



**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**

18/2 Satsang Vihar Marg, Special Institutional Area, Opp. JNU East Gate

New Delhi 110 067, India

**Fax:** 91-11-26852548 **Cable:** NIPUBFIN

**Tele:** 26569303, 26569780

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Ref: NIPFP/LIB/BEM/2023/01

June 15, 2023

**Empanelment of Book Vendors / Suppliers  
at NIPFP Library for the period 2023 – 2024**

Terms and Conditions for Empanelment of Book Vendors / Suppliers for the period 2023 - 2024 are invited for supplying the Books / Documents etc. at NIPFP Library. The complete details are to be submitted by the Vendors on or before 30.06.2023 by 17.00 hrs, as per terms and conditions prescribed as below:



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## **Terms and Conditions for Empanelment of Book Vendors / Suppliers at NIPFP Library for the period 2023 – 2024**

1. Books ordered should be supplied within a period of 15 days in the case of Indian publications and 6 weeks in the case of foreign publications.
2. Minimum Discount on the original price of books and reports is as below:

### **Documents supplied by the Vendors:**

- Indian Publications - 20%
- Foreign Publications - 20% with bank conversion rate

### **Documents supplied by the Publishers directly:**

- Indian Publications - 25%
- Foreign publication - 20% with bank conversion rate

3. RBI Exchange rate should be applicable on the date of Purchase Order and should also be clearly indicated on the invoice.
4. The supply should be free of freight charges.
5. The prices in the invoice should be indicated in original currencies.
6. Mandatory enclosures with Invoice-
  - a. A copy of publisher's / distributor's invoice as price proof
  - b. A currency conversion proof with date
7. If a bookseller fails to comply with 2 consecutive orders for the supply of books and publications within reasonable time, which are in print, will be debarred from supplying books to the Library.
8. In case of unforeseen delay in supply, the concerned empanelled vendor should send a request for extension of time with reasons and proof for delay in supply at least five (05) working days before the due date of supply. Competent Authorities decision would be final to provide extension or cancel the order.
9. If the reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may consider extension of time as may deem fit.
10. The Library often requires publications on an urgent basis and in such cases it will be binding on the bookseller to supply the book(s) without any loss of time.
11. Defective publications, whenever noticed, will be replaced by the bookseller immediately. The cost of books paid will have to be refunded in case the publication is not available.



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12. In case of short discount or no discount publications, it will be the responsibility of the bookseller to satisfy the library that the publications are really short discounted or no discounted books. The Bills will also carry the conversion rate (in case of Foreign Publications) and certificate to the effect that the publications are "No-discount or Short-discount publications.+
13. The bookseller will send the typed or computerized bill in duplicate within seven days from the receipt of intimation for the books approved. The following certificate should be typed on the body of the bill:

*"Certified that books supplied vide this bill are not remainder stock and are latest editions. Further certified that prices charged are correct and those fixed by the publishers.+*
14. It will be the responsibility of the bookseller to produce original publishers price proof/invoice for verification of the price in case of publication where the price is not printed on the book.
15. Every price proof and currency conversion proof should be countersigned by the authorized signatory and also contain the seal of the vendor.
16. The vendor should mention about different other agencies held by it and the subjects in which it specializes.
17. Incomplete and conditional responses will not be considered.
18. Responses received after the deadline will not be considered.
19. The Senior Library & Information Officer reserves the right to disapprove any offer of rates from the vendor though it may be the lowest without assigning any reason whatsoever. The approval of the offer of firm regarding rates does not confer any right to claim indents from the library.

**If the above-mentioned Terms & Conditions are accepted, the acceptance letter with the documents mentioned in Annexure-II along with communication address such as E-mail ID and Mobile Number, etc., may be sent within 15 working days from the issuing date of this Notice on website to:**

**Senior Library and Information Officer  
NIPFP Library  
National Institute of Public Finance and Policy  
18/2, Satsang Vihar Marg  
Special Institutional Area, Near JNU East Gate  
New Delhi-110 067**

**No request for consideration for empanelment will be entertained under any circumstances after the last date.**



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## ANNEXURE - I

1. Name of the Firm:
2. Address (with Contact No. and E-mail):
3. Legal Status of the Firm  
(e.g., company, firm, sole proprietorship)
4. Year of starting the Firm with Registration Number / Date:
5. PAN/TAN No.:
6. GST Registration No.:
7. Are you a Member of Federation of Publishers and Booksellers Association of India (FBAI)? (Yes/No):
8. Are you directly dealing with Major Foreign/Indian publishers? (Yes/No):
9. Major subject areas in which your firm handles supply of books:
10. Any other relevant information

I/We hereby declare that I/We shall abide by the terms & conditions and rules & regulations of National Institute of Public Finance and Policy, New Delhi as laid down in the said document.

Authorized Signatory (with Designation) & Seal of the Firm:

Date:

Place:

*\*All entries in the form should be legible and filled clearly on the letterhead of the firm. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the Form.*



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## ANNEXURE - II

### **CHECK LIST OF ENCLOSURES TO BE SUBMITTED WITH THE APPLICATION FORM**

1. A photocopy of current year Membership Certificate of any Publisher and Booksellers Association or Federation where the vendor is a member.
2. Copy of Last year's Income-Tax Clearance Certificate of the vendor from the Appropriate Authority.
3. Copy of PAN/TAN Card
4. Copy of GST Registration document
5. Documentary evidence of major Foreign/Indian publishers you are directly dealing with (Give Names/Address)
6. Documentary evidence of major Subject Areas in which the vendor handles supply of books.



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## ANNEXURE - III

### DECLARATION (To be submitted on Letter Head)

1. I/We \_\_\_\_\_  
(Names of proprietor(s)/partners or shareholders) hereby declare that the information provided in this Application Form is true to the best of our knowledge.
2. I/We also hereby declare that all matters related to National Institute of Public Finance and Policy shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of NIPFP Delhi.
3. Mr./Ms. \_\_\_\_\_,  
whose signatures are appearing below, is/are the Authorized Representative(s) of the firm.
4. I/We have read and understood all the ~~Terms~~ Terms and Conditions+ of Vendor Empanelment Agreement, as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors:

Signature of Authorized Representative of the firm with stamp:

Date:

Place: