



**સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌધોગિકી સંસ્થાન, સુરત**

**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY,  
SURAT, GUJARAT-395007.**

(An Institute of National Importance, MHRD, Govt. of India)

**SVNIT**

Ref. No. SVNIT/Lib/VE/2025-26/333A

23/12/2025

## **EMPANELMENT NOTICE**

### **Empanelment of Vendors for Supply of Books (Print) to SVNIT Surat, Central Library**

#### **Important Dates**

Online application start: **5<sup>th</sup> January 2026**

Last Date and Time to apply online: **24<sup>th</sup> January 2026 by 05:00 P.M.**

Last date and Time to receive hard copy: **3<sup>rd</sup> February 2026 by 5:00 P.M.**

Sardar Vallabhbhai National Institute of Technology Surat invites open offer of interest for "Empanelment of Vendors for the Supply of Books (Print)" on prescribed Format from reputed vendors/distributors/library suppliers in India, to SVNIT Surat Central Library.

This empanelment will be valid initially up to 2 years from the date of final approval of the empanelled suppliers list and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the institute. Interested vendors/distributors/library suppliers may submit the applications along with one copy each of the requisite documents to "The Librarian, Central Library, Sardar Vallabhbhai National Institute of Technology Surat, Ichchhanath-395007, Dumas Rd., Surat, Gujarat".

Interested vendors may fill out the Google Form (Link: <https://forms.gle/Qf858rMN2MKkBZU56>) available on the Institute and Central Library websites. The form must be submitted within 20 days from the date of the advertisement, and the hard copy of all supporting documents, as per the checklist, should reach the library at the address given below within 30 days from the date of the advertisement.

**Librarian**

**Central Library,**

**SVNIT Surat,**

**Ichchhanath, Dumas Rd., Surat-395007, Gujarat.**

Instructions for applicants, detailed terms and conditions, application proforma are as follows

## **1. Instructions for applicants**

- a) Interested vendors/distributors/library suppliers should submit the application form in sealed envelopes super scribbling - **Application for Empanelment for the supply of Books**.
- b) A non-refundable EoI processing fee of Rs. 1,000/- (Rupees One Thousand only should be submitted through a Demand Draft (DD) drawn in favour of "**Director SVNIT MHRD Fund**", payable at Surat. The DD must be enclosed along with the EoI documents. In the absence of the EoI processing fee, the tender will not be accepted.
- c) The response should be signed by an authorised signatory of the vendor(s) bearing their full name, status, and signature along with the official seal of the firm.
- d) Incomplete and conditional applications will not be considered for the empanelment of the vendor.
- e) At any given point, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- f) No canvassing or repeated communication should be made with the library, failing which may attract punitive action, and the vendor will become liable to be de-listed by the SVNIT Surat.
- g) Responses received after the deadline will not be considered.
- h) The vendors fulfilling the eligibility criteria will be considered for evaluation. Mere fulfilling the eligibility criteria does not imply consideration for empanelment. The responses will be scrutinized and shortlisted (as per the eligibility criteria given at point no. 2 and based on clients served, publishers handled, years of experience, feedback from other libraries, etc.) by a Committee duly constituted by the Competent Authority of the Institute. The shortlisted vendor(s)/supplier(s)/distributor(s) will then, if required, need to be available for in person/virtual interaction on a date, which will be informed by email.
- i) The Committee will recommend a panel of vendor(s)/supplier(s)/distributor(s) to the Competent Authority. The approved panel will be informed by email.

## **2. Eligibility Criteria for Empanelment of Vendors for Books Supply**

Vendors who apply for empanelment must fulfil the following conditions for eligibility:

- a) The Vendor should have a valid membership of the Federation of Publishers & Booksellers Association in India (FPBAI) or any such relevant national/state registered body.
- b) The Vendor should be a bookseller/distributor/dealer/stockiest/executive/preferred agent of the publisher(s). Please attach a list of publishers whom you represent and submit the valid authorization letters issued by them.
- c) Minimum three (03) references of the libraries of reputed Institutes/Organizations (e.g. IITs, IISc., NITs, IISERs, IIMs, NITs, NID, IPR, PRL, Central University Libraries, etc.) with whom the

vendor is already empanelled/registered for supplying books. Performance certificates, along with order copies, from serving Institutions should be attached.

- d) The turnover of the firm for the last three consecutive financial years should be at least Rs. 1 (One) Crore in each financial year during the span of the last five years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25). A certificate from CA/Balance Sheet should be attached.
- e) The Vendor should submit Income Tax Returns (ITRs) for the last 3 consecutive financial years during the previous five years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25). (Self-attested copy should be enclosed)
- f) An affidavit raised on a non-judicial stamp paper of Rs. 300.00 for not having been black-listed during the last three (03) years by any Government organization needs to be attached.
- g) If the vendor is a local supplier, i.e. who has an office in Surat city (Gujarat), the bidder shall be exempted from the requirement of 'Turnover' and minimum 01 reference of the libraries of reputed Institutes/Organizations will be required.

### **Terms & Conditions for the supply of print books**

#### **1. General**

- a) The Director, SVNIT Surat 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) SVNIT Surat reserves the right to add and/or drop any vendor to/from its empanelled list, and/or to place purchase order(s) with any vendor(s) from its empanelled list or others vendor(s)/publishers outside the panel at any time.
- c) SVNIT Surat is not bind to place the purchase order to the approved vendor.

#### **2. Pre-order Inquiry**

- a) The Library will float a 'Pre-order Inquiry' with all or some of the empanelled vendor(s) (using its own discretion and judgement) by an email for the required titles and the number of copies of each thereof in a prescribed format.
- b) The Library will mention the last date of submission of quotation depending upon the number of titles contained in each enquiry for the convenience of the vendor.
- c) The vendor will have to submit quotations within the stipulated time as mentioned in the inquiry through a reply e-mail only with the following details:

- i. **Availability status of books (In stock/procurable/whatever may be the availability condition)**
- ii. **Shipping time (in weeks only)**
- iii. **Unit Price (in Original Currency)**
- iv. **Offered Discount**
- v. **Validity of the quoted price, etc.**

- d) All the details inquired for must be provided. If any field is left blank, the response will not be considered by the Library.
- e) The Library will not follow up the vendor for every enquiry and will not wait beyond the stipulated time as mentioned in the enquiry.

### **3. Purchase Orders**

- a) The Library will place purchase orders for books with the empanelled vendor(s) who offers best and prompt services and will try to distribute purchase orders equally among vendors', except in special cases, if any.
- b) The purchase orders will be awarded on the basis of comparative evaluation of quotations received against 'pre-order inquiry' and based on factors such as maximum offered discount rate/lowest price for specific title, prompt service and past performance records, specially keeping in mind the shortest turnaround time for supply of books.
- c) The supply of books has to be made strictly against the purchase order(s) only.
- d) It is mandatory for the vendor to send an acceptance through reply mail on receipt of every purchase order within Five (05) working days, failing to which the order will be automatically cancelled and library will place fresh order to the next vendor in the queue of comparative evaluation of the quotation.
- e) Any clarification/ query regarding the purchase order should be sought from the library within five (5) working days of receipt of the order.
- f) Library may place order/re-order the unsupplied book to those vendors who response promptly on willingness to supply and took minimum time to deliver the books.
- g) No increase in price will be accepted. If so, proper justification with suitable papers should be produced and issued from the respective publisher.
- h) 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.

### **4. Edition specifications**

- a) Latest editions of books must be supplied, unless specified otherwise.
- b) By default, paperback editions of books should be supplied, unless specified otherwise.
- c) By default, Indian editions of books should be supplied, unless specified otherwise.
- d) In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.
- e) Pirated Books are strictly prohibited. It leads to an immediate ban from empanelment.

## **5. Time-frame for supply**

- a) The maximum time frame for supplying the books will be 04-06 weeks for Indian publications and 10 - 12 weeks for foreign publications from the date of order.
- b) If the requested title(s) is 'Out of Print' (OOP), 'Out of Stock' (OOS) or 'Print on Demand' (POD), vendor shall make a request for extension of time, if required, for supply and such request should be made with valid supporting documentary proof.
- c) In case of titles that are not supplied, a communication stating the non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- d) In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a request for extension of time with reasons, at least, Five (05) working days before due date of supply.
- e) If the provided 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.
- f) In case the ordered books are not available or vendor is not able to supply the same, the matter must be brought to the notice of the Library immediately.

## **6. Delivery of Books**

- a) The supply of books must be made either by Postal Services or Courier Service or Hand or Door Step Delivery only and 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 supply should be free of freight and handling charges.
- b) Supplier shall deliver the books to the following address at their own cost and that should be without any additional transportation/postal/courier/other charges:

**Librarian**

**1st floor Library Office**

**Central Library,**

**SVNIT Surat,**

**Ichchhanath, Dumas Rd., Surat-395007, Gujarat.**

## **7. Physical condition**

- a) The books to be supplied must be checked against any defects in respect of printing, collating, and binding before they are delivered. If any defects and damage are detected later, the defective publications must be replaced at the supplier's cost even after its technical processing in the Library.

