



భారతీయ పెట్రోలియం మరియు ఊర్జా సంస్థాన్
भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY

(An Institute of National Importance by an Act of Parliament)

डॉ. एस. आर. रंगनाथन पुस्तकालय

Dr. S. R. Ranganathan Library

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Email: librarian@iipe.ac.in

Ref. No. 01/IPE/Lib./Vendor/Reg. (B)/2022-23

Date: 01.08.2022

EMPANELMENT NOTICE

Empanelment of Vendors for Supply of Books (Print) to Dr. S. R. Ranganathan Library of IPE, Visakhapatnam

Last date and Time: 27.08.2022 Time: 5:30 P.M.

*Submit application form in sealed envelope super scribing
"Application for Empanelment for the supply of Books(print)."*

Indian Institute of Petroleum and Energy (IPE), Visakhapatnam, is one of the developing institutes in the field of Petroleum and Energy established by an Act of Parliament under MoPNG as an Institute of National Importance. It is committed to qualitative and quantitative teaching and research in the field of energy. Dr. S. R. Ranganathan Library of the Institute invites applications from reputed vendors/distributors/library suppliers in India to supply various types of print books for the period of three FYs (2022-23, 2023-24, and 2024-25). The Empanelment Documents can also be downloaded from the Institute website <https://iipe.ac.in/>. Interested vendors/distributors/library suppliers may submit the applications along with one self-attested copy of each of the requisite documents to "The Librarian, Dr. S. R. Ranganathan Library, Indian Institute of Petroleum & Energy, Visakhapatnam, Main Building, 2nd Floor, AU College of Engineering, Andhra University – 530003, Andhra Pradesh."

The empanelment for the supply of books (print) will be governed by the following "Terms and Conditions".

1. ELIGIBILITY

- Vendors having at least five years experience in supplying the books to minimum 05 IITs/NITs/IISERs/Central Universities.
- The vendor should be a member of the National/State federations, Membership with Good Offices Committee (GOC), Federation of Publishers' and Booksellers' Association in India (FPBAI), or any other recognized similar National/State body.

- c) The vendor should have a Permanent Account Number (PAN) /GST Number.
- d) The vendor should have minimum **1.5 Crores** turnover in the preceding three financial years.
- e) The interested vendor has been filling ITR regularly for the last five years.
- f) Preference may be given to the vendors supplying in CFTIs in the field of energy, science, and technology.

2. GENERAL

- a) The authority of IPE, Visakhapatnam, reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases regarding acceptance/rejection/arbitration.
- b) Each firm will submit only one application.
- c) IPE, Visakhapatnam will fix the number of vendors/suppliers for empanelment.
- d) IPE, Visakhapatnam reserves the right to amend or withdraw any of the terms and conditions contained in the empanelment document partially or in whole without giving any notice or assigning any reason.
- e) The decision of IPE, Visakhapatnam, regarding the empanelment of vendors/distributors/ library suppliers will be final, and no further communication will be made in this regard.
- f) The incomplete and conditional application will summarily be rejected.
- g) Application received after the due date and time will not be entertained.
- h) No Exemption from submitting the application fee.
- i) At any point of time, any information or document submitted found false and it would be treated as a breach of terms and conditions, and the vendor will be debarred from the empanelment list.
- j) Suppliers/vendors willing to be a part of the supplier of books at IPE Library need to submit their acceptance of supply Terms and Conditions and for not have been black-listed or debarred in the last three (03) years by any of the Institutes or Universities or Government organizations in India.
- k) Acceptance of supply Terms and Conditions (mentioning Empanelment Notice Reference Number and date) and declaration of not debarred, terminated, dropped, or black listed in any Institute/University or government library in the last three years on A non-judicial stamp paper of ₹100.00
- l) **Application Processing Fee:** Vendors applying for empanelment need to pay a non-refundable amount of ₹ 500.00 (Rupees Five Hundred only) through SBI Collect as an application processing fee. No other mode of application fee will be accepted. Link for payment **IPE Website >> Academics >> Library >> [State Bank Collect \(onlinesbi.sbi\)](#)**
- m) **Once Application processing fee is deposited will not be returned under any circumstances.**
- n) **Security Deposit:** Suppliers selected for empanelment need to deposit interest free ₹ 20,000.00 (Rupees Twenty Thousand Only) as a security deposit. The security deposit will be returned to the concerned vendor after completion of Empanelment tenure without any interest. The vendor needs to write to the library to return the security deposit.

