

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

Terms & Conditions for empanelment of Book Vendors

Indian Institute of Science Education and Research (IISER) Mohali would like to empanel the Book Vendors initially for two years (2025-2027). Successful Firms are requested to go through the following Terms & Conditions and enter into an Agreement on Rs.100/- Non-Judicial Stamp paper.

1. Enclose your Firm's valid registration certificate with the Good Offices Committee (GOC)/ Federation of Publishers & Book Sellers association of India (FPBAI) or Any other State / National Association(s) of books suppliers.
2. Produce at least one copy of the latest purchase Order from each client of Institutions of National Importance / Govt Universities along with satisfactory Certificate.
3. Firm should agree to extend minimum of 25% flat discount on all types of books except of Govt Publications.
4. Successful Bidder should submit Security Deposit for Rs. 20,000/- (Rupees Twenty thousand only) by way of Demand Draft in favour of Registrar, IISER Mohali, Payable at Mohali. No interest will be paid during the period.
5. Only the RBI/ Bank exchange rates i.e on the date of billing shall be charged by the supplier and its copy of rates must be attached along with the bill.
6. All Books shall be supplied along with an authentic price proof of only Publisher's in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted an authenticate document of Publisher in support of price verification.
7. In case of cheating by charging more than the actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
8. As a procedure of procurement, at the first instance, the empanelled Vendors/Suppliers will be sent an email query by the library with a list of books required and the Vendors have books as per the list in their ready stock of books / in the market should respond within three working days. On receipt of the same, the Vendor will be placed with a supply order by the Institute library. The priority of the order will be in accordance with the order of the reply. i.e The Vendor who responds first will be given first priority. (First come first served). However, the order of priority will be on the availability of books in their ready stock and will be able to supply within a week or 10 days.
9. Institute expects the Supplier, actively participate in Purchase 9. Process. If any supplier did not respond despite three reminders, in any case, that supplier will be delisted for THREE months from Empanelment.
10. Books should be supplied only against Institute's formal / email supply order. Once formal / email order is placed, the same shall be acknowledged and Books should be supplied in good physical condition. The Supplier shall supply all the ordered books within the period of 20 days (for both Indian Publication and Foreign Publication) from the date as specified in the purchase order.
11. In the case of unsupplied titles, a certificate of non-availability of that titles (s)/ books(s) in the market from Publisher / distributor / Stockists of the Publisher should be enclosed / produced within one week to the Institute library.
12. IISER Mohali purchases books generally through only its Empanelled Vendors. Institute never appreciate the reply from Supplier that particular Publisher is not being dealt by Supplier / Source not known etc., It is the responsibility of the vendor to trace and supply the

order.

13. Once Institute Library places supply Order, it is the responsibility of the supplier to supply the book. No matter whatever the reason, Institute will not entertain Supplier's such declination more than three occasions. Such Suppliers will be delisted from Institute Empanelment with / without intimation.
14. The Institute expects the fastest and best service from its Empanelled Vendors. The supply has to be made strictly within 15-20 days from the date of the formal supply order. Four to Six weeks time is accepted when a book has to be imported with the consent of the Institute Library. If supply is delayed more than eight weeks, without a genuine reason, 5% late charges will be deducted from the net amount of the Invoice / Security Deposit.
15. The Supplier shall append the declaration on the bill that—
 - The actual prices of Publications have been charged without any handling/ postage charges.
 - These are not remaindered titles/ damaged books with missing pages. The PAN No of the firm should be indicated on the Bill.
16. Damaged books and books with missing pages shall have to be accepted back by the supplier with its own expenses even after they have been stamped by the Institute library for accessioning. Otherwise, the cost of the book will be deducted from the Security Deposit.
17. Any Supplier found to have been cheated by supplying old and remaindered books and defaulted in supplying books, even on an extended time limit without reasonable grounds will be liable for blacklisting.
18. The firm shall provide the list of Major Publishers represented, Important Subject areas, and Languages dealing with (Use additional sheets, if required).
19. Suppliers entering the panel, and remaining inactive for a period of more than six months may be automatically excluded from the panel.
20. Supply of books will be made by registered post/ courier or through messenger at Supplier's cost.
 - Only the latest and economical editions are to be supplied unless otherwise specified.
 - Please note that the Indian edition of books available in the market should be supplied unless otherwise specified.
 - Paperback editions should be supplied unless otherwise specified.
21. If the ordered books are not supplied and the required “Nonavailability Certificate” of the ordered books is not furnished within one week by the concerned supplier, 10% of the unsupplied order of the particular order will be deducted from the bill(s) of the supplied books / Security Deposit.
22. If a Supply order is placed with the vendor without making the query and if the vendor has not responded to the Institute within one week about whether it is able to supply or not, then Supply Order will automatically get canceled without further notice.
23. If the supply is not received within the stipulated time, the Institute reserves the right to cancel either the entire order or part thereof without any further notice/ reminder.
24. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the library at least four days before the supply date expires.
25. The institute may empanel more than one Supplier and shall be free to purchase books through any one or more of them.
26. The initial period of Empanelment will be two years, extendable to a further period of one more year, depending upon the performance of the Vendor and the mutual consent of the Institute and the agency.

27. The decision of IISER Mohali in all the matters of Empanelment of Vendors and procurement of books shall be final.
28. Any Legal disputes that may arise during the period shall be subject to the jurisdiction of a Court in Mohali, Punjab, India.

(Name & Sign of Authorized Person of Company)