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 <b>NATIONAL INSTITUTE OF DISASTER MANAGEMENT</b> (Ministry of Home Affairs, Govt. of India)
<b>Expression of Interest (EOI)</b> <b>for empanelment of vendors/suppliers for Supply of Books</b> National Institute of Disaster Management (NIDM) invites Expression of Interest (EOI) from the interested Book Vendors/Suppliers of Books from Delhi/NCR registered with Federation of Publishers' & Bookseller's Associations for supply of Books. The application in the specified format addressed to Executive Director, NIDM must reach on or before <b>1700 hrs of 13.08.2021</b> . For more details please visit <a href="https://www.nidm.gov.in/tenders.asp">https://www.nidm.gov.in/tenders.asp</a> <b>Executive Director, NIDM</b>

6 cm

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT  
(LIBRARY)**

**Dated:- 23/07/2021**

**EXPRESSION OF INTEREST (EoI)**

**FOR EMPANELMENT OF PUBLISHERS/DISTRIBUTORS/BOOK SUPPLIERS FOR SUPPLY  
OF BOOKS TO THE INSTITUTE**

The book Suppliers/Publishers/Distributors from Indian origin who intend to supply books to the National Institute of Disaster Management (NIDM), Library of Delhi & Vijayawada (A.P) **on approval basis** during the financial year i.e. 2021-22 may apply for registration of their firm in the prescribed **Proforma** and **Annexure** attached. The prescribed **Terms and Conditions** laid down by NIDM, Library are also attached.

**On Empanelment:** The empanelment shall be initially for a period of one year extendable by one more year. The suppliers empanelled shall visit to NIDM and interact with faculty and librarian on regular basis to assess their requirements, show newly published books and catalogues of their interest. They may also be asked to arrange for book exhibitions and displays in the campus as per Institute requirements.

The duly filled in application along with necessary documents are required to be submitted by **1700 hrs** of **13.08.2021** in a sealed envelope on the below mentioned address and also visit NIDM website.

**<https://nidm.gov.in/tenders.asp>**

**The Executive 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 complete application must be supported by the following duly signed documents

- (i) Application Proforma (Annexure- I)
- (ii) Performa of Financial Bid (Annexure – II)
- (iii) Declaration (Annexure – III).

Last Date for Submission of Application: **1700 hrs** of **13.08.2021**

(Lt. Col. Dinesh Chander Vashista)  
Joint Director  
NIDM

## **INSTRUCTIONS FOR APPLICANTS, DETAILED TERMS AND CONDITIONS, APPLICATION FORMAT ARE MENTIONED BELOW:**

### **1. Instructions for applicants:**

- Interested vendors/distributors/suppliers should submit application form in sealed envelopes super scribing – “Application for Empanelment for the Supply of Books to Library, NIDM New Delhi & NIDM Southern Campus, Vijaywada, A.P”.
- 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.
- **Security Deposit:**
  - i. Qualified vendors shall submit a security deposit of Rs. 10,000/- (Rupees Ten Thousand only) vide demand draft, in favor of the National Institute of Disaster Management New Delhi within ten (10) days of confirming vendor empanelment.
  - ii. The above security deposit will be refunded to the vendors without interest only on successful completion of the duration of empanelment. Any default on the part of the vendor will lead to forfeiture of security to NIDM New Delhi and the vendor will have no claim on it.
- Incomplete and conditional applications will not be considered.
- At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action, besides termination of empanelment.
- Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applicants are liable to be blacklisted by the Institute.
- The received application(s) after the due date and time will not be considered.
- The applications will be scrutinized and shortlisted for empanelment by the Institute constituted Committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Books (Print)” as stipulated hereunder.

### **2. Eligibility for Empanelment for applicants:**

- The publishers/distributors/suppliers/agency must be member in the Good Offices Committee/Federation of Publishers' & Bookseller's Associations at state and National level.
- They must have completed minimum five years in the relevant field like supply of books to government organization/PSU/Autonomous bodies & also attached all relevant documents for past five years.
- Average minimum annual turnover of Twenty lakhs for the last three consecutive financial years.
- Any publishers/distributors/suppliers/agency blacklisted by any government institutions within a period of last three years would not be considered by the Institute for the Empanelment. A separate undertaking must be submitted by publishers/distributors/suppliers/agency.
- The vendors/publishers must be registered with GST, PAN card, ITR of three consecutive and statutory registrations.

### **3. The Empanelment for supply of books (print) will be administered by the following “Terms and Conditions”:**

#### **A. General:**

- The competent authority of NIDM 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.
- NIDM does not bound to place the purchase order to the approved empaneled vendor.