3. ENQUIRY ON AVAILABILITY OF BOOKS/DOCUMENTS

- a) The library may place an enquiry with all the empanelled vendors or with selected vendors for the required titles and number of copies of each thereof, by email.
- b) Within five working days of receipt of the email, the vendors having books in their ready stock have to respond by quoting titles, availability with the required number of-copies, and unit price by email; supply terms and condition and discounts will remain the same.

- c) In case of an urgent requirement, order may be placed with the local vendors, however Terms & Conditions and discount policy will remain the same.
- d) Book price quote should have at least 30 days validity.
- e) Conditional price quote(s) will not be entertained. Library IPE Visakhapatnam book supply Terms and Conditions will be applicable only.

4. PURCHASE ORDERS

- a) The library will place purchase orders (PO) with the empanelled vendor(s) who offers best and prompt services.
- b) The supply of books has to be made strictly against the purchase orders only.
- c) Any clarification/query regarding the purchase order should be sought from the library within five (5) working days from the date of receipt of the purchase order.
- d) Sending an acknowledgment of the receipt of purchase order within five (5) working days is mandatory, preferably by email which will be considered as an acceptance of the purchase order. If receipt acknowledgment is not received within aforesaid time, it will be assumed vendor has accepted the purchase order and is bound to supply.
- e) If there is any discrepancy in the printing of the vendor's or supplier's details on the PO, details of the book, the same need to be intimated to the Librarian in writing or through email within two (2) working days, quoting the PO number and date for correction.
- f) Suppose a particular book(s) is available with multiple empanelled vendors. In that case, preference will be given to a vendor who has ready stock and offers a higher discount on a first-come, first-serve basis.

5. TERMS FOR SUPPLY

- a) The vendor should supply the ordered books within a period of 45/60 days, failing which may lead to cancellation of the order, and procedure may be initiated to debar the vendor.
- b) Suppliers are permitted to supply Indian books within 45 days and foreign print within 60 days.
- c) If foreign prints are available in India, they should be supplied in 45 days.
- d) If there is any delay in supply, the same should be intimated to the Librarian within the stipulated time, mentioning the expected date of supply.
- e) If the requested title(s) is Out of Print (OOP) or Print on Demand (POD), valid supporting documentary proof from the publisher should be accompanied in the communication seeking any extra time to supply.
- f) If there is any price increase, the same may be intimated to the library with details Supported by a valid certificate from the respective publisher. Based on the certificate and request received, the library will process to take the approval of the differential amount from the concerned authority, and the same will be intimated to the concerned vendor to supply the books.
- g) No increase in price will be accepted in the case of Indian books.
- h) A partial supply of the order is not permitted and partial supplied bill/invoice will not be processed for payment. It will be processed after receiving the complete order.
- i) In the case of titles that are not supplied, a certificate of non-availability of the book in the market from the publisher should be furnished within the due date of supply.

- j) In case any title of the PO is out of print, the same should be supported by a certificate issued by the concerned publisher. Certificate issued from distributor/stockiest will not be entertained in this regard.
- k) If PO is raised after taking a price quote from the book vendor/book supplier. They are bound to supply all the titles with the required copies.
- l) In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.
- m) If the given reason for the delay is justified with adequate proof of communication from the publisher/publisher's distributor or stockiest, the library may consider extending the supply time as may deem fit. However, this should not exceed six (06) weeks from the original supply due date.
- n) Once supplier takes an extended time for supply, they will be bound to supply. If not, a liquidated damage of 5% of the total order value will be deducted from the security deposit.
- o) The supply should be free of freight charges.
- p) If the supply is made by post, the books should be sent through registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via Value Payable Post (VPP) & Train will not be accepted.
- q) If there is any damage/loss of the book (s) in transit. Dr. S.R. Ranganathan Library, IPE Visakhapatnam will not be responsible, or book (s) are not as per the Purchase Order will be summarily rejected and need to be taken back on their own expenses by the concerned vendor.
- r) Every supply should be accompanied by a Delivery Challan, clearly bearing the details of the items and titles in supply, their quantity and price, etc.
- s) The Books should be consigned to **The Librarian, Dr. S. R. Ranganathan Library, Indian Institute of Petroleum & Energy, Visakhapatnam, Main Building, 2nd Floor, AU College of Engineering, Andhra University – 530003, Andhra Pradesh.**

6. EDITION SPECIFICATIONS

- a) Latest editions of the book (s) must be supplied unless stated otherwise.
- b) By default, paperback editions of books must be supplied unless stated otherwise.
- c) By default, Indian editions of book(s) must be supplied.
- d) In case of unavailability of paperback and Indian editions, supply of the available editions in place of the default is accepted. However, if the Institute library notices/identifies the availability of such titles, then the vendor will bear the differential cost.
- e) If a foreign print is available as a low-cost edition vendor is bound to supply the same.

7. DISCOUNT

- a) The standard discount rate is at least 20% RBI (FBIL)/Nationalised Bank Conversion Rate on all types of books.

- b) Government Publications/Swamy's Publications/Society Publications etc., where no discount is offered, may be exempted from the discount. However, the supplier must produce a "No Discount" letter/certificate from the concerned publisher, supplier, or stockist. If proper proof is submitted with prior approval from the library authority, genuine freight charges will be paid additionally after deducting the discount obtained, if any.
- c) Lesser discount cases should be properly justified. Less discount letter from the concerned publisher needs to be submitted along with the Bill/Invoices. If price difference, if any is there in the bill/invoice, the differential amount may be paid after taking approval from the concerned authority subject to the prior intimation and go-ahead consent from the library.

8. INVOICING AND CONVERSION RATES

- a) The invoice should be raised in favor of **The Librarian, Dr. S. R. Ranganathan Library, Indian Institute of Petroleum & Energy, Visakhapatnam, Main Building, 2nd Floor, AU College of Engineering, Andhra University – 530003, Andhra Pradesh.**
- b) The invoice should bear the firm's IT PAN/GST.
- c) Pre-receipt invoice(s)/bill(s) are to be submitted in triplicate (3 copies) mentioning Title, Author, ISBN, etc., along with other details.
- d) The prices in the invoice should be indicated in original currencies followed by conversion rate if any.
- e) One invoice should be raised against one purchase order (PO) only. Titles from different POs should not be combined and supplied under one invoice under any circumstances.
- f) RBI/FBIL/ Nationalised bank currency conversion rates are applicable on the date of Purchase Order will be followed and should also be clearly indicated on the invoice.
- g) A revenue stamp should be affixed on the original bill and should be signed by the authorised signatory
- h) Library/Institute may take approximately 30 working days from the date of the ordered book (s) received for final payment to the vendors/suppliers in normal cases.
- i) Partial payment will not be processed.

9. MANDATORY ENCLOSURES WITH INVOICE

- 1) Delivery Challan of the books mentioning the title, author, ISBN, and original price of the book (s) along with other details.
- 2) For price verification, the vendor will produce the photocopy of the purchase invoice under which books were purchased. A copy of the publisher's/distributor invoice for the order period may also be accepted.
- 3) Catalogue price proof will be accepted in the case of Indian books only.
- 4) The price printed on the book may be exempt from producing price proof.
- 5) Price proof and currency conversion rate should contain the seal and signature of the authorised person.
- 6) Justification of not supplying books, if any, supported with a certificate from the respective publisher.
- 7) Justification on low discount titles, if any, supported by publisher letter of less discount title(s).

- 8) All attached papers should bear the firm's stamp and signed by authorised signatory.
- 9) A certificate from the supplier with the following statement:
 - i. The price has been correctly charged in accordance with the publisher's catalogue/ distributor's invoice/ printed price.
 - ii. The latest edition of the ordered books has been supplied. No "Remaindered" title is supplied.
 - iii. Supplied foreign book is not available in Indian print.
 - iv. Rates are charged as per RBI (FBIL) / Nationalised Bank exchange rate (whichever is applicable).

10. RETURNING THE BOOK(S)

- a) If the supplied book(s) does not confirm the specification or the book is not in good condition, the supplier will be asked to take back the book(s) at his own expense and replace them within one month; else, the order may be cancelled.
- b) The library will not be responsible for such books if not taken back and replaced within the said period.

11. CONDITIONS FOR CANCELLATIONS OF THE RELEASED PURCHASE ORDERS

- a) The Institute library reserves the right to cancel the released PO partially or fully if the situation arises.
- b) 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 library regarding delay or its (their) inability to supply the ordered title(s). In this case, empanelled vendor(s) will be charged with liquidated damages at the rate of 2% per week of the ordered value for up to five weeks.
- c) Thereafter, the Institute reserves the right to cancel the order and debar from the empanel list of book suppliers. However, an opportunity will be given to the concerned supplier to represent their side.
- d) The decision to accept the supply of canceled titles is at the sole discretion of the Institute, and the decision of the competent authority of the Institute will be final in this regard.

