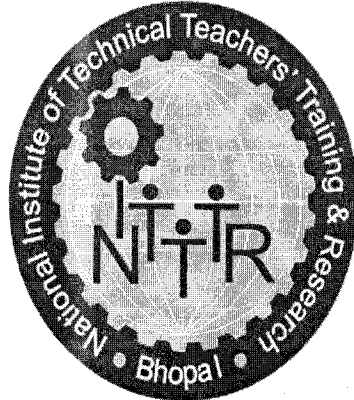


**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'  
TRAINING & RESEARCH  
SHAMLA HILLS, BHOPAL. 462 002.**



DOCUMENT FOR EMPANELMENT OF BOOK

SUPPLIERS/ DEALERS/ PUBLISHERS

FOR SUPPLYING BOOKS/E-BOOKS TO THE INSTITUTE LIBRARY.

2023-24 to 2025-26

**Phone: 0755- 2661600 – 602, 607-609**

**Fax: 0755 2661996**

**Web site: [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in).**

**General information, Terms & conditions for empanelment of book suppliers/dealers/publishers**

National Institute of Technical Teachers Training & Research, Shamla Hills Bhopal is one of the four institutes established by Government of India for the Improvement of Technician Education in the Western Region consisting of Madhya Pradesh, Chhattisgarh, Gujarat, Maharashtra and Goa. This institute is an autonomous organization registered under Society's Act 1960 and is under the Ministry of Education, Government of India. The institute invites applications from the Book Suppliers/ Dealers/Publishers who are interested to supply books/e-books to Institute library.

Interested Book Suppliers/Dealers/Publishers may submit the prescribed filled form along with Cheque/DD of Rs. 1000/- + 18% GST (Non-refundable), total Rs. 1180/- in favor of "Director, NITTTR, Bhopal" payable at Bhopal or online payment Bank name: Canara Bank, Account No: 0360101022427 IFSC code: CNRB0003765, please mention UTR number for online payment. Filled application should reach within 15 days after advertisement in newspaper to **Senior Librarian, National Institute of Technical Teachers' Training & Research, Shamla Hills, Bhopal-462002**. The envelope should be super scribed as "Empanelment of Vendors for Supply of Books".

**Terms and Conditions for the Empanelment of Vendors for the supply of Books and e-books w.e.f. financial years 2023-24 to 2025-26.**

1. Vendor must have a Permanent Income Tax Account No, Service Tax No. Tin No and GSTN No. Attach photocopies.
2. The vendor should have a minimum of five years experience in dealing with Reputed Academic/Research/University Library. Attach certificates.
3. Vendor should follow the following conditions while supplying books:
  - a) Maximum of Four (04) weeks for Indian titles.
  - b) Maximum of Eight (08) weeks for foreign titles.
  - c) Only new books must be delivered.
  - d) The costs of packing, freight charges, loading, unloading etc. at both the ends shall be borne by the vendors.
  - e) Latest editions of books must be supplied, unless mentioned otherwise.
  - f) Paperback editions of books should be supplied, unless specified otherwise.
  - g) Indian editions of books should be supplied, unless mentioned otherwise.
4. Are you a member of Booksellers' Federation (National/State)? If so, attach a copy of the membership.
5. The publications of Central/ State governments/ Society publications, etc. offering no discount shall be allowed to be supplied at no discount price.
6. Provide minimum 3 references of the Libraries of reputed Govt. organizations with whom you are an already registered.
7. The vendor will have to submit bills for foreign currency denominated books at the RBI exchange on the date of placing order.

8. The vendor must submit Publishers/Distributors/Dealers Invoice as a prices proof for the books supplied by him along with the bill.
9. The orders will be sent over email only followed by hard copy.
10. Vendors are requested to give minimum 20% discount on published price for all books in English/ Hindi of Indian or foreign origin and e-books is negotiable. However, Central, State Government & Society publications will carry-No Discount.
11. Type of selection of e-books by pick and choose and package-wise.
12. Annual/ Perpetual subscriptions will be accepted.
13. Unlimited users access via IP address/remote access.
14. No restrictions for number of download.
15. Provision to store the soft copies on our servers if recommended/ required.
16. Compatible to use on mobile devices.
17. Vendor registration validity period for the supply of books will be one (1) year, extendable to another two years on yearly basis on satisfactory performance of book vendor.
18. All communication will be entertained through email only after empanelment is done.
19. The Institute has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
20. Legal disputes, if any, shall be settled in Bhopal Jurisdiction only.
21. Any communication should be addressed to: Sr. Librarian, NITTTR, Shamla Hills, Bhopal-462002

Sd/-  
Senior Librarian

We/ I agree to the above terms and condition to supply books to your esteemed institution.

Signature: .....

Name of the Proprietor: .....

Seal of firm

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING &  
RESEARCH, SAMLAHILLS, BHOPAL. 462 002.**

**Book Supplier/ Dealer information sheet**

S. No.	Details of book supplier/ dealer	Information
1.	Name of the supplier/dealer	
2.	Address	----- ----- -----
3.	Type of firm (Tick any one)	Proprietorship/ Partnership/ Company/ Govt. Organization/ Govt. Undertaking -----
4.	Telephone & Mobile No.	Office _____ Residence _____ Mob. _____
5.	E-mail address	
6.	Contact person	Name:----- Contact No: _____ Mobile No.: _____
7.	Designation	
8.	Bank A/c details	Bank Name _____ Account No. _____ IFSC Code _____
9.	IT Permanent Account No. (PAN)	
10.	GST No:	
11.	List of clients, preferably Universities, Research organizations (Please, attach separately)	
12.	Letter of acceptance of above mentioned terms and conditions	

	for supply of books to NITTTR library along with copy of terms and conditions duly signed & sealed on every page. (Attach separately)	
13.	Annual Turnover	
14.	<b>Experience in the field of supplying books</b>	
15.	Are you able to procure books/journals including Govt. and society publications from abroad against specific order <b>and the period taken for such imports?</b>	
16.	Will you be able to supply books within a period of 45 days from the date of issue of order	
17.	<b>Do you agree to supply foreign currency denominated books with the exchange rate as given by RBI on the date of placing the purchase order?</b>	
18.	Any other information	

Signature: - \_\_\_\_\_

Name:- \_\_\_\_\_

Place:- \_\_\_\_\_

Designation:- \_\_\_\_\_

Date:- \_\_\_\_\_

Seal of firm:- \_\_\_\_\_