

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

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

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 Human Resource Development, Government of India. The institute invites applications from the Book Suppliers/ Dealers who are interested to supply books to Institute library.

Interested Book Suppliers/Dealers may submit the prescribed form along with Cheque/DD of Rs. 1000/- (Non-refundable) in favor of "Director, NITTR, Bhopal" payable at Bhopal on or before **25th March 2020** to Senior Librarian, Nation Institute of Technical Teachers' Training & Research, Shamla Hills, Bhopal-462002. The envelope should be superscribed as "Empanelment of Vendors for Supply of Books".

Terms and Conditions for the Empanelment of Vendors for the supply of Books w.e.f. financial years 2020-21 to 2022-23.

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 supply the selected books within a period of 45 days, failing which order will be given to another vendor.
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. However, Central, State Government & Society publications will carry-No Discount.

11. 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.

12. Payment will be made within reasonable time i.e. 60 days from the receipt of the consignment if the books are in good condition and no discrepancy is there. The supplier should acknowledge the receipt of payment via email.

13. All communication will be entertained through email only after empanelment is done.

14. The Institute has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.

15. Legal disputes, if any, shall be settled in Bhopal Jurisdiction only.

16. GSTN (Goods and Service Tax Network) allotted by the Income Tax Department (Enclose self attested photocopy)

17. Any communication should be addressed to:

Senior Librarian
Nation Institute of Technical Teachers' Training & Research,
Shamla Hills,
Bhopal-462002

Sd/-
Senior Librarian

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

Signature:-----

Name of the Proprietor:-----

Seal of firm