#### **B. Pre-order Inquiry:**

- The Library may send a “Pre-order Inquiry” by email, to all the empanelled vendors, for the required list of books to know the following details, in accordance with these approved "Terms & Conditions":
  - Availability (In stock/procurable/whatever may be the availability condition)
  - Shipping time (in weeks), strictly in weeks only.
  - Unit Price (in Original Currency)
  - Validity period of price information provided.
- Within five days of receipt of the email, the Vendors have to respond quoting titles available with number of copies and unit price, by reply email only.
- In case of emergent requirements, orders may be placed with local vendors; however discount policy will remain the same.
- All the details inquired for must be provided. If any field is left blank, the response will not be considered.

#### **C. Purchase Orders:**

- The Library will place purchase orders with the empanelled vendor(s) who offers best and prompt services. However, order will be placed on maximum discount rate basis also keeping in view their past performance and their links with the publishers and distributors, as finalized by Library.
- Supply of books has to be made strictly against the purchase order only.
- Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- Any clarification/query regarding the purchase order should be sought from the Library within 02 (two) working days of receipt of the order.

#### **D. Time-frame for supply:**

- 15 days (maximum) – for Indian/ Foreign titles (if available in India).
- 60 days (maximum) – for foreign titles (if not available in India).
- The Books should be consigned to The Librarian, NIDM, New Delhi.
- 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.
- 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.
- In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to The Librarian, NIDM explaining the same and seeking an additional required time to supply the same, at least 07 (seven) working days before the supply due date.
- If the provided reason for 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.

- 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 decision of accepting supply of cancelled titles is at the sole discretion of the Institute.

**E. Place of Supply:**

- The supply should be free of freight charges.
- Books or items ordered should be supplied to as per the purchase order:
  - The Librarian, National Institute of Disaster Management, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042
  - The Librarian, NIDM [Southern Campus], Kondapavuluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh, Pin- 522 101.
- Every supply should be accompanied by a delivery challan, clearly bearing the details of titles in supply, their quantity and price.

**F. Conditions for cancellations of the released purchase orders:**

- 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 Librarian, NIDM regarding delay or its (their) inability to supply the ordered title(s), then the order will stand cancelled and the Institute reserves the right to drop the vendor from its empanelled list after providing him one opportunity to represent his case.
- The decision of accepting supply of cancelled titles is at the sole discretion of the Library and the decision of the Competent Authority shall be final in this regard.
- In case the vendor(s) regrets to supply the titles mentioned in the purchase order due to any reason, then the purchase order will be cancelled and a fresh purchase order will be placed with the next available vendor(s).

**G. Edition specifications:**

- Latest editions of books must be supplied, unless mentioned otherwise.
- By default, Indian editions of books must be supplied, unless mentioned otherwise.
- In case of unavailability of Indian editions, supply of the available editions in lieu of the default is accepted, subject to obtaining of pre-approval from the Librarian.
- All books should be of latest paperback editions, unless otherwise specifically mentioned.

**H. Discount:**

The Institute follows the discount pattern given in the table below. The vendor should offer a maximum discount on published/printed price for all books in English /Hindi language of Indian or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of a book.

S.No.	Publications type	Indian Title/Indian imprint of the foreign title (Discount % on Printed/Publisher's price)	Foreign Title (Discount % on Printed/ Publisher's price)
1	Text, Reference Books, Fiction and Non-fiction books (Hardbound & Paperback)	25%	20%
2	Other Reference books such as encyclopedias, handbooks, etc.	20%	20%
3	(Govt. Publication)	As per actual price	

**I. Invoicing procedure:**

- The Invoice should bear the firm's IT PAN.
- Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- Invoice should be raised in favor of The Librarian, National Institute of Disaster Management, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042 and NIDM [Southern Campus], District: Andhra Pradesh, Pin- 522 101.
- One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.

**J. Conversion Rates:**

- The prices in the invoice should be indicated in original currencies.
- Reserve Bank of India's (RBI) Currency conversion rates as applicable on the date of the enquiry should only be followed, and should also be clearly indicated on the invoice.
- Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- In case of a foreign title: If the price of the book is not printed, the vendor must submit the publisher's invoice copy of the book as price proof.
- If a foreign title is exclusively distributed by any exclusive Indian distributor, then the vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the invoice of the authorized exclusive distributor, as price proof.
- Any Sticker affixed with the book indicating price is not acceptable.
- Book price maybe verify by the institute from online platform other than publisher price proof.
- In the case of Indian title: If the price of the book is not printed, then the vendor must submit the publisher's /authorized distributor's invoice copy, as price proof. Publisher's Catalogue is generally not accepted as price proof.

**K. Undertaking:**

Every invoice should certify the following:

- The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- The latest editions have been supplied, and they are not remaindered titles.
- The books supplied against this 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 at any stage, the defective books/CDs shall be replaced free of cost, at the destination of supply.
- Defective Items & Reverse Pickup: Reverse pick-up of the defective items is the responsibility of the vendor(s) and the charges are to be borne by the vendors(s) only
- Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from the Library.
- The prices charged are as per the publisher's invoice (publishers/importers/distributors).

