



डॉ. एस. आर. रंगनाथन पुस्तकालय / Dr. S. R. RANGANATHAN LIBRARY
భారతీయ పెట్రోలియం మరియు శక్తి సంస్థాన్
भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY
(An Institute of National Importance by an Act of Parliament)
Visakhapatnam – 530003

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Ref. No. IPE/Lib/Vendors/(B)2024-25/729

31st January 2025

EMPANELMENT NOTICE

Empanelment of Vendors to Supply Print Books to Dr. S. R. Ranganathan Library, IIPE Visakhapatnam

Important Dates

Online application start: 7th February 2025

Last Date and Time to apply online: 28th February 2025 by 6:00 P.M.

Last date and Time to receive hard copy: 10th March 2025 by 6:00 P.M.

*Submit the application form in a sealed envelope, superscribing
"Application for Empanelment to supply Books (Print)."*

Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam, is one of the developing institutes in the field of Petroleum and Energy, which was established by an Act of Parliament under MoPNG and declared as an Institute of National Importance by the Parliament. It is committed to qualitative and quantitative teaching and research in petroleum and energy. Dr. S. R. Ranganathan Library of the Institute is committed to providing quality documents to support the teaching and research activities of the Institute. The library invites applications from reputed vendors/distributors/library suppliers in India to supply various types of print books for three FYs (2025-26, 2026-27 and 2027-28).

Interested vendors/distributors/library suppliers may apply **ONLINE**, link available at the Institute and library websites <https://iipe.ac.in/> or <https://iipe.ac.in/library/> and send one set of filled printed application form 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."

Filled printed application along with one self-attested copy of each of the requisite documents must reach the aforementioned address by 1st March 2025. Vendors are advised to send the application form well in advance to avoid any postal delay. Applications received after the last will not be entertained.

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

1. ELIGIBILITY

- a) Vendors have at least five years of experience supplying the books to at least five IITs/NITs/IISERs/Central Universities, etc.
- b) The vendor should be a member of the National/State federations, a member of the Good Offices Committee (GOC), the 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 a minimum **2.0 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 CFTIs in 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 in the empanelment document partially or entirely without giving any notice or assigning any reason.
- e) The decision of the competent authority IPE Visakhapatnam regarding the empanelment of vendors/ distributors/ library suppliers will be final, and no further communication will be entertained in this regard.
- f) The incomplete and conditional application will summarily be rejected.
- g) Applications 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, if any information or document submitted is found false, it would be treated as a breach of terms and conditions, the concerned vendor will be debarred from the empanelment list, and the name of the Book Vendor may be uploaded on the Institute/Library website.
- 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 not have been blacklisted 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 blacklisted in any Institute/University or government library in the last three years on a non-judicial stamp paper of ₹100.00 (Rupees one hundred only).
- l) **Application Processing Fee:** Vendors applying for empanelment need to pay a non-refundable amount of ₹ 1000.00 (Rupees one thousand only) ONLINE as an application processing fee. No other mode of application fee will be accepted. Payment Link will be provided ONLINE.
- m) **Once the Application processing fee is paid, it will not be returned under any circumstances.**
- n) **Security Deposit:** Suppliers selected for empanelment need to deposit interest-free ₹ 25,000.00 (Rupees twenty-five thousand only) as a security deposit. The security -

deposit will be returned to the concerned vendor without any interest after the completion of the Empanelment tenure. The vendor needs to write to the library to return the security deposit.

- o) In 2025, the Institute is expected to shift to its permanent campus, i.e. Vangali Village, Sabbavaram, in Anakapalli district, Andhra Pradesh. The vendor may need to supply the books to the permanent campus. Once shifted to the permanent campus, a complete address will be shared with the empanelled vendors.

3. SUPPLY TERMS AND CONDITIONS

I. PRE-ORDER ENQUIRY

- a) The library may invite pre-order inquiries from the all empanelled vendors or selected vendor/s or from other non-empanelled vendors for the required titles.
- b) Within the time frame of receipt of the email, the vendors with books in their ready stock must respond by quoting titles, availability with the required number of copies, and unit price by email.
- c) Book/s with pre-order enquiry should have at least 30 days validity.
- d) Conditional pre-order enquiry/s will not be entertained and summarily rejected.
- e) Merely inviting pre-order inquiries doesn't ensure placing orders with that particular vendor. The library reserves the right to place the order with any vendor, considering their supply record and other relevant considerations.
- f) Supply terms and conditions and discount policy will remain the same for pre-order enquiries except less discount publications.

II. PURCHASE ORDER

- a) The library will place purchase order/s (POs) with the empanelled vendor/s who offer the best and prompt services.
- b) The book supply must be strictly against the purchase orders only.
- c) Any clarification/query regarding the purchase order should be sought from the library within five (5) business days from the date of receipt.
- d) Sending an acknowledgement of the receipt of the purchase order within five (5) business days is mandatory, preferably by email, which will be considered as an acceptance of the purchase order. If receipt acknowledgement is not received within the above-mentioned time, it will be assumed that the vendor has accepted the purchase order and is bound to supply.
- e) If there are any discrepancies in the printing of vendor/supplier details, book details, or other information on the Purchase Order (PO), it must be reported to the Librarian in writing or via email within five (5) business days, quoting the PO number and date for correction.
- f) If a particular book/s is available with multiple empanelled vendors. In that case, preference will be given to a vendor with ready stock, a good supply record and other relevant considerations, including discount offered.
- g) To ensure uninterrupted academic, teaching and research activities, or supply of other required books, the library may even place orders with vendors not registered with the IPE library.

- h) In case of an urgent requirement or books not available with the registered vendors, the library may place the order with the local vendor/s.
- i) Upon receipt of a Purchase Order (PO), suppliers are required to promptly notify the library of any books that cannot be supplied. This notification must be submitted within five (5) business days. Failure to comply will be considered a significant loss to the IPE's academic, teaching, and research activities, and it may result to levy a fine to the concerned vendor/s as per the terms stipulated in point IX(b) of this empanelment notice."

III. TERMS FOR SUPPLY

- a) Suppliers are allowed to supply Indian books within **4-6 weeks** and foreign print within **10-12 weeks**.
- b) If foreign prints are available in India, they should be supplied in a maximum of **six weeks**.
- c) If PO is raised after inviting pre-order enquiry. The concerned Book Vendor will be bound to supply all the titles with the quantities specified in the PO, failing which may lead to cancellation of the order, and a procedure may be initiated to debar the vendor.
- d) Print-on-demand (POD) foreign print books may be supplied in **12-16 weeks** with a prior intimation to the library.
- 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) In case any title/s is out of print, the same should be supported by a certificate issued by the concerned publisher. Certificates issued from distributors/stockiest will not be entertained in this regard.
- g) If there is any delay in supply, the Librarian should be informed within the stipulated time, mentioning the expected date of supply.
- h) If there is any price increase, the library may be informed about the price increase with details supported by a valid certificate from the respective publisher. Based on the certificate and request received, the library will process the approval of the differential amount from the concerned authority, and the same will be given to the concerned vendor to supply the books.
- i) 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 book/s, at least seven (07) business days before the supply due date.
- j) No increase in price will be accepted. If so, proper justification with suitable papers should be produced and issued from the respective publisher.
- k) A partial supply of the order is not permitted, and a partially supplied bill/invoice will not be processed for payment. It will be processed after receiving the complete order. However, looking at the necessity of the book/s, the library may consider taking the available book/s after cancelling the remaining title/s of that particular PO.

- l) 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.
- m) If the given reason for the delay is justified with adequate proof of communication with the publisher, distributor or stockiest, the Librarian may consider extending the supply time as may deem fit.
- n) The supply should be free of freight charges.
- o) 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.
- p) If there is any damage/loss of the book/s in transit. The IPE Library will not be responsible, or book/s that are not as per the PO will summarily be rejected and need to be taken back at their own expense by the concerned vendor.
- q) 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.**

IV. EDITION SPECIFICATIONS

- a) By default, the latest edition of the book/s must be supplied unless stated otherwise.
- b) By default, paperback editions of book/s 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, it will be the vendor's obligation to supply the same.

V. DISCOUNT

- a) The standard discount rate is at least 20% RBI/FBIL/Nationalised Bank Conversion Rate on all types of books. However, less discounted titles may also be accepted.
- 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) Less discount cases may be considered after necessary approval.
- d) Less discount letter from the concerned publisher needs to be submitted along with the Bill/Invoices. If a price difference exists in the bill/invoice, the differential amount may be paid after obtaining approval from the concerned authority, subject to prior intimation and consent from the library.

VI. INVOICING AND CURRENCY CONVERSION RATE

- a) 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.
- b) The invoice should be raised in favour 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.**
- c) The invoice should bear the firm's IT PAN/GST.
- d) Pre-receipt invoice/s is to be submitted in triplicate (3 copies) mentioning Author, Title, ISBN, Price, etc., along with other details.
- e) The prices in the invoice should be indicated in original currencies followed by the conversion rate, if any.
- f) 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.
- g) RBI/FBIL/ Nationalised bank currency conversion rates are applicable on the date the Purchase Order is followed and should also be clearly indicated on the invoice.
- h) A revenue stamp should be affixed to the original bill and signed by the authorized signatory.
- i) Library/Institute may take approximately 30 business days from the date of the receipt of the book/s for final payment in normal cases.
- j) Partial payment will not be processed for payment

VII. MANDATORY ENCLOSURES WITH INVOICE

- a) Delivery Challan of the books mentioning the title, author, ISBN, and original price of the book/s along with other details.
- b) For price verification, the vendor will produce a photocopy of the purchase invoice for the books purchased. A copy of the publisher's/distributor invoice/s for the order period may also be accepted.
- c) Proof of catalogue price will be accepted only for Indian books.
- d) The price printed on the book may be exempt from producing price proof.
- e) Price proof and currency conversion rate should contain the seal and signature of the authorized person.
- f) The justification for not supplying books, if any, is supported by a certificate from the respective publisher.
- g) Justification on low discount titles, if any, supported by publisher letter of less discount title/s.
- h) All attached papers should bear the firm's stamp and be signed by an authorized signatory.
- i) A certificate from the supplier with the following statement:
 - a. *The price has been correctly charged in accordance with the publisher's catalogue/ distributor's invoice/ printed price.*
 - b. *The latest edition of the ordered books has been supplied. No “Remaindered” title is supplied.*

- c. *Supplied foreign book/s are/are not available in Indian print.*
- d. *Rates are charged as per RBI /FBIL / Nationalised Bank exchange rate (whichever is applicable).*

VIII. RETURNING OF 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; otherwise, the order may be cancelled.
- b) The library will not be responsible for such books if they are not taken back and replaced within the said period.

IX. LIQUIDATED DAMAGE AND CANCELLATION OF THE PURCHASE ORDER

- a) The Institute library reserves the right to cancel the released PO partially or fully if the situation arises.
- b) Empanelled vendors who fail to supply the entire order or any part of it within the timeframe without intimation to the library about the delay or inability to supply the ordered titles, if any, may be subject to liquidated damages charges. It will be calculated at a rate of 2% per week of the ordered value for a maximum of five weeks.
- c) If an order is placed based on the pre-order inquiry, the respective vendor/supplier is obligated to fulfil the entire order as specified, and no price increase will be accepted. If unable to supply, 5% of the order value will be deducted, and their performance will be evaluated before placing the following order and during the next renewal/empanelment. Furthermore, 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) Once a 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 PO.
- e) The decision to accept the supply of cancelled 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.

X. TERMINATION OF EMPANELMENT

The vendor's empanelment may be terminated/dropped/blacklisted 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 in 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 that the 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, the vendor shows an inability to supply the same.

In such case/s, the library reserves the right to terminate the empanelment of the concerned vendor without giving any prior notice.

XI. OTHER TERMS AND CONDITIONS

- a) The Dr. S. R. Ranganathan Library, IPE reserves the right to change or modify or, amend or substitute any clause/s in the "Terms and Conditions," if deemed necessary, at any time with the consultation of the Library Advisory Committee (LAC).
- b) The LAC reserves the right to extend the empanelment tenure of the vendor for the next year, depending upon the performance of the vendor, and it may be extended up to the following three consecutive years.
- c) Notwithstanding the discount rates offered, no vendor will have the sole right to supply books/publications. The IPE Library reserves the right to procure books/ publications at higher discount rates if available.
- d) Most resourceful suppliers with good book supply records will be considered for empanelment with the committee's recommendation.
- e) The vendor should not get any book recommended if the same book is freely available on the publisher's/authentic website.
- f) The library may invite empanelled/ non-empanelled vendors and publishers for book exhibitions at regular intervals. The Library Book Fair may be open to all vendors/publishers/suppliers under certain terms and conditions.
- g) If a vendor or supplier has directly solicited book recommendations from the faculty, they are obligated to supply all the recommended books. In cases where a book cannot be supplied, the vendor must provide a valid justification along with the invoice.
- h) Books recommended for purchase will typically not be ordered if they are already available in the library unless deemed necessary.
- i) All disputes and differences arising out or concerning the work will be subject to the sole arbitration of the 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 will be adjustable within the jurisdiction of the Honourable Court of Law Visakhapatnam OR Anakapalli district court, whichever is applicable.

4. 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 blacklisted in any Institute/University or government library in the last three years on a ₹100.00 (Rupees one hundred only) Non-Judicial stamp paper.
- 2) Copy of remittance details of depositing ₹1000.00.
- 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 recognized 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 were issued from libraries of reputed institutes/organizations with whom the vendor is registered (letter or purchase order issued in the last three months).
- 11) List of major subject areas covered.
- 12) Complete bank details along with one cancelled cheque.
- 13) Any other important document.

Note: *All pages of the attached documents must be signed and stamped by the firm's authorized signatory. 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, the application will be summarily rejected.*

For any queries, contact the Deputy Librarian, IPE Visakhapatnam.

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