

Central Library

ADVERTISEMENT FOR EMPANELMENT OF PUBLISHERS/DISTRIBUTORS/VENDORS FOR SUPPLY OF BOOKS TO IIT JAMMU

Date: 06/05/2025

Advertisement Empanelment No.: IITJMU/LIB/VR/2025/05

IIT Jammu invites applications in the **prescribed format (Annexure-II)** from reputed **Publishers/Distributors/Vendors** for **empanelment as authorized vendors for the supply of books** to the institute.

This empanelment shall remain valid for the **Financial Years 2025–2026 and 2026–2027**.

The application proforma, along with detailed guidelines, terms, and conditions, is available on:

The Institute Website: www.iitjammu.ac.in

The Library Website: <https://library.iitjammu.ac.in>

The **duly filled application form (Annexure-II)**, along with all **necessary documents and proof of application fee payment of ₹2000.00 + 18% GST (non-refundable)**, must be **uploaded using the [link](#) on or before 30 May 2025 (5:00 PM)**. **(Hard copy need not to be sent)**

[APPLY FOR EMPANELMENT](#)

For Terms and Conditions, please see **Annexure-I**.

The decision of IIT Jammu regarding the empanelment of Publishers/Distributors/ Vendors shall be final.

1	Security deposit (refundable)	Selected vendors should deposit a REFUNDABLE security deposit Rs. 30,000/- (Thirty Thousand Only)
2	Last date and time of receiving applications	30 th May 2025 (5:00 PM)
3	Address of Communication	Deputy Librarian Indian Institute of Technology Jammu Jagti NH-44, PO Nagrota, Jammu (J&K)-181221
4	E-mail Address	deputylibrarian@iitjammu.ac.in / library@iitjammu.ac.in
5	Bank Details for online payment of application fee of Rs. 2000.00+ 18% GST (non-refundable)	Name of Account Holder:-Indian Institute of technology Jammu Account Number :-009094600000750 Bank Name :-Yes Bank Ltd. Branch Name:-Jammu IFSC Code :- YESB0000090 Micr No.:-180532002 (This is mandatory that UTR Number is provided)

**INDIAN INSTITUTE OF TECHNOLOGY JAMMU
JAGTI NH-44, NAGROTA, JAMMU (J&K) - 181221**

CENTRAL LIBRARY

Terms and Conditions for the Publishers/Distributors/vendor registration and empanelment for the supply of print books to the Library, IIT Jammu.

1. The vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ other state Booksellers' and Publishers' Association / other registered federations.
2. The empanelment application fee (non-refundable) is Rs. 2000.00 + 18% GST (**only online mode of payment will be accepted**)
3. Minimum 5 references of libraries of organizations with whom you are already registered and limited to:
(e.g., IITs, NITs, IIMs, IISc, IISERs, Central/State Universities)
4. Vendors should have a Permanent Account Number (PAN).
5. The vendor should supply the ordered books within (15) days for Indian books and (30) days for foreign books from the date of issue of order. Failing which, leads to cancellation of the order and procedure to debar the vendor may be initiated.
6. The books shall be **properly packed and delivered** at the supplier's expenses & risk. Damaged Books will not be accepted.
7. The supply of books will be at the risk of the firm till its acceptance by the institute.
8. Payment terms: All the payment will be made in Indian Rupees. 100% payment will be released after the supply and acceptance of books by the institute in good condition.
9. Books shall be delivered to the following address:

Deputy Librarian

Indian Institute of Technology Jammu

Jagti NH-44, PO Nagrota, Jammu-

181221, (J&K), India

10. The vendor should offer a maximum discount on published/printed price for all books in English/ Hindi/other languages of Indian or foreign origin and should in no case be less than the following discount percentage under different categories as given below.

Table (i) Discount percentage for the current edition of a book which is published not more than five years before the current year of ordering:

S.No.	<u>Publications type/ Number of Copies Purchase</u>	<u>Indian Title/Indian imprint of foreign title</u> {Discount % on printed/publisher's price }	<u>Foreign Title</u> {Discount % on printed/publisher's price }
1.	Less than Five Copies purchase	22%	25%
2.	Five Copies or above purchase	24%	27%
3.	Reference books such as encyclopedias, handbooks etc.	33% (Minimum) (Quotation will be called from the registered vendor for getting optimum discount)	33% (Minimum) (Quotation will be called from the registered vendor for getting optimum discount)
4.	(Govt./ Society publications/short discount/no discount publications)	Publisher's price – (discount earned) + 5% handling Charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regards)	

Table (ii) if a book published more than five years before the current year of ordering and then the following discount percentage under different categories as given below.

S.No.	<u>Publication Type/ Number of Copies Purchase</u>	<u>Indian Title/Indian imprint of foreign title</u> {Discount % on printed/publisher's price }	<u>Foreign Title</u> {Discount % on printed/publisher's price }
1.	Less than Five Copies purchase	27%	30%
2.	Five Copies or above purchase	35%	35%
3.	Reference books such as encyclopedia, handbooks etc.	Always the latest edition would be procured. (discount will be applicable as per table (i) Sl. No.-3	
4.	(Govt./ Society publications/short discount/no discount publications)	Publisher's price – (discount earned) + 5% handling Charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regards)	

The copyright year OR year of the new edition/reprint/impression of the book will be the base for the calculation of the publishing year.

11. Unless otherwise specified, only the latest edition of the publication will be accepted.
12. Unless otherwise specified, the Indian/paperback edition of a title should be applied, if available.
13. The publication supplied must be new and in good condition without any defects/damage.
14. Books will be enquired through email only. The library should send the bibliographic details of the books through email and the vendor should revert the same within two working days after filling the details like (Price, Availability, No. of days to supply the books, etc.)
15. Faculty Incharge/Library Incharge, IIT Jammu **reserves the right to place/cancel/split the order** amongst various suppliers without assigning any reason thereof.
16. Pre-Receipt bill (s) are to be submitted in duplicate (2 copies). **Revenue stamp should be affixed**

On the original bill duly signed by an authorized signatory.

17. The vendor will have to submit the bills of foreign books converted to Indian rupees at the bank exchange rate (preferably of FBIL) given by IIT Jammu on the date of supply of books. The rate is obtained by Library, IIT Jammu and the same is valid for a week.
18. **The bill should have quoted the following:**
 - i. *The price has been correctly charged in accordance with the publisher's invoice/printed Price.*
 - ii. *The latest edition/ordered edition of the books have been supplied. No "Remaindered" Title is supplied.*
 - iii. *Rates are charged as per the bank exchange rate given by IIT Jammu.*
 - iv. *Printed books are exempt from GST*
 - v. *Ref. No & Date/ ISBN/ Author/ Title/ Publisher/ Currency/ Qty/ Price/ Gross/ Dis. (%) / Net Amount.*
19. Two Copies of the bills are to be addressed in the name of the following and submitted to the Library of the institute:

***Deputy Librarian
Indian Institute of Technology Jammu
NH-44, PO Nagrota, Jammu (J&K) -181221***
20. The vendor must submit the following price proof, duly certified and stamped, in support of the price charged:
 - i. **In case of a foreign title:**
 - a) If the price of the book is not printed, the vendor must submit the publisher's Invoice copy of the book as a price proof.
 - b) 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.
 - ii. **In 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.
21. All entries in the bill should be typed/neatly handwritten in the format acceptable to the library. **(Refer point no. 17)**
22. Selected vendors should deposit a refundable security deposit of Rs. 30,000 (Thirty Thousand Only) in the below-mentioned Bank details:

**Name of Account Holder:-Indian Institute of technology Jammu
Account Number :-009094600000750
Bank Name :-Yes Bank Ltd.
Branch Name:-Jammu
IFSC Code :- YESB0000090
Micr No.:-180532002 (This is mandatory that UTR Number is provided)**
23. The Refund will be processed after the end of the tenure of the vendor, provided there are no outstanding issues.
24. All pages of the relevant documents must be signed and stamped by the firm.
25. The Library Committee reserves the right to extend the tenure of the vendor beyond FY 2026- 27

but not more than one year, which depends only upon the satisfactory performance of the vendor as judged by the Library Committee.

26. The Annual turnover of the participating vendors should be not less than 80 (Eighty) lakhs for the preceding three years, and documentary proof (certificate from a Chartered Accountant) should be submitted. The committee can exempt the turnover amount for the vendors, whose shops/office is registered in Jammu by the authorised body.
27. The Library Committee reserves the right to amend the terms and conditions for vendor ship, recommend or reject any or all the book vendors and the same is binding to the vendors.
The decision of the Library Committee shall be final in all cases, and no explanation will be given.
28. In case of a foreign edition, a certificate would be required from the Supplier that “Indian Reprint/edition is not published” for the title (Mentioned name of title).
29. Only PaperBack editions would be supplied, wherever available. If “Paperback editions are not supplied a certificate would be submitted stating that “No paperback edition for the book(s) [mentioned name of title(s)] is/are available.” **The Books must be of the latest edition.**
30. All matters of dispute will be subject to the legal jurisdiction of the courts at Jammu.
31. The Publishers/Distributors/Vendor should submit a valid Registration certificate of the bookshop/office/firm.

For any clarification, please contact the Deputy Librarian at deputylibrarian@iitjammu.ac.in / library@iitjammu.ac.in

Mobile No: - +91 1912570631, +91 9451527031,

Place: Jammu

Date: 06/05/2025

Application form

INDIAN INSTITUTE OF TECHNOLOGY JAMMU
Jagti NH-44, Nagrota, Jammu (J&K) - 181221
Central Library

Application is invited from the Publishers/Distributors/Vendors for registration and empanelment for the supply of books to the Central Library, IIT Jammu.

(Duly filled application form should reach the Deputy Librarian, Indian Institute of Technology Jammu, Jagti NH-44, PO Nagrota Jammu - 181 221, Jammu (J&K) on or before **30 May 2025, latest by 5:00 PM.**

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS
TO THE CENTRAL LIBRARY, IIT JAMMU

To,
 Deputy Librarian,
 Central Library
 Indian Institute of Technology Jammu
 Jagti NH-44, PO Nagrota, Jammu
 (J&K)-181221

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to Library, IIT Jammu, please find my duly filled application form along with the relevant documents.

1.	Advertisement No. and Date:	
2.	Do you agree to supply books on the terms and conditions mentioned in the Annexure I of the Notice available at IIT Jammu website (www.iitjammu.ac.in) and the office of the Library, IIT Jammu?	Yes/ No
3.	Name of the Firm:	

4.	Postal address of the Head office of the firm:	
5.	Contact Information a) Name of the contact person: b) Telephone Number: c) Mobile Number: d) Fax Number: e) E-mail: f) Website address, if any:	
6.	<u>Kind of proprietorship</u> Name and address of Director/Managing Director/ Proprietor If partnership, name and address of the partners	
7.	Whether you are an Income Tax payee? If yes, please submit a copy of the income tax return filed for the last three consecutive years.	Yes/ No
8.	a. Your Permanent Account No. (PAN): b. GSTIN No.:	
	Bank details a) Name of the Bank: b) Address: c) Bank Account No.: d) Name of the Account holder: e) IFSC code: f) MICR code: g) Date of operating account: h) Type of account (Savings/Current)	

10.	Are you a member of Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ other state Booksellers' and Publishers' Association / other registered federations. (if "Yes" Please attach a copy of your registration letter)	Yes/No
11.	Experience in the field of supplying books to IITs, NITs, Research labs and others libraries of organizations (Please mention no. of years):	
12.	Are you registered and currently dealing with the minimum 5 libraries of organizations? E.g. IITs, NITs, IIMs, IISc, Central Universities, State Universities (If 'Yes', please attach relevant documents, i.e Registration letter from the head of the institute/library) <i>*Any order form/supply order is not accepted</i>	Yes/No
13.	Do you have the direct import license? (If yes, please attach a copy of the same)	Yes/No
14.	Do you have an account with the reputed foreign publishers for Importing books directly through them? (If yes, please furnish documentary proof)	Yes/No
15.	Are you be able to procure books including Govt. and society Publications from abroad in 2 months against the specific order?	Yes/No
16.	Annual Turnover of the firm for the last 3 financial years: 2022-23 2023-24 2024-25 (please attach an audited copy of the same)	
17.	Will you be able to supply books within a period of (15) days for Indian Books and (30) days for foreign books from the date of issue of order?	Yes/No
18.	Have your firm ever been debarred/blacklisted for doing business from any government organization? If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (One Hundred Only).	Yes/No

Declarations:

1. I/We_____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also hereby declare that all matters related to IIT Jammu shall be treated as confidential and no information shall be passed on to any person without written permission of the Competent Authority.
3. Mr._____, whose signature below, is an authorized representative of this firm.
4. I/We also undertake the responsibility to communicate all the subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.
5. I/we also hereby declare that I'll deposit a refundable security deposit of Rs. 30,000 (Thirty Thousand Only) in the given bank details of "Indian Institute of technology Jammu", if my vendorship is approved.

Place:

Signature Partners/Proprietors

Date

(Seal of the firm)

Check list

The attached documents must be arranged in the following order:

- i. Application form with details of online payment (UTR/Reference Number)
- ii. ITR of last three Assessment years (i.e.2022-23, 2023-24, 2024-2025)
- iii. Copy of your registration letter of Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ other state Booksellers' and Publishers' Association / other registered federations.
- iv. Reference letter of minimum 5 libraries of an organization where the vendor is currently dealing with.
- v. Copy of import license
- vi. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
- vii. Audited copy of Annual turnover of the company for the last three financial years.
- viii. Affidavit raised on non-judicial stamp paper of Rs. 100.