



EXPRESSION OF INTEREST

FOR

Empanelment of Book Supplier (Print)

AT

IASST, GUWAHATI

“EXPRESSION OF INTEREST” FOR Empanelment of Book Supplier (Print) AT IASST CAMPUS

Eoi No. 565 dt.20.09.2025

Institute of Advanced Study in Science and Technology (IASST) invites Expression of Interest (EOI) for “Empanelment of Book Supplier (Print)” on prescribed format from reputed publishers/vendors / suppliers for supply of books to the Knowledge Resource Center (KRC). This empanelment will be valid initially for one year which may be extended by another two years based on the performance of the vendor. The date of empanelment will be reckoned from the date of final approval of empaneled suppliers list. Interested publishers/vendors/distributors/suppliers may submit a hard copy of application along with one copy each of the requisite documents to Registrar, Institute of Advanced Study in Science and Technology (IASST), Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-781035, Assam, India. The filled application (incomplete application will not be entertained) along with required documents may be submitted latest by 5:00 pm on 10/10/2025 by clearly mentioning on the top of the envelope “Empanelment of Book Vendors” on sealed cover. Interested agencies can download application form and the terms & conditions from the institute website <http://www.iasst.gov.in>

Eligibility Criteria:

1. Interested publishers/vendors/distributors/suppliers should submit application form in sealed envelopes super-scribing – “Application for Empanelment for the Supply of Books (Print)”.
2. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. **Incomplete and conditional applications will not be considered.**
4. The book publishers/vendors/distributors/suppliers should be a registered member of national/ state trade federations like FPBAI etc. Copy of Registration certificate must be enclosed with the proposal.
5. The publishers/vendors/distributors/suppliers should submit PAN, TAN & GST numbers issued by the competent authorities.
6. The publishers/vendors/distributors/suppliers should have experience of supplying printed books/journals to library of at least three (03) national institute/central or state universities. The publishers/vendors/distributors/suppliers shall submit copies of certificates to that effect from such institutes.
7. The publishers/vendors/distributors/suppliers should have to enclose a single highest value order for supply of books (Print) to any Central/State Government University/Research Institutes along with Satisfactory Supply Certificate for particular order in last Two Financial Year (Order copy and satisfactory supply certificate should be attached).
8. The publishers/vendors/distributors/suppliers need to submit copy of audited turnover for last three (03) years.

Application Fee:

The publishers/vendors/distributors/suppliers should submit application fee in the form of Account Payee Demand draft worth Rs.1,000.00 (Rupees one thousand only) drawn in favour of “The Registrar, IASST, Guwahati – 781 035” payable at Guwahati along with the application. This is a mandatory and non-refundable fee, and the application can’t be submitted without payment of the same.

Requirement of Supplier for supply of books to Knowledge Resource Center (KRC), IASST, Guwahati:

1. The competent authority of IASST, Guwahati reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/ arbitration.
2. IASST does not bind to place the purchase order to the approved vendor.
3. Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
4. All orders will be sent through email to the valid email ID, the supplier has submitted at the time of registration of their firm’s name with the KRC, IASST Guwahati.
5. Billing address **Registrar, Institute of Advanced Study in Science and Technology, Paschim Boragaon, Garchuk, Gwahati, Kamrup (M) -781035, Assam.**
6. As the payment would be made electronically, the vendor must submit valid bank details for the same.
7. Any clarification/query regarding the purchase order should be sought from the Asstt. Librarian within 03(three) days of receipt of the order.
8. Standard Delivery period:
 - (i) 20 days -30 days (maximum) – for Indian/ Foreign titles (if available in India).
 - (ii) 3 weeks – 4 weeks, 45 days (maximum) – for Foreign titles (if not available in India).
9. If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
10. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher’s distributor/stockiest should be furnished within the due date of supply.
11. In case there is a delay that is foreseen in supply, the concerned empaneled vendor should send a communication to the Registrar, IASST explaining the same and seeking an additional required time to supply the same, at least 07(seven) working days before the supply due date.
12. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher’s distributor or stockiest, the delivery extension request may be considered.
13. The supply should be free of freight charges.

14. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The representatives of publishers/vendors/distributors/suppliers will be responsible to arrange the books in the distribution room as per requirement of the office.
15. If the empaneled vendor(s) to whom the order has been placed fails to supply the entire order or any part thereof within the stipulated time, without sending any written communication regarding delay or its (their) inability to supply the ordered title(s), then the empaneled vendor(s) will be charged with liquidated damages at the rate of 2% - 10% of the value of the order not fulfilled, per week, up to four weeks.
16. Thereafter, the Institute reserves the right to cancel the order and place the empaneled vendor(s) in its blacklist after providing them an opportunity to represent their side.
17. The decision of accepting supply of cancelled titles is at the sole discretion of the Institute and the decision of the competent authority of the Institute shall be final in this regard.
18. The supplier must supply the latest editions of books.
19. Supply of paperback and Indian editions is preferable. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.
20. Discount component for book supplied shall be applicable as minimum 20% for all kinds of books except government publication/rule book as applicable. The conversion rates of the foreign currencies should be calculated as per the Financial Benchmark India Pvt. Ltd. (FBIL) exchange rates of the billing date.
21. IASST followed one bill for one order only.
22. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
23. Vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:
 - a) In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the vendor.
 - b) If at any time, found that the information provided by the empaneled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
24. All the attach documents of application should be duly signed by the authorized person.

Declaration

I/We hereby declare that I/We have read/Understood the above instructions/conditions issued for the guidance of the publishers/vendors/distributors/suppliers.

Signature with Official seal:

Name & Address of the Applicant:

Date:

Place:

Registrar, IASST



विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान
(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग के अधीन एक स्वशासी संस्थान)
विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी-781035, असम: भारत
INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
AN AUTONOMOUS R & D INSTITUTE UNDER DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA
VIGYAN PATH, PASCHIM BORAGAON, GARCHUK,
GUWAHATI-781035, ASSAM: INDIA

Application form for Empanelment as Book Suppliers/Vendors

1. Name of the Firm _____
2. Address _____
3. Contact No _____ Fax _____
4. Website (if any) _____ Mobile No. of contact person(s) _____
5. E-mail address _____ @ _____
6. Date of Establishment of Firm _____
7. Name of the Proprietor/Director _____
8. Name of Partner (if any) _____
9. Registration No. of FPBAI, etc. _____
(Please enclose a copy of the Registration Certificate.)
10. Your PAN, TAN & GST No. of the firm. _____
(Attach Copies)
11. Has the firm satisfactorily supplied books to any three (03) Government Universities-Central/State and research organizations in current or last financial year? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a)
 - b)
 - c)
12. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):
 - (a) 2022-23 :
 - (b) 2023-24 :
 - (c) 2024-25 :
13. Whether the firm is income tax payee? If yes, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant
14. Details of DD/Bankers cheque of Rs. 1,000/- (Rupees One Thousand Only) as a registration fee for empanelment.

Demand Draft Details

- a) DD/Banker cheque No _____
- b) Date _____
- c) Drawn on _____

15. Has the firm ever been debarred / blacklisted for doing business from any government organization? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs.100.00 (Rupees One Hundred only).

DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/our knowledge and belief. Further, I/we agree to accept the terms and conditions (including payment of security deposit) laid down by the competent authority of IASST.

Signature of Partners/Proprietors with seal

Date:

Place: