



**Rajiv Gandhi Institute of Petroleum Technology, Jais Amethi-229304 (U.P.)**  
**(An Institute of National Importance established under the Act of Parliament)**

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Order No. RGIPT/LIB/Vendor-Empanelment/Books/2025-26/01

Date: 21/09/2025

**Empanelment of Vendor for Supply of Books (Print & Electronic) To Central Library, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (UP)**

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (UP) open offer of interest for “Empanelment of Vendors for the Supply of Books (Print & Electronic)” in the prescribed format from reputed vendors/distributors/library suppliers in India, to Central Library, RGIPT Amethi.

This empanelment will be valid initially for three years and may be extendable up to two more years at the sole discretion of the Institute.

Interested vendor /distributors/library suppliers may submit the applications for empanelment of vendor as per attached format(**Annexure-01**) along with the non-refundable application fee of Rs. 1000/-(Rupees one thousand only) in the form of Demand Draft from any scheduled bank in favour of “Registrar, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (UP)” and one copy each of the requisite documents to “The Chairman SLC, Central Library, Rajiv Gandhi Institute of Petroleum Technology, Mubarakhpur Mukhetia More, Bahadurpur, Jais, Post Harbanshganj, Amethi- 229304, Uttar Pradesh.( For any clarification please contact at phone -05352704571 from 9AM to 6PM.

Last Date for Submission of Applications: 20 October, 2025

Instruction for applicants, detailed terms and conditions, and Application Proforma are as follows:

**Instructions for applications:**

- (i) Interested vendors/distributors/library suppliers should submit application form in sealed enveloped superscribed as- “Application for Empanelment for the supply of Books (Print & Electronic) to Central Library, RGIPT, Amethi”.
- (ii) 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.
- (iii) Incomplete and conditional applications will not be considered.
- (iv) At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- (v) Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library, failing to maintain this discipline, the applicants are liable to be black- listed by the institute.
- (vi) Application(s) received after the due date and time will not be considered.
- (vii) Applications will be scrutinized and shortlisted for empanelment by a Committee constituted for this purpose. This committee will be constituted by the competent authorities of the Institute. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.
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- (viii) The short-listed vendor(s)/distributors(s)/library supplier(s) for empanelment are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Books (Print & Electronic)” as stipulated here under:

**Empanelment for Supply of Books (Print & Electronic) will be governed by the following “Terms and Conditions” \*.**

## **1. General**

(i) The Director, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (UP), reserves the right to approve or reject any or all the vendors and his decision will be final in all cases in respect of Acceptance /rejection/ arbitration.

(ii) Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (UP) does not bind itself to not to add to its approved list of vendors or to place purchase order(s) to any of the vendors.

**2. Turnover:** should be Rs.1 Crore (One Crore)/-or above for last three years.

**3. Experience:** Three years or more experience of supplying library materials to CFTIs like IITs, NITs, IISc and IISER etc.is required.

## **4. Enquiry on availability of books.**

(i) The library will place an enquiry with all or some of the Empaneled vendors (using its own discretion and judgment) for the required titles and number of copies of each thereof, by email.

(ii) As per the provided list of books or other materials, the empaneled vendors have to respond within two (02) days, only by email with the following details:

- Number of the copies available;
- Unit price (in original currency);
- Shipping time;
- Validity of the quoted price(s), etc.

A Proforma for the same will be provided to the empaneled vendors.

## **5. Purchase Orders**

(i) The library will place purchase orders with any of the empaneled vendors (s), using its own discretion and judgment.

(ii) Supply of books has to be made strictly against the purchase order only.

(iii) Sending an acknowledgment through email of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory.

(iv) Any clarification/query regarding the purchase order should be sought from the library within five (05) days of receipt of the order.

## **6. Time- frame for supply:**

- (i) 4 weeks (maximum) for title available in India.
- (ii) 8 weeks (maximum) for foreign title (if not available in India).
- (iii) LD will be charged as applicable in case of delayed supplies.
- (iv) 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.
- (v) In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publishers distributor/stockiest should be furnished within the due date of supply.
- (vi) In case there is delay that is foreseen in supply, the concerned empaneled 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.
- (vii) If the provided reason for the delay is justified with adequate proof e.g., communication from publisher/publishers distributor or stockiest, the librarian may consider extending the supply time as may be deemed fit. However, this should not exceed five (05) weeks from the originals supply due date.
- (viii) The delivery should be door- step delivery without any freight charges whatsoever.
- (ix) If the supply is made through Railway parcel, in that case the freight must be pre-paid.
- (x) If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
- (xi) Every supply should be accompanied by a delivery in supply, their quantity.

