राष्ट्रीय आपदा प्रबंधन संस्थान

(गृह मंत्रालय, भारत सरकार)

रुचि की अभिव्यक्ति (Expression of Interest - EOI)

पुस्तकों की खरीद एवं ई-पुस्तकों की सदस्यता/अभिगम हेतु विक्रेताओं के पैनल में सूचीबद्ध करने के संबंध में

राष्ट्रीय आपदा प्रबंधन संस्थान (NIDM) द्वारा वित्तीय वर्ष 2027-28 के लिए संस्थान के दोनों परिसरों अर्थात् दिल्ली एवं आंध्र प्रदेश स्थित पुस्तकालयों हेतु पुस्तकों की आपूर्ति एवं ई-पुस्तकों की सदस्यता/अभिगम (Subscription/Access) के लिए पात्र विक्रेताओं/प्रकाशकों को पैनल में सूचीबद्ध करने हेतु रुचि की अभिव्यक्ति (EOI) के माध्यम से आवेदन आमंत्रित किए जाते हैं। विस्तृत EOI दस्तावेज़ संस्थान की आधिकारिक वेबसाइट **www.nidm.mha.gov.in** से डाउनलोड किया जा सकता है। आवेदन जमा करने की अंतिम तिथि प्रमुख समाचार पत्रों में इस विज्ञापन के प्रकाशन की तिथि से 21 दिन होगी।

अधिक जानकारी के लिए कृपया संस्थान की आधिकारिक वेबसाइट **www.nidm.mha.gov.in** पर जाएँ।

सीबीसी 19107/11/0026/2627

कार्यकारी निदेशक, एनआईडीएम

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs, Govt. of India)

Expression of Interest (EOI)

for Empanelment of vendors for purchase of books & subscription/access to E-books

The National Institute of Disaster Management (NIDM) invites applications from eligible vendors/publishers for empanelment through an Expression of Interest (EOI) for the supply of Books and subscription/ access to E-books for the NIDM Libraries at both its campuses, i.e., Delhi and Andhra Pradesh, for the financial year 2027-28. The detailed EOI document may be downloaded from the Institute's official website: **www.nidm.mha.gov.in**. The last date for submission of applications is 21 days from the date of publication of this advertisement in leading newspapers.

For further details, please visit the official website of the Institute: **www.nidm.mha.gov.in**.

CBC 19107/11/0026/2627

Executive Director, NIDM

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(LIBRARY)

Dated: 17/11/2026

EXPRESSION OF INTEREST (EoI)

EMPANELMENT OF PUBLISHERS/DISTRIBUTORS/BOOK SUPPLIERS FOR SUPPLY OF PRINT BOOKS AND PROVISION OF ACCESS TO E-BOOKS TO THE INSTITUTE

Publishers, distributors and book suppliers of Indian origin who intend to supply books to the National Institute of Disaster Management (NIDM) Library at the following locations on an approval basis during the financial year 2027–28 are invited to apply for empanelment in the prescribed Application Proforma and Annexures:

- NIDM, New Delhi: Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi – 110042.
- NIDM Southern Campus: Kondapavuluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh – 521212.

The prescribed Terms and Conditions for empanelment are enclosed with this EoI.

Period of Empanelment

The empanelment shall initially be for a period of one year, which may be extended by a further period of two years, subject to satisfactory performance and approval of the Competent Authority.

The empanelled suppliers may be required to visit NIDM and interact with faculty members and the Librarian at both campuses on a regular basis to assess their requirements and to display newly published books and relevant catalogues. They may also be required to arrange book exhibitions and displays at the NIDM campuses, as and when required by the Institute.

The duly completed application, along with all required documents, shall be submitted within 21 days from the date of publication of the advertisement in the leading newspaper through offline mode at the address given below.

Applicants are also advised to visit the NIDM website for further information and updates: www.nidm.mha.gov.in

Address for Submission

The Joint Director
National Institute of Disaster Management
(Ministry of Home Affairs, Government of India)
Plot No. 15, Pocket-3, Block-B
Sector-29, Rohini, Delhi – 110042

The application shall be complete in all respects and supported by the following duly signed documents:

- Application Proforma – Annexure I
- Financial Bid Proforma – Annexure II
- Declaration – Annexure III

Last Date for Submission of Application: 21 days from the date of publication of the advertisement in the leading newspaper.

17/11

(Vineet Banga)
Joint Director
NIDM

INSTRUCTIONS FOR APPLICANTS, DETAILED TERMS AND CONDITIONS AND APPLICATION FORMAT

1. Instructions for Applicants

- Interested vendors/distributors/suppliers shall submit the application form at NIDM Campus Rohini-29, Delhi in a sealed envelope, superscribing: "Application for Empanelment for the Supply of Print Books and Provision of Access to E-Books to the Library, NIDM New Delhi & NIDM Southern Campus, Krishna District, A.P."
- The application shall be signed by an authorized signatory of the firm, with his/her full name and designation clearly indicated below the signature, along with the official seal of the firm.

Security Deposit

- Qualified vendors shall submit a Security Deposit of ₹10,000/- (Rupees Ten Thousand only) by Demand Draft in favour of the National Institute of Disaster Management, New Delhi, within ten (10) days of confirmation of empanelment. MSME-registered vendors shall be exempted.
- The Security Deposit shall be refunded without interest only upon successful completion of the empanelment period. Any default on the part of the vendor may result in forfeiture of the Security Deposit in favour of NIDM, and the vendor shall have no claim against the Institute in this regard.
- Incomplete and conditional applications shall not be considered.
- If any document furnished by a vendor/supplier is found to be false at any stage, it shall be treated as a breach of the terms of empanelment and may make the firm liable for appropriate legal action, including termination of empanelment.
- No canvassing or repeated communication with the library shall be permitted in connection with the empanelment process. Any such conduct may result in rejection of the application and/or appropriate action by the Institute.
- Applications received after the prescribed date and time shall not be considered.
- The applications shall be scrutinized and shortlisted for empanelment by a Committee constituted by the Institute. The shortlisted vendors shall be informed by email and/or regular post for further action, as required.
- The shortlisted vendors/distributors/suppliers shall agree to supply/provide services in accordance with the Institute's Terms and Conditions for Supply of Print Books and Provision of Access to E-Books/Purchase of E-Books specified below.

2. Eligibility for Empanelment

- The publisher/distributor/supplier/agency must be a member of the Good Offices Committee/Federation of Publishers' and Booksellers' Associations at the State and National levels.
- The firm must have completed at least five years in the relevant field, including supply of books to Government organizations, PSUs, Autonomous Bodies and/or Statutory Bodies. Documentary evidence for the required period shall be submitted.
- The firm must have an average minimum annual turnover of ₹20 lakh during the last three consecutive financial years, i.e. 2023–24, 2024–25 and 2025-26.
- Any publisher/distributor/supplier/agency blacklisted by any Government institution during the last three years shall not be considered for empanelment. A separate undertaking to this effect shall be submitted.
- The vendor/publisher must have valid PAN and GST registration and shall submit Income Tax Returns for the last three consecutive financial years and other applicable statutory registrations.

3. Terms and Conditions

A. General

- The Competent Authority of NIDM reserves the right to approve or reject any or all applications/vendors without assigning any reason. The decision of the Competent Authority shall be final in matters relating to acceptance and rejection of applications, subject to applicable rules.
- NIDM shall not be bound to place any purchase order for the supply of print books or provision of access to e-books with any empanelled vendor.

- NIDM may bifurcate an order on the basis of the discount offered by vendors for individual titles and/or the terms offered for provision of access to e-books.