- b) The library will not be responsible for such books if they are not taken back and replaced within the said period.

## **8. Cancellations of Purchase Order(s)**

- a) If the empanelled vendor(s) 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), then, the Institute reserves the right to cancel the order.
- b) In case the vendor(s) regrets to supply the titles mentioned in the Purchase Order due to any reason, then the Purchase Order will be cancelled, and a fresh Purchase Order will be placed with other vendor(s) on the list.
- c) In cases where the delivered books do not meet the specified requirements and are not in satisfactory condition, the supplier is expected to replace them within **one month**. Failure to do so will result in the cancellation of the order for those particular books.

## **9. Invoicing Procedure and Conversion Rates**

- a) Only a single bill will be accepted for each purchase order (PO).
- b) The Invoice should bear the firm's TAN/ PAN, GSTIN and Bank Transaction details for online transfer through NEFT/ wire-transfer etc.
- c) Pre-receipted Invoices are to be submitted in triplicate (3 copies). In case the amount exceeds Rs. 5,000.00, a revenue stamp should be affixed on the original bill and signed by an authorized signatory.
- d) An invoice should be raised favouring the Director/ Librarian, Central Library, SVNIT Surat, Ichchhanath, Dumas Rd., Surat-395007, Gujarat.
- e) Each invoice should be raised against a **specific purchase order (PO) and concerned PO No. and date should be clearly mentioned** on the invoices. Titles from different purchase orders should not be combined under a single invoice.
- f) The prices in the invoice should be indicated in original currencies, and Indian rupees, with the currency conversion rate.
- g) Conversion of foreign currencies to Indian Rupees should be followed at the TT Selling Rate of Nationalized Banks / Reserve Bank of India (RBI) / Financial Benchmarks India Pvt. Ltd. (FBIL) only on the date of invoice and should also be clearly indicated on the invoice.

## **10. Mandatory enclosures with Invoice**

For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted but library may ask to provide publisher invoice only.

The vendor must submit the following price proof, duly stamped and signed by authorized signatory in support of the price charged:

- a) A copy of the Publisher's/ distributor's/ importer's Invoice as a price proof.
- b) A currency conversion proof with date.
- c) Every price proof and Currency conversion proof should contain seal and authorized signature of the vendor.
- d) In case of Indian publications, the printed price on book will be accepted as price proof. Sticker price and price printed on removable jacket will not at all be acceptable.
- e) In case of a foreign title:
  - i. If the price of the book is not printed, the vendor must submit publisher's invoice copy of the book as a price proof.
  - ii. If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit letter from the publisher/authorised exclusive distributor stating the same and price of the book along with the invoice of the authorised exclusive distributor, as price proof.
- f) Price proof taken from the websites or manually stamped prices on the books will not be accepted.

## **11. Undertaking on Invoice**

Every Invoice should certify the following:

- a) The prices charged in the Invoice are correct and current Publisher's price.
- b) The latest editions have been supplied unless specified otherwise, and they are not remaindered titles.
- c) The books supplied against this order have been checked against defects in collation, binding and other physical conditions, and if any defects are detected later, the defective books shall be replaced by us free of cost.

## **12. Payment Terms**

- a) The payment will be made on satisfactory delivery and receipt of books in good condition. Invoices should be sent along with all necessary documents viz. price proofs, bank exchange rate certificates duly signed & stamped.
- b) Library/Institute may take approx. 90 days from the date of the ordered Book(S) received for final payment to the vendors/suppliers.

### **13. Discount**

The empanelled vendors shall supply the books with minimum discount pattern given below:

<b>Sl. No.</b>	<b>Category</b>	<b>Minimum Discount (%) on Printed/Publisher's List Price</b>
1.	Text Books / General Books	25%
2.	Reference Books (Encyclopaedias, Handbooks, Dictionaries, Manuals etc.)	30%
3.	Hindi, Sanskrit or other Regional Language Books	15%
4.	Short discount and Low price editions titles (Where vendor earns less than or equal to 25% discount in case of general books and less than or equal to 15% discount in case of regional language books)	(Publisher price – Discount earned) + actual shipping charged + 10% of Publisher's price. (The vendor should submit all relevant documents as a proof in this regard)
5.	Government / Society Publications and No discount titles	Publisher price + actual shipping charged + additional 10% of Publisher's price (The vendor should submit all relevant documents as a proof in this regards)

Above mentioned discount tariffs will be the base discount rates. At the time of reply to each query, vendors can offer more than the base discount rates. Based on the offered discount rate, the library will finalize the order.