12. TERMINATION OF EMPANELMENT

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

- a) In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the book vendor.
- b) After empanelment, if found, at any time, the information provided by the empanelled vendor in any form about publications, services, and related matters is incorrect or concealed any information furnished in the application resulting in losses in any form to the Institute.
- c) If a supplier fails to supply even at least 75% of the order (in terms of number of titles) during the year.

- d) If it is found vendor indulges in any unfair means to get the recommendation or order from the Institute.
- e) If the order is placed based on the quotation received, and later vendor shows an inability to supply the same.
- f) In such case(s), the library reserves the right to terminate the empanelment of the concerned vendor without giving any prior notice.

13. OTHER TERMS AND CONDITIONS

- a) The Dr. S. R. Ranganathan Library reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions," if required, at any time with the consultation of the Library Advisory Committee.
- b) The Library Advisory Committee reserves the right to extend the empanelment tenure of the vendor for the next one year depending upon the performance of the vendor, and it may be extended up to the next three consecutive years.
- c) No vendor will have the sole right to supply books/publications notwithstanding the discount rates, so decided, the Library IPE Visakhapatnam reserves the right to procure books/publications at higher discount rates.
- d) The vendor should not get any book recommended if the same book is freely available on the publisher's/authentic website.
- e) No increase in price will be accepted. If so, proper justification with suitable papers should be produced and issued from the respective publisher.
- f) The library may invite empanelled/ non-empanelled vendors, and publishers for small book exhibitions at regular intervals. The Library Book Fair will be open for all vendors/publishers/suppliers with certain terms and conditions.
- g) Most resourceful suppliers with good book supply records will be considered for empanelment with the committee's recommendation.
- h) In case book recommendations directly taken by the vendor/supplier, then they are bound to supply all the recommended books. If not, proper justification needs to be submitted along with the invoice.
- i) If an order is placed based on the price quote concerned vendor/supplier is bound to supply all the titles, and no price increase will be accepted. If unable to supply, 5% of the order value will be deducted from the security money deposited, and their performance will be evaluated in the next renewal and before placing the following order.
- j) If any book(s) recommended and the same is available in the library will not be ordered in normal cases.
- k) All disputes and differences arising out or concerning the work will be subject to the sole arbitration of Director IPE, Visakhapatnam. The decision of the arbitration will be final & binding on both parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Visakhapatnam.

13. ENCLOSURE WITH THE APPLICATION

- 1) Acceptance of supply Terms and Conditions (mentioning Empanelment Notice Reference Number and date) and declaration of not debarred, terminated, dropped, or black listed in any Institute/University or government library in the last three years on a Non-Judicial stamp paper of ₹100.00
- 2) Copy of remittance details of depositing ₹500.00 through SBI Collect. ([State Bank Collect \(onlinesbi.sbi\)](https://onlinesbi.sbi))
- 3) Certificate of firm's registration.
- 4) Proprietorship Certificate
- 5) Copy of PAN/GST of the firm.
- 6) Membership certificate with Good Offices Committee (GOC); Federation of Publishers' and Booksellers' Association in India (FPBAI), or any other recognised similar National/State body (whichever is applicable)
- 7) List of major foreign/Indian Publishers you are dealing with direct procurement. Authorisation Letters of supplying books/ stockist/ distributor/ exclusive supplier issued from the publisher(s). (if applicable)
- 8) ITR of the last three years
- 9) Annual turnover of last three years
- 10) Five (5) reference credentials issued from libraries of reputed institutes/ organizations with whom the vendor is registered (letter or purchase order issued in last three months)
- 11) List of major subject areas covered.
- 12) Complete bank details along with one canceled cheque
- 13) Any other important document

Note: All pages of the attached documents must be signed and stamped by the authorised signatory of the firm. Each page should contain a page number. Total documents need to be attached sequentially. If any demanded document is not applicable, put a blank sheet mentioning NA and page number with the firm's stamp and signature. If documents are not attached in proper order application will be rejected summarily.

For any queries, contact Deputy Librarian, IPE Visakhapatnam.



Jitendra Kumar
Deputy Librarian