B. Pre-order Inquiry

- The library may send a "Pre-order Inquiry" by email to all empanelled vendors for the required list of print books and/or e-books to ascertain the following details:
  - a) Availability of print books (in stock/procurable/other applicable status) and availability/access status of e-books.
  - b) Shipping time, in weeks, for print books.
  - c) Unit price in the original currency for print books and applicable price/subscription/access charges for e-books.
  - d) Validity period of the quoted price and, wherever applicable, the validity period of e-book access/subscription.
- Vendors shall respond by email within five days of receipt of the inquiry, quoting the available titles, number of copies (for print books), availability/access status (for e-books), and unit price/access charges, as applicable.
- In case of emergent requirements, orders may be placed with local vendors; however, the applicable discount policy shall remain the same.
- All details requested in the inquiry shall be provided. Responses with any required field left blank may not be considered.

C. Purchase Orders

- The library shall place purchase orders with empanelled vendor(s) offering the best and prompt service. Orders may also be placed on the basis of the maximum discount offered, keeping in view past performance and the vendor's relationship/authorization with publishers and distributors, as considered appropriate by the library.
- Supply of print books and provision of access to e-books shall be made strictly against a purchase order.
- Acknowledgement of receipt of the purchase order, which shall be treated as acceptance of the purchase order, is mandatory and should preferably be sent by email.
- Any clarification/query regarding a purchase order shall be raised with the library within two (2) working days of receipt of the order.

D. Time Frame for Supply

- Maximum 20 days for Indian/foreign titles available in India.
- Maximum 60 days for foreign titles not available in India.
- Books shall be consigned to the Librarian, NIDM at both campuses.
- If a requested title is OFP (Out of Print) or POD (Print on Demand), valid documentary proof shall accompany the request for additional time.
- For titles that cannot be supplied, a certificate of non-availability in the market from the publisher/publisher's distributor/stockiest shall be furnished within the due date of supply.
- If a delay is anticipated, the empanelled vendor shall inform the Librarian in writing, explaining the reason and seeking additional time, at least seven (7) working days before the due date.
- Where the reason for delay is justified by adequate documentary proof, such as communication from the publisher/publisher's distributor, the Competent Authority may consider extension of the supply period as deemed appropriate.
- Every supply of print books shall be accompanied by a Delivery Challan clearly indicating the titles/items supplied, quantity and price.
- For e-books, the vendor shall provide the required access within the time specified in the purchase order and shall provide the necessary access details/credentials and confirmation of activation to the Library.
- Acceptance of supplies relating to cancelled titles shall be at the sole discretion of the Institute.

E. Place of Supply

- Supply of print books shall be made free of freight charges.
- Books/items ordered shall be supplied to the following addresses, as specified in the purchase order:
- The Librarian, National Institute of Disaster Management, Pocket-3, Sector-29, Rohini, Delhi – 110042.
- The Librarian, NIDM Southern Campus, Kondapavuluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh – 522101.
- Supply of print books shall be made strictly against purchase orders, and 90% of the confirmed purchase orders should be supplied.
- Every supply of print books shall be accompanied by a Delivery Challan clearly indicating the titles supplied, quantity and price.
- For e-books, the required access shall be provided electronically as per the purchase order, together with the necessary access details/credentials and confirmation of activation.

F. Conditions for Cancellation of Released Purchase Orders

- If an empanelled vendor fails to supply the whole or any part of an order within the stipulated time, without informing the Librarian in writing regarding the delay or inability to supply the ordered title(s)/provide the required e-book access, the order may be cancelled. The Institute may also remove the vendor from the empanelled list after providing an opportunity to represent its case.
- Acceptance of any supply received after cancellation shall be at the discretion of the library, and the decision of the Competent Authority shall be final.
- If a vendor expresses inability to supply the titles or provide access to specified e-books for any reason, the purchase order may be cancelled and a fresh purchase order may be placed with the next suitable empanelled vendor.

G. Edition Specifications

- Latest editions shall be supplied unless otherwise specified.
- Indian editions shall normally be supplied unless otherwise specified.
- If an Indian edition is not available, another available edition may be supplied with prior approval of the Librarian.
- Print books shall normally be supplied in the latest paperback edition unless otherwise specified.
- For e-books, access shall be provided to the latest available edition unless otherwise specified in the purchase order.

H. Discount

- The vendor shall offer the maximum possible discount on the published/printed price of print books in English and Hindi, of Indian or foreign origin. The discount shall not be less than the minimum rate specified in the Financial Bid, wherever applicable, for the current edition.
- For e-books, the vendor shall offer the maximum possible discount/concession on the applicable publisher/platform price, subscription fee or access charges, as applicable.
- E-books shall be provided with perpetual access to the Institute without recurring subscription/renewal charges, unless specifically agreed otherwise.
- E-books shall provide unlimited access and unlimited downloading/reading facilities for authorized users of the both Campuses.
- The vendor shall ensure that e-books are supplied through an authorized publisher/platform and that access remains valid and uninterrupted.
- Discount rates offered by the firm shall not be linked to the quantum of the purchase order.

S. No.	Publication Type	Indian Title / Indian Imprint of Foreign Title (Discount %)	Foreign Title (Discount %)	E-Books (Discount/Concession %)
1	Books, Text Books, Fiction and Non-fiction Books (Hardbound & Paperback)	25%	25%	30-35 %
2	Other Reference Books such as Encyclopedias, Handbooks, etc.	25%	25%	30-35 %
3	Government Publications	As per actual price	As per actual price	As applicable
4	Access to E-Books			Perpetual

Note: The discount/concession quoted by the bidder shall be a flat rate for the relevant category.

I. Invoicing Procedure

- The invoice shall bear the firm's PAN.
- Pre-receipted invoice(s)/bill(s) shall be submitted in triplicate (three copies), wherever applicable.
- Where applicable, the original bill shall bear the required revenue stamp and the signature of the authorized signatory.
- Invoice shall be raised in favour of the Librarian, National Institute of Disaster Management, Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi – 110042; or the Librarian, NIDM Southern Campus, Kondapavuluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh – 522101, as specified in the purchase order.
- One invoice shall be raised against one Purchase Order only. Titles/items relating to different purchase orders shall not be combined under one invoice.
- For e-books, the invoice shall clearly mention the relevant Purchase Order, titles/subscription/access details and applicable charges.

J. Conversion Rates

- Prices in the invoice shall be indicated in the original currency, wherever applicable.
- RBI/SBI and other National Bank currency conversion rates applicable on the date of submission of the quotation by the vendor, shall be followed and clearly indicated on the invoice, wherever applicable.
- Every price proof and currency conversion proof shall bear the seal and authorized signature of the vendor.
- For a foreign title where the price is not printed on the book, a copy of the publisher's invoice shall be submitted as price proof.
- If a foreign title is exclusively distributed by an Indian distributor, the vendor shall submit a letter from the publisher/authorized exclusive distributor confirming the arrangement, along with the book price and invoice of the authorized distributor. A price sticker affixed to the book shall not be accepted as price proof.
- The Institute may verify the book price from an online platform other than the publisher's price proof.
- For an Indian title where the price is not printed, a copy of the publisher's/authorized distributor's invoice shall be submitted. The publisher's catalogue shall generally not be accepted as price proof.
- For e-books, the applicable publisher/platform price, subscription fee or access charges shall be provided with appropriate documentary/online price proof, wherever required. For foreign e-books, the original currency and applicable RBI conversion rate shall be indicated wherever currency conversion is required.

