Postal Address of the Head Office of the Firm	
7.	Name of the Contact Person :	
	Telephone No. :	
	Mobile No. :	
	Email :	
	Website :	

8.	Kind of Proprietorship (Single/ Joint) <i>(If Partnership, provide name and address, phone number of partners.)</i>	
9.	Whether firm is Income Tax payee? <i>(If yes, please submit a copy of income tax return filed for last three consecutive financial years.)</i>	
10.	PAN/ TAN no. <i>(please attach relevant document)</i>	
11.	GST no. <i>(please attach relevant document)</i>	
Bank Details <i>(a certificate issued by the bank may be attached)</i>		
12.	Name of Account Holder :	
	Account No. :	
	Type of account (Saving/ Current)	
	Name of the Bank :	
	IFSC Code :	
	Branch Address :	
	MICR Code :	
Related Information		Yes/No
13.	Are you a member of Good Office Committee (G.O.C)? <i>(If yes, attach a copy of the Membership Certificate.)</i>	
14.	Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI)? <i>(If yes, attach copy of the valid Membership)</i>	
15.	Are you a member of any other recognized similar National/ State body? <i>(If yes, attach copy of the valid Membership)</i>	
16.	Are you current a registered vendor of NISER Bhubaneswar? <i>(If yes, please attach the copy)</i>	

17.	<p>Are you distributor/ dealer/ stockiest/exclusive /preferred Agent of the publisher in the area of S&T?</p> <p><i>(If yes please submit the most recent authority letter(s) issued by the publishers.)</i></p>		
18.	<p>Number of Years of Experience in the field of supplying books to DAE institutes, IISc., IITs, NITs, IISERs, Central Universities, State Universities, CSIR Labs/ Research Lab Libraries.</p>		
19.	<p>Are you registered and currently dealing with the minimum 5 libraries of DAE institutes, IISc., IITs, NITs, IISERs, Central Universities, State Universities, CSIR Labs & Research labs?</p> <p><i>(If yes please attach relevant document)</i></p>		
20.	<p>Do you have direct import license?</p> <p><i>(If yes please attach the relevant documents.)</i></p>		
21.	<p>Do you have an account with the reputed foreign publishers for importing books directly through them?</p> <p><i>(If yes please attach the relevant documents.)</i></p>		
22.	<p>Are you able to procure & supply the books (including govt. & society publications) from abroad in 60 days against specific order?</p> <p><i>(If yes please attach the relevant documents)</i></p>		
23.	<p>Annual turnover of the firm in last 3 consecutive financial years</p> <p><i>(Please attach audited copy of the same)</i></p>		
	2022-2023	2023-2024	2024-2025
24.	<p>Have your firm ever been debarred/ blacklisted for doing business form any government organization?</p> <p><i>(If no please furnish an affidavit raised on non-judicial stamp paper of Rs. 50 [Fifty Rupees Only])</i></p>		Yes/ No

DECLARATIONS

- (i.) I/We(names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.

- (ii.) I/We also hereby declare that all matters related to NISER Bhubaneswar shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.

- (iii.) Mr/Ms..... Whose Signature are given below, is an authorized representative of this firm.

- (iv.) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Date:

Authorised Signatory & Seal of the Firm