## **7. Condition for cancellation of the released purchase order**

- (i) If the empaneled vendor 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) the order may stand cancelled and the Institute may place the order with another vendor.
- (ii) 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.

(iii) The Institute reserves the right to de-list the concerned vendor after providing them an opportunity to represent their side.

## **8. Edition specifications**

- (i) Latest edition of books must be supplied, unless specified otherwise.
- (ii) By default, paperback edition of books should be supplied, unless specified otherwise.
- (iii) By default, Indian edition of books should be supplied unless specified otherwise.
- (iv) In case of unavailability of paperback and Indian edition, clarification /permission should be sought, preferably by email, from the Library, regarding supply of the available edition in lieu of the default.

## **9. Discount:**

- (i) The Discount rate for supply of all books will be 25% or above for India and 30% or above for abroad.
- (ii) In case of Government publication (GOI & Swami's Publication, etc.) & Short discount titles, the rate of discount. may be as applicable. In such cases, the vendor has to explain via email about the discounts rates, and provide proof of it being a short discounts title. In any case, titles published by major publication houses will not be considered as short discounts titles.
- (iii) In case if any textbooks titles or regular titles does not attract even the minimum discount, the reason must be explained while quoting for it.
- (iv) In case a vendor is found to quote as short discounts, title which other vendors supply at the agreed rate of discounts, RGIPT, Jais, Amethi reserves the right to delist that vendor.
- (v) In case a vendor is founds to reply selectively to queries placed by the library, choosing to reply only in case of titles of certain publisher and /or replying as out of print /out of stock for other publishers, titles, RGIPT, Jais, Amethi reserves the right to delist that vendor.

## **10. Invoicing Procedure and Conversion Rates:**

- (i) The Invoice should bear the firms PAN and GST.
- (ii) Pre-receipted invoices /bills are to be submitted in triplicate. (03 copies)
- (iii) Revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

(iv) Invoice should be raised in favor of Central Library Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.

(v) 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.

(vi) The prices in the invoice should be indicated in original currencies, and Indian rupees, with the currency conversion rate.

(viii) **State Bank of India** (TT sell) currency conversion rate as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

**11. Undertaking:** Selected vendors will have to give an undertaking before they can be formally empaneled, certifying the following:

(i) We undertake to answer all queries received regarding availability of books, within the stipulated time frame.

(ii) We undertake to agree to supply all books for which the query is placed, unless they are out of prints /out of stock. In such cases, we will furnish proof of unavailability of such titles.

(iii) The price charged by us are the actual, current publisher's prices as billed to us, and are true and correct.

(iv) The price charged by us are as per the publisher's importers /distributors /online book stores (in case the book is purchased online, if not otherwise available) invoice and or catalogue.

(v) The latest editions have been supplied, and they are not remaindered titles.

(vi) The book supplied have been checked against defects in collation, binding, and condition of accompanying material viz., CDs, and for other physical conditions. If any defects are detected later, the defective books /CDs shall be replaced free of cost, at the destination of supply.

**12. Security Deposit:** The selected vendors should submit a refundable security deposit of Rs. 10,000/- (Rupees Ten Thousands only) in form of Demand Draft in the Favour of "Registrar, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi" payable at Amethi. The security deposit will be refunded only after two months from the expiry of empanelment period without any interest. The same amount may be forfeited in case of wrong information provided by the vendor/ violation of any term and condition.

### **13. Mandatory enclosures with Invoice:**

- (i) A copy of publisher's / distributors invoice/copy of printed catalogue of the order period, as price proof.
- (ii) A currency conversion proof with date.
- (iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

### **14. Termination of empanelment:**

The Institute shall be at liberty to terminate the empanelment of an empaneled vendors /supplier without any prior notice and also reserves the right to claim the amount of loss incurred by the institute, based on the available invoices submitted by that empaneled vendors / suppliers in case of any of the following:

- (i) In case of breach of any terms of agreements
- (ii) Unsatisfactory /Inefficient working on the part of the vendor.
- (iii) If at any time .it is found that the information provided by the empanelment vendor in any form about publications, services and related matters is incorrect.

**15.** The Institute reserve the right to change or modify or amend or substitute any clauses in the “Terms and Condition ‘’, If required, at any time. The empaneled vendors may find update, on RGIPT, Jais, Amethi. Website ( <http://www.rgipt.ac.in>) ,in this regard.

**14.** All disputes and differences arising out or concerning the work shall be subjects to the sole arbitration of Director, RGIPT, Jais, Amethi. Or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Law and disputes adjustable within the jurisdiction of court of law of Amethi/Raebareli.



