



Indian Council of Social Science Research (ICSSR)
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067
Tel.No. 91-11-26741849/50/51 (EPABX) Fax: 91-11-26741836

Expression of Interest (EOI)
Empanelment of Vendors for Supply of Books to NASSDOC,
ICSSR, New Delhi

Indian Council of Social Science Research (ICSSR) was established in the year of 1969 by the Government of India to promote research in social sciences in the country. The Council aims to:

- Review the progress of social science research and give advice to its users;
- Sponsor social science research programmes and projects and administer grants to institutions and individuals for research in social sciences;
- Council and administer scholarships and fellowships for research in social sciences;
- Indicate areas in which social science research is to be promoted and adopt special measures for the development of research in neglected or new areas;
- Give financial support to institutions, associations, and journals engaged in social science research;
- Arrange for technical training in research methodology and to provide guidance for research;
- Co-ordinate research activities and encourage programmes for interdisciplinary research;
- Develop and support centres for documentation services and supply of data;
- Organize, sponsor, and finance seminars, workshops and study groups;
- Undertake publication and assist publication of journals and books in social sciences;

National Social Science Documentation Centre (NASSDOC), was established in 1970 as a Division of the ICSSR with the objective to provide library and information support services to researchers in social sciences; those working in academic institutions, autonomous research organisations, policy-making, planning and research units of government departments, business and industry etc.

NASSDOC also provides guidance to libraries of ICSSR Regional Centres and ICSSR-supported Research Councils. Meeting the challenges posed by a technology-driven world, it exemplifies the use of a digital environment for creating, applying and utilizing information with its automated library collection, WEBOPAC, online databases/e-resources etc. It has effectively attained itself to the web-enabled information and is marching ahead.

The Indian Council of Social Science Research (ICSSR) invites proposals for empanelment of book vendors on prescribed format from reputed book vendors/ book distributors/ book suppliers for supply of books to National Social Science Documentation Centre (NASSDOC) 35, Ferozeshah Road, New Delhi – 110001|

Interested book vendors/ book distributors/ book suppliers may submit the filled-in application forms with the required details to the Administrative Officer, Indian Council of Social Science Research (ICSSR) JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 (INDIA) Tel.No. 91-11-26741849/50/51 (EPABX) Fax: 91-11-26741836 latest **by DD/MMM/YYYY by tt/ttt**, as per detailed instructions below:

Instructions:

1. Please go through the terms and conditions for supplying books to ICSSR carefully before filling the application form.
2. Interested book vendors should submit the enclosed application form in a sealed envelope super scribing "Application for Empanelment of Vendor for Supply of Books to NASSDOC".
3. The authorized person should sign the application form on every page with the full name, designation, and official seal of the agency/ firm.
4. Incomplete application forms, application forms not filled properly or received after the due date will not be entertained. The decision of the Council in this regard shall be final and binding on the vendors.
5. At any point of time, if any of the documents furnished by the book vendor are found to be false, it would be deemed as a breach of terms of the contract making the concerned firm liable for legal action besides termination of the contract.
6. The selection will be based on past supply records in reputed institutions, discount rates, agency/firm annual turnover etc., and the shortlisted book vendors are required to strictly agree to supply the books as per the terms and conditions stated herein in the EOI.
7. The Application forms will be scrutinized and shortlisted by a designated committee of the Council. The shortlisted book vendors will be informed through an email, upon which they will have to send their acceptance through e-mail.

Terms and Conditions for supply of Books to ICSSR:

1. Eligibility Criteria for Empanelment

- a) The vendor should be in the field of book supply for at least five years as on **DD/MMM/YYYY**
- b) Minimum 5 references of the Academic/ Special Libraries of reputed Institutions with whom the firm is already empanelled for the supply of books.
- c) The firm should not be black-listed by any Government organization
- d) The turnover of the firm for the last three consecutive Financial Years should be at least Rs.25 lakh in each Financial Year. The documentary proof must be attached.
- e) Membership of the Federation of Publishers and Book Sellers Association of India(preferably)
- f) Authorized distributorship/dealership license documents, if the party is so authorized by the publisher (preferably)
- g) Updated Trade license (compulsorily)

2. Availability Status of Books

- a) To ascertain the availability status of the required books, at the first instance, the titles of books along with details such as author/editor, publications, number of copies etc. will be sent to the empanelled book vendors through an e-mail. Upon receipt of the e-mail, the book vendors will have to respond within a maximum period of three (03) days. In case no reply is received, it will be presumed that the vendor is unable to supply these books.