**L. Return of Soiled/damaged Books:**

If a supplied book does not confirm to specifications or if the book is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. No payment for such books will be made. However if payment has been made, lost will be either be recovered or adjusted against security deposit. The Library will not be responsible for such books if not taken back and replaced within the said period.

**M. Payment Terms**

- Bills/Invoices submitted in all respects shall be processed and paid within 60 days from the date of final supply and submission of original documents.
- All payments shall be transferred NEFT/RTGS only and publishers/distributors/suppliers/agency shall submit their bank details along with their bills/invoices.

**N. Termination of empanelment:**

The Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.
- If the vendor fails to deliver at least 70% of the supply (in terms of the number of titles ordered) during a year.
- If at any time, found that the information provided by the empanelled vendor in any form about books, services, and related matters are incorrect and result 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).

**O. Other Terms and Condition:**

- The institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time. The empanelled vendor(s) may find the update(s), on NIDM website (<http://www.nidm.gov.in>) in this regard.
- All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Executive Director, NIDM. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Delhi.
- In case of urgency, the vendors need to deliver the books under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the books within the stipulated time, the vendor will be blacklisted by the competent authority of the Institute.
- In case, any other information/clarification is required, The Librarian, National Institute of Disaster Management may be contacted at Telephone No. 20873410 on any working day (Monday to Friday) during 10.00 A.M. to 05.00 P.M.



**ANNEXURE I**

**APPLICATIONS FORM FOR EMPANELEMENT OF AGENCY FOR SUPPLY OF  
INDIAN/FOREIGN PRINTED BOOKS To LIBRARY, NIDM, NEW DELHI & SOUTHERN  
CAMPUS, VIJAYWALA 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 Numbers.....  
Fax number: .....  
E-mail address, website: .....
3. Kind of Organization (please ✓ ) Proprietorship/Partnership/Company  
Name and address of Authorized person: .....  
.....
4. Year of starting of the Firm with Registration  
Number/Date.....
5. Are you a member of Good Offices Committee/Federation of Publishers' & Bookseller's  
Associations at state and National level Yes/No. If Yes, attach a copy of the Membership  
Certificate  
.....
6. Are you a distributor / dealer / stockiest / exclusive / preferred Agent? If so, attach the authority  
letter(s) issued by the publishers in support of your claim .....
7. PAN No. ....Attach Copy of IT Return.....
8. GST Registration No. (Attach: copy of the GST Registration Certificate) .....
9. Provide list of government institutions/PSU/Autonomous bodies to which you have supplied  
books in the last five years along with proof.
10. Please provide details of the annual turnover of the firm for the last three consecutive financial  
years with documentary evidence such as audited statement of accounts or statement of  
turnover certified by Chartered Accountant for the last three consecutive financial years.
11. Please provide an affidavit on a non-judicial stamp paper of Rs.50.00 for not having black-listed  
for minimum 03 (three) years by any of the Institutes or Universities or Government organizations  
in India.

Signature of Authorized Person: .....

Place .....

Signature of Authorized representative of the firm: .....

Date (with Firm's Seal): .....

**PROFORMA FOR FINANCIAL BID**

1. Name of the Firm: .....

Address &amp; Telephone Number:

PAN No.: .....

GST No.: .....

2. Discount Offered:

The maximum discount the bidder concerned intends to offer shall be mentioned clearly (Books required for library purchases in general are of original version/latest edition/ reprints only). Thus, bidders are requested to quote appropriate, reasonable and realistic offer only.

S.no	Publications type	Indian Title/Indian imprint of the foreign title (Discount % on Printed/Publisher's price)	Foreign Title (Discount % on Printed/Publisher's price)
	<b>Please Note: Only flat discount rate to be quoted.</b>		
1	Text, Reference Books, Fiction and Non-fiction books (Hardbound & Paperback)		
2	Other Reference books such as encyclopedias, handbooks, etc.		
3	(Govt./ society publications/short discount/no discount publications)		
4	Books other than print format i.e. CD/DVD and like Electronic media		
5	Any other type/format (if any) or Any other charges to be levied		

3. Bank Details:

Name of Bank with complete Address:

Account Holder name:

Account Number:

NEFT/ RTGS Detail:

**DECLARATION:**

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:

Signature:  
Date:  
Name:

**ANNEXURE III**

**DECLARATION**

1. I/We ..... (Names of Authorized Person) hereby declare that the information provided in this application form are 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 NIDM shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr..... 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 firm, affecting the accuracy of the facts, stated above.
5. I/We have read and understood all the "Terms and Conditions" of NIDM as mentioned in this in this document and consciously agree to abide by them.

Signature of Authorized Person: .....

Place .....

Signature of Authorized representative of the firm: .....

Date (with Firms Seal): .....