K. Undertaking

Every invoice shall certify the following:

- The prices charged are the actual and current publisher's prices billed to the vendor and are true and correct.
- The latest editions have been supplied and the books supplied are not remaindered titles.
- The print books supplied against the order have been checked for defects in collation, binding, accompanying material such as CDs, and other physical condition. Any defective book/CD shall be replaced free of cost at the destination of supply.
- Reverse pick-up of defective items shall be the responsibility of the vendor and all related charges shall be borne by the vendor.
- Reverse pick-up of defective items shall be arranged within 30 days of receiving intimation from the library.
- The prices charged are as per the publisher's invoice (publisher/importer/distributor), as applicable.
- For e-books, the invoice shall certify that the access provided is for the correct title(s)/edition(s), is duly authorized by the publisher/content provider, and that the charges quoted are the actual and current publisher/platform prices, as applicable.
- In case of any issue with e-book access, including incorrect title/edition, non-availability or interruption attributable to the vendor, the vendor shall take corrective action and restore access at no additional cost to the Institute.

L. Return of Soiled/Damaged Books

- If a supplied print book does not conform to the specified requirements or is not in good condition, the supplier shall take back the book at its own expense and replace it within one month. Failing this, the order may be cancelled. No payment shall be made for such books.
- If payment has already been made, the amount may be recovered from the supplier or adjusted against the Security Deposit, as applicable.
- The library shall not be responsible for books that are not taken back and replaced within the stipulated period.
- For e-books, if the access provided does not conform to the specified requirements, including title, edition, access period or other agreed terms, the vendor shall rectify the issue or provide correct access within the stipulated period at no additional cost. Failing this, the order may be cancelled and any amount already paid may be recovered from the vendor or adjusted against the Security Deposit, as applicable.

M. Payment Terms

- Bills/invoices complete in all respects shall be processed and paid within 60 days from the date of final supply/provision of access and submission of the required original documents.
- Payments shall be made through NEFT/RTGS only. Publishers/distributors/suppliers/agencies shall submit complete bank details along with their bills/invoices.

N. Termination of Empanelment

- The Institute may terminate the empanelment of a vendor/supplier and remove the firm from its panel, which may also result in forfeiture of the Security Deposit, in the event of breach of the terms and conditions or unsatisfactory/inefficient performance.
- In case of charging more than the actual publisher's price/applicable price, the firm may be subject to appropriate action, including blacklisting and/or forfeiture of the Security Deposit, as applicable.
- If the vendor fails to deliver at least 75% of the supply, in terms of the number of titles ordered during a year, or fails to provide required e-book access as per purchase orders.
- If information furnished by the empanelled vendor regarding books, e-books, services, prices, access or related matters is found to be incorrect and results in loss to the Institute.
- The Institute reserves the right to claim/recover any loss incurred by it on the basis of available invoices/documents submitted by the vendor.

O. Other Terms and Conditions

- The Institute reserves the right to amend, modify or substitute any clause of these Terms and Conditions, if required. Such amendments/updates may be published on the NIDM website.
- All disputes and differences arising out of or concerning the empanelment/work shall be subject to arbitration by the Executive Director, NIDM, subject to applicable law. The empanelment shall be governed by the laws of India. Disputes shall be subject to the jurisdiction of the competent courts at Delhi.
- In urgent cases, vendors may be required to deliver books within a short notice. Failure to deliver the ordered quantity within the stipulated time may result in appropriate action, including blacklisting by the Competent Authority, as applicable.
- For urgent e-book requirements, the vendor shall provide the specified access within the stipulated time. Failure to do so may result in appropriate action, including blacklisting by the Competent Authority, as applicable.
- For further information/clarification, the Librarian, National Institute of Disaster Management, may be contacted at Telephone No. 011-20873410 on any working day (Monday to Friday) between 10:00 A.M. and 05:00 P.M.

ANNEXURE – I

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR SUPPLY OF INDIAN/FOREIGN PRINT BOOKS AND PROVISION OF ACCESS TO E-BOOKS TO THE LIBRARY, NIDM, NEW DELHI & SOUTHERN CAMPUS, KRISHNA DISTRICT, A.P.

(PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE FILLING THE FORM)

(Strike off whichever is not applicable)

1. Name of the Organization:

_____

2. Complete Postal Address:

_____

Telephone Number(s):

_____

Fax Number:

_____

E-mail Address / Website:

_____

3. Constitution of the Organisation (tick as applicable):

Proprietorship / Partnership / Company / Other

_____

Name and Address of Authorised Person:

_____

4. Year of Establishment of the Firm and Registration Number/Date:

_____

5. Membership of Good Offices Committee/Federation of Publishers' and Booksellers' Associations at State and National level:

Yes / No. If yes, attach copy of Membership Certificate.

_____

6. Status of Firm:

Distributor / Dealer / Stuckist / Exclusive Agent / Preferred Agent / Authorized E-Book Distributor / Service Provider / Other

_____

Authority/Authorization:

Attach authority letter(s) issued by publishers'/content providers/authorized distributors, wherever applicable.

_____

7. PAN No.:

Attach copy of PAN and Income Tax Return(s).

_____

8. GST Registration No.:

Attach copy of GST Registration Certificate.

9. Details of Government Institutions/PSUs/Autonomous Bodies/Statutory Bodies to which books have been supplied and/or e-book access provided during the last five years:

Attach list with documentary proof.

10. Annual Turnover for the last three consecutive financial years:

Attach audited financial statements or turnover certificate certified by a Chartered Accountant.

11. Blacklisting Declaration:

Attach an affidavit/undertaking on non-judicial stamp paper of ₹50/- stating that the firm has not been blacklisted for the prescribed period by any Institute, University or Government Organization in India.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative of the Firm: _____

Date: _____ Firm Seal: _____

ANNEXURE – II

PROFORMA FOR FINANCIAL BID

1. Name of the Firm: _____

Address & Telephone Number: _____

PAN No.: _____ GST No.: _____

2. Discount Offered

The maximum discount/concession that the bidder intends to offer shall be clearly indicated below. Library purchases shall generally be of original/latest editions/reprints, as specified in the purchase order. Bidders are therefore requested to quote an appropriate, reasonable and realistic offer.

S. No.	Publication Type	Indian Title / Indian Imprint of Foreign Title Discount %	Foreign Title Discount %	E-Books Discount/Concession %
1	Text Books, Books, Fiction and Non-fiction Books (Hardbound & Paperback)			
2	Other Reference Books such as Encyclopedias, Handbooks, etc.			
3	Government/Society Publications / Short Discount or No Discount Publications			
4	Books other than print format, i.e. CD/DVD and similar electronic media			
5	E-Books and any other type/format (if any) or any other charges to be levied			

Note: Only a flat discount/concession rate shall be quoted.

3. Bank Details

Name of Bank with complete Address: _____

Account Holder Name: _____

Account Number: _____

NEFT/RTGS Details: _____

Declaration

It is certified that the information furnished above is correct. We have read and understood the terms and conditions stipulated in the EoI/Empanelment Document and agree to abide by the same. The signatory to this bid is authorized to sign the bid on behalf of the organization.

Place: _____

Signature: _____

Date: _____

Firm Seal: _____

ANNEXURE – III

DECLARATION

I/We, _____ (Name(s) of the Authorized Person), hereby declare that the information provided in the application form is true and correct to the best of our knowledge and belief. We further declare that we shall be bound by the acts of our duly constituted attorney/authorized representative.

I/We hereby declare that all matters relating to NIDM, including information relating to books, e-books, services, pricing, access and other related matters, shall be treated as confidential and shall not be disclosed to any unauthorised person without the written permission of the Competent Authority.

Mr./Ms. _____, whose signature appears below, is the authorized representative of the firm.

I/We undertake to communicate any subsequent change in the constitution or working of the firm that may affect the accuracy of the information furnished in the application.

I/We have read and understood all the Terms and Conditions of NIDM contained in this document and agree to abide by the same.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative of the Firm: _____

Date: _____

Firm Seal: _____