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**Rajiv Gandhi Institute of Petroleum Technology, Jais Amethi-229304 (U.P.)**  
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**ANNEXURE-1**

**Vendor/Supplier Registration Form**  
**(For supply of books and other resources)**

1. Name of the Firm/ Agency : \_\_\_\_\_

2. Nature of ownership (please  
tick the appropriate)

Proprietorship	Partnership	Company	PVT Ltd	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Registered Address: \_\_\_\_\_

4. Year of Establishment: \_\_\_\_\_ Number of Years in the business: \_\_\_\_\_

5. Name(s) of Partners/Directors: \_\_\_\_\_

6. Telephone Numbers: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

7. Are you a existing registered supplier: ☐ Yes ☐ No

8. If Yes, for how many years : \_\_\_\_\_

9. Type of business (please tick the appropriate):

Publisher	Importer	Distributor	Supplier	Aggregator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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10. Areas of specialization\*:-

Engineering		Architecture & Planning		Philosophy	
Basic Sciences				General Books	
Management		Humanities		Reference Books	
Biotechnology		Social Sciences		Books for Competitive Exams	
Environmental		Mass Communication			
Science/Eng.		Education		Others	

11. Publishers you are dealing with : ☐ Foreign ☐ Indian  
(Please enclose the list of Publishers both Indian & Foreign)

12. Will you be able to provide publisher's catalogue  
Or original Invoice as price proof. : ☐ Yes ☐ No

13. Are you a distributor/ dealer/ stockiest/ exclusive/ preferred  
agent of the publishers in the area of Engineering?  
Science and Technology, Social Sciences : ☐ Yes ☐ No  
If so, please submit the most recent authority letters issued by  
the publishers.

14. Are you affiliated with:-  
(a). Federation of publishers & Book Sellers Association of India (FPBAI) ☐ Yes ☐ No  
If yes, please provide the registration number: \_\_\_\_\_  
(b). Association of Indian Publishers & Book Sellers: ☐ Yes ☐ No  
If yes, please provide the registration number: \_\_\_\_\_  
(c). any other affiliations? Please give details: \_\_\_\_\_



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15. Annual turnover of your business in the last three years? (Please attach an audited copy of the same):-

20\_\_ - 20\_\_ \_\_\_\_\_

20\_\_ - 20\_\_ \_\_\_\_\_

20\_\_ - 20\_\_ \_\_\_\_\_

16. Whether you are an income tax payee? ☐ Yes ☐ No

(If yes, please submit a copy of income tax return filed in the last three years)

17. Your Permanent Account Number (PAN): \_\_\_\_\_ TAN: \_\_\_\_\_ and  
GST Number: \_\_\_\_\_

18. Bank details (A certificate issued by the bank may be attached\_\_\_\_

(a). Name of the Bank & Branch:

(b). Address of the Bank :

(c). Account Number :

(d). Type of Account : Savings ☐ Current ☐

(e). IFSC :

(f). MICR Code :

19. Are you supplying books & resources to NITs, IITs or any other Central Government Organizations? Yes ☐ No ☐

20. Do you have direct import license? : Yes ☐ No ☐  
(If yes, please attach a copy of the same)

21. Will you be able to supply books within a period?  
Of 2 months from the date of issue of order: Yes ☐ No ☐

22. Have your firm ever been debarred/blacklisted  
For doing business from any government organization? : Yes ☐ No ☐  
(If No, please furnish an affidavit raised on non-judicial  
Stamp paper of Rs.100 (One Hundred only)



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**Declarations:**

1. I/We \_\_\_\_\_ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also hereby declare that all matters related to RGIPT, Jais shall be treated as confidential and no information shall be passed on to any person without written permission of a competent authority from RGIPT, Jais.
3. Mr. \_\_\_\_\_, whose signatures are given below, is an authorized representative of this firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Place:

Signature partners/Proprietors

Date:

(Seal of the Firm)



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**Library Vendor / Supplier Registration**  
**Check List**

**Attached documents must be arranged in the following order:-**

- (i) Application form.
- (ii) ITR of last three financial years (i.e.)
- (iii) Certificate issued by bank regarding bank details.
- (iv) Most recent authority letters issued by the publishers stating you as a Distributor / dealer/ stockiest / exclusive / preferred agent in the area of Science and Technology.
- (v) Copy of your registration letter of Federation of Publishers' and Booksellers' Association in India (FPBAI).
- (vi) Proof of having supplied library materials to CFTIs like IITs, NITs, IISc, and IISER etc.
- (vii) Copy of import license.
- (viii) Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
- (ix) Audited copy of annual turnover of the company for last three financial years.