3. Purchase Orders

- a) After the approval of the purchase proposal by the competent authority, the ICSSR-NASSDOC shall place the purchase order to the empanelled vendor(s) on agreed terms and conditions.
- b) The books will be required to be supplied against a Purchase Order (PO) issued by a designated officer of the Council. The PO may be e-mailed or sent by hand/post/courier or collected from the designated officer. The book vendor on receipt of the PO shall

acknowledge the receipt by email or return the signed duplicate copy (signed scan copy of the PO through e-mail will be preferred) as a token of their confirmation with respect to the acceptance within 7 working days.

- c) If two or more empanelled vendors offer the same discount and the same shipping time/supply time, feasibility for an approximately equal distribution of the purchase order(s) may be explored at the discretion of the Council.
- d) The supply of resources has to be made strictly according to the purchase order(s) only.
- e) The Council reserves the right to cancel the order and transfer it to another vendor in case the supply position/status is not received within the given time frame.

4. Discount

- a) The vendors should offer a minimum 27% discount on the list price of Indian and foreign editions of books. The highest discount quoted-both for Indian and foreign books will have to be matched by the vendor desirous of empanelment.
- b) For all Government/Society Publications/No discount titles/Short discount titles, Publisher's price – (discount earned) + up to 5% handling charges on the net amount will be followed. The vendor will submit all necessary documents as a proof relating to the same.

5. Delivery Schedule of Books

- a) Maximum of twenty (20) days for Indian titles.
- b) Maximum of sixty (60) days for foreign titles.
- c) If the ordered book(s) are in print on demand (POD), a sufficient valid supporting documentary proof/certificate from the publisher should be furnished in this regard for seeking any extra time to supply the same.
- d) Only new books must be delivered.
- e) The costs of packing, freight charges, loading, unloading etc. at both ends are inclusive and shall be borne by book vendors.
- f) If a book is not available with the publishers or distributors and he is unable to supply the same in the stipulated time period, the vendor will inform the NASSDOC within 10 days after receiving the PO. Also, a certificate of non-availability of the same in the market from the Publishers should be furnished in this regard.

6. Cancellations

- a) If the books are not supplied in the stipulated time, the PO of the books will be automatically cancelled.
- b) Separate permission will be required from the competent authority for the supply of cancelled titles/ copies.

7. Penalty

- a) For delayed supply, the penalty will be imposed as 1% of the List Price per week from the due date of supply.
- b) For cancelling or not supplying the ordered items that are available in the market, the penalty will be imposed as 1% of the List Price per week from the PO date.
- c) All penalties will be calculated by NASSDOC and will be deducted at the next payment. Clarification regarding the deduction will be entertained within 15 days of payment.

8. Editions Specifications

- a) The latest editions of titles must only be supplied/accepted by the Council.
- b) If the Council has placed an order for the foreign titled book but the Indian or low-price edition of the same book is available in the market, the vendor will inform them about the availability to the library regarding this before supplying the books. In case the Council comes to notice of such availability, the differential cost shall be borne by the vendor.
- c) In case the title has both i.e. Paperback Edition as well as Hardbound Edition, the vendor

will supply the LPE/paperback edition only.

9. Conversion Rates

- a) The Prices in invoice should be mentioned in original currencies i.e. ₹, \$, €, £. and etc. Exchange/ conversion rates for foreign currency will be charged as per RBI/ Nationalized bank (Canara Bank, ICSSR) exchange selling rate prevailing on the date of issue of the purchase order or date of billing for books and other resources.

10. Consignee and Invoice Details

- a) The invoice for the supplied books will be addressed to the Director of National Social Science Documentation Centre 35, Ferozeshah Road, Near Mandi House Metro Station, New Delhi 110001. Enclosures with Invoice
- b) Copy of price proof (Publisher's catalogue/invoice, Distributor/ Supplier's invoice)
- c) Proof of Foreign currency conversion rates applied
- d) Copy of all price proof in Indian and foreign currency should be signed by the authorized signatory of the book vendor with an official seal.

11. Undertaking from book vendors

- a) Every invoice should certify the following points –
- b) The prices charged in this invoice are actual/as per the publisher's invoice/ latest catalogue/ current publisher's prices.
- c) The latest editions have been supplied and they are not remaindered titles.
- d) The books supplied against this order have been checked against defects in collation, binding and condition of accompanying material i.e. CD/DVDs etc., and for other physical conditions. If any defect is detected later, the defective books will be replaced by us free of cost at the destination of supply.
- e) In case of any discrepancy found in the certification above the costs of the same shall be passed on to the vendor.

12. Validity of Empanelment/ Registration

- a) Initially, the validity period of empanelment for the supply of books will be one (1) year extendable to another two (2) years on a yearly basis on the satisfactory performance of the book vendors.

13. Termination of Empanelment

The vendor's empanelment may be terminated/ dropped/ black-listed from the panel of vendors at the occurrence of any of the following -

- a) Poor supply against the purchase order of books (at least 80% supply to be needed out of the total number of ordered titles).
- b) If at any time found that the information provided by the book vendor in any form about publications, services, costs and related matters is incorrect/false and results in loss to the Council in any form.
- c) In such case(s) ICSSR will be free to terminate the empanelment without giving any prior notice to the book vendor and ICSSR reserves the right to claim the amount of losses that occurred to the Council

14. Payment Terms

- a) The Payment will be made only after satisfactory completion of supply and as per terms and conditions of the order/contract. No part payment will be made. The payment against the bills of the receipt of the ordered books shall be released as per the Council rules.

15. Earnest Money

- a) The empanelled vendor shall be required to deposit a sum of ₹ 50,000/- (Rupees fifty thousand only) in the form of a Bank Guarantee/DD/ Electronic Bank guarantee in favour of the “ICSSR, New Delhi” as a refundable security deposit within Four (4) week from the date of receipt of communication from the Council and No interest shall be paid by the Council on this amount. In case the amount is not deposited within the stipulated time frame, it shall be considered that the firm is not interested in empanelment with the Council.
- b) The empanelled vendor will be required to enter into an agreement with the Council by submitting an instrument of agreement on a non-judicial stamp paper of Rs.100/-. However, during the extended period of the agreement, the terms and conditions of the empanelment shall preferably remain the same, until recorded in writing.
- c) The vendor shall submit an undertaking on its letterhead, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the ICSSR, Delhi are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the vendor. In the event of ICSSR Delhi coming to know or pointing out the same, the vendor undertakes to deposit a sum of ₹1,00,000/- (Rs. One Lakh only) as a penalty with the Council. Such vendors shall be liable to be blacklisted and announced on the website of ICSSR.
- d) The prospective bidders are advised to participate in the Pre-bid meeting and satisfy themselves before submitting their tenders. The bidder shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the goods whether he participates in a pre-bid meeting or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the supplies to be done and local conditions and other factors having a bearing on the execution of the supply.
- e) The bidder must submit the tender document duly signed on all pages by an authorized person and his/her full name and status be indicated below the signature along with the official stamp of the firm. Submission of wrong/forged information/document will be liable to legal action, and rejection of tender submitted by the firm.
- f) The tenders of the contracting agency/firm/company not in possession of valid statutory licenses/registrations are liable for rejections.
- g) No bidder will be allowed to withdraw/alter /modify after the submission of tenders within the bid validity period.
- h) ICSSR reserves the right to accept or reject any vendor or all vendors without assigning any reason, ICSSR, Delhi's decision will be final in all cases in respect of acceptance/ rejection/ arbitration. ICSSR, Delhi does not bind itself to add to its approved list of vendors or to place the purchase order to any of the vendors.

16. Dispute Settlement:

It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Member Secretary, Indian Council of Social Science Research, New Delhi whose decision shall be final and binding on both the parties.

It is also agreed that in case of any disagreements /disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at New Delhi.

17. Right of ICSSR, NASSDOC:

- The Member Secretary, Indian Council of Social Science Research, New Delhi reserves the right to withdraw/relax any of the terms and conditions mentioned above during and expiry of the bid process
- The Member Secretary, ICSSR reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his/her decision shall be final and binding on the Bidder.
- The Member Secretary, Indian Council of Social Science Research, New Delhi reserves the right to suitably increase/reduce the scope of work put into this tender.
- In case of any ambiguity in the interpretation of any of the clauses in the Tender document or the contract document, the interpretation of the clauses by the Council shall be final and binding on all parties.
- The Member Secretary, Indian Council of Social Science Research, New Delhi reserves the right to award the contract for the supply of items either to one or more than one vendors.
- At any time, before the last date of submission of Bids, the Indian Council of Social Science Research, and New Delhi may, for any reason, whether at its initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. To afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the Indian Council of Social Science Research, New Delhi may, at its discretion, extend the deadline for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded to the website as and when it is made.
- Bidders are advised to keep checking the Council's website regularly for any updates regarding the tender.
- The bidder shall certify that the tender document submitted by him/her is of the same replica of the tender document as published by the Indian Council of Social Science Research, New Delhi and no corrections, additions or alterations made to the same. If any deviation is found in the same at any stage and date, the bid/contract will be rejected /terminated, and actions will be initiated as per the terms and conditions of the contract.
- Merely fulfilment of prescribed eligibility conditions does not entail a supplier to be included in the panel. The decision of the Council shall be final and abiding for empanelment. The bidder's offer is liable to be rejected if they do not provide any of the certificates/ documents/ undertakings/ duly certified technical specifications as sought in the bid document, ATC, scope of work and corrigendum if any.