### **14. Security Deposit**

- a) The short-listed vendor(s)/distributor(s)/supplier(s) must deposit an interest-free security deposit of Rs. 10,000/- (Rupees Ten Thousand only) if they are enlisted in the empanelment of book vendors with the Central Library, SVNIT Surat, Ichchhanath, Dumas Rd., Surat, Gujarat–395007. The security deposit should be submitted through a Demand Draft (DD) drawn in favour of “**Director, SVNIT MHRD Fund**”, payable at Surat.
- b) The security deposit will be refunded only after two months from the expiry of the empanelment period without any interest. The same amount may be forfeited in case of wrong information provided by the vendor/violation of any terms and conditions.

- c) If the vendor withdraws his candidature after the empanelment, the whole security money will be forfeited.

## **15. Validity**

These Terms & Conditions shall be valid for the empanelment period, depending upon satisfactory performance of the empanelled vendor(s)/ supplier(s)/ agent(s)/distributor(s) at the sole discretion of the Institute.

## **16. Termination of empanelment**

A vendor's empanelment may be terminated/dropped/black-listed from the list of registered 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 the vendor fails to deliver at least 80% of the supply (in terms of number of titles ordered) during a year.
- c) If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute. In such case(s), the institute will be at liberty to cancel the registration without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

## **17. Other Terms and Conditions**

- a) The SVNIT Surat reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- b) Wrongly supplied books must be collected within 45 days of the supply else library will have full right to enter the said book in library record preferably under Gratis.
- c) Supplied wrong, misprinted, etc. books must be replaced at any time even after putting library stamp on that.
- d) No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the SVNIT Surat shall have the right to procure books/publications on higher discount rates.
- e) The library may invite empanelled vendors for small book exhibitions at regular interval of time. Main book fair will be open for all vendors/publishers/suppliers with separate term and conditions.
- f) Number of vendors/suppliers/publishers etc. for empanelment will be fixed by SVNIT Surat.
- g) All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of the Director, SVNIT Surat or his nominee. The decision of the arbitration shall be

final & binding on both parties. All matters of dispute will be subject to the legal jurisdiction of the Courts at Surat only.

*H.M.H*  
24.12.25

Dr. Bade Mukund Haribhau  
Faculty I/C. Library

*H.G.P.*  
Dr. Hiren G. Patel  
Member

*R.M.*  
24.12.25  
Prof. Rakesh Maurya  
Member

*Y.D.P.*  
Prof. Y. D. Patil  
Member

*J.B.*  
24.12.25

Prof. Jyotirmay Banerjee  
Prof. I/C. Central Library

*V.Patel*  
Dr. Vimal Patel  
Member

*M.R.*  
24.12.25  
Dr. M. K. Rathod  
Member

*A.K.D.*  
Shri. Ashok Kumar Dev  
Member

*R.K.*  
24.12.25  
Prof. Ravi Kant

Chairman, Library Book Purchase Committee

## Annexure I

### Check List

#### The attached documents must be arranged in the following order:

1. Demand Draft (DD) of Rs. 1,000/- (Rupees One Thousand only) towards the non-refundable EoI processing fee, drawn in favour of “Director SVNIT MHRD Fund” and payable at Surat.
2. Printout of the duly filled and submitted Google Form.
3. ITR of the last three financial years (i.e., 2022-23, 2023-24, 2024-25).
4. Certificate issued by the bank regarding bank details.
5. GST Registration Certificate
6. PAN Card
7. Most recent authority letters issued by the publishers stating you as a distributor/dealer/ stockist/ exclusive/preferred agent.
8. Copy of your registration letter of member of the registered national/state booksellers' and publishers' Association/other registered federations.
9. Reference letter of minimum three reputed libraries of Institutes/Organisations (e.g. IITs, NITs, IISc., IISERs, IIMs, NID, IPR, PRL, Central University Libraries, etc.) with whom the vendor is already empanelled/registered for supplying books. Performance certificates, along with order copies, from serving Institutions should be attached.
10. Copy of import license (if any).
11. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
12. Detail of Annual Turnover of last three consecutive years. To be eligible, average turnover should not be less than 1 crore of last 3 years.
13. Affidavit raised on non-judicial stamp paper of Rs. 300 in respect of point no. 22 of application form.
14. Other relevant documents, if any