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**Application Form for Empanelment of Book Vendor for the Supply of Books to
NASSDOC**

*(Please go through the terms & conditions for the supply of books carefully before filling the
application form)*

1. Name of Agency/Firm : _____

2. Address of Main Office, Branch Office(s) with Telephone No., Mobile No., and E-mail:

3. Kind of Agency Formation (Proprietorship/Company etc.):

(i) Name, address, Telephone No., Mobile No., and E-mail of Directors / Managing Directors /
Proprietor: _____

(ii) Name, Address, Telephone No., Mobile No., and E-mail of Partners (if any):

4. Technical Bid

- I. Affidavit by vendors for not having been blacklisted by any organizations.
- II. Are you a member of the Federation of Publishers and Booksellers Association of India (FPBAI)? If yes, please enclose a copy of the membership. (Yes / No).
- III. Are you a stockist/distributor/dealer/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of the

stockist/Distributor/ Dealership/exclusive/preferred agent. (Yes / No).

- IV. Are you member of any other State/National Association of Books suppliers? If yes, please enclose a copy of themembership. (Yes / No).
- V. Average turnover of last three financial years i.e. 2019-2020, 2020-2021, 2021-22 should be minimum of Rs. 25 lakhs, for which Audited financial statement of last three years shou!d be submitted.
- VI. Cancelled Cheque for electronic mode of payment.
- VII. Copy of income tax return filed for the last 3 years
- VIII. Copy of PAN/TAN card and GSTN registration copy.
- IX. Copy of Registration certification of firm.
- X. Copy of Registration with GOC (Good Office Committee).
- XI. Minimum 5 references of the Academic Libraries of reputed/well-known institutions where you are already empanelled. (Please enclose a copy of documentary proof).
- XII. The vendor should be neither blacklisted by any Government department nor should be any criminal case registered/pending against the firm or its owners/ partners anywhere in India. A certificate/undertaking to this effect should be submitted.

Financial bid

Discount ffered in percentage is as under: -

Indian Editions/LPE :

Foreign/Imported Editions :

Govt. Publications including (Swamy Publishers):

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 that we shall be bound by the acts of duly constituted attorney.
- (ii) I/We also hereby declare that all matters related to ICSSR, Delhi shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the competent authority.
- (iii) Mr. /Ms. _____ whose signature is given below, is an authorized representative of this agency/firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the agency/firm, affecting the accuracy of the facts stated above.

We agree to the highest rate of discount offered by any other vendor both for Indian/LPE and foreign/imported editions of books.

Date:

Place:

Signature of Partners / Proprietors with Agency/Firm's seal

CHECKLIST:

1. Affidavit by vendor/firm on non-judicial stamp paper for not having been blacklisted by any organizations
2. An undertaking on vendor's/firm's letterhead, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the ICSSR, Delhi are related directly or indirectly to any employees, Directors, or key managerial personnel, etc. of the vendor.
3. Application form for empanelment
4. Average turnover of last three financial years i.e. 2019-2020, 2020-2021, 2021-22 should be minimum of Rs. 25 lakhs, for which Audited financial statement of last three years duly attested by CA should be submitted
5. Cancelled Cheque for electronic mode of payment.
6. Copy of GSTIN
7. Copy of income tax return filed for the last 3 years
8. Copy of Registration certification of firm.
9. Copy of Registration with GOC (Good Office Committee).
10. Photocopy of PAN
11. Valid authority letters issued by the publishers, if the vendor/firm is a distributor / stockiest / dealer/exclusive/preferred agent
12. Valid documentary proof of a minimum of 5 references of the Academic/ Special Libraries of reputed/well-known Institutions where you are already empanelled
13. Valid documentary proof of membership, if the vendor is a member of the Federation of Publishers and Booksellers Association of India (FPBAI)
14. Valid documentary proof of membership, if the vendor is a member of the State/National Association of Books suppliers