



राष्ट्रीय खाद्य प्रौद्योगिकी उधमशीलता एवं प्रबंधन संस्थान  
यूजीसी अधिनियम, 1956 की धारा 3 के अंतर्गत मानित सम विश्वविद्यालय (डी-नोवो श्रेणी)  
एवं खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान  
सोनीपत, हरियाणा, भारत

File No. N/Li/L/2016/17

Date 26 August, 2021

**Subject: Invitation for Empanelment as Registered Vendors for the supply of print book(s) for NIFTEM Knowledge Centre.**

NIFTEM Library invites applications from the vendor(s)/Supplier(s)/distributor(s) who are registered with the Book Seller's Federation (National/State) for the empanelment as a registered supplier of books to the library. Interested vendor(s)/Supplier(s)/distributor(s) may submit the application in a sealed envelope clearly superscripted as "Application for empanelment vendors for supplying books to NIFTEM Knowledge Centre". The empanelment of vendors as the book supplier of print books to NKC for the next year i.e. (upto sep. 2022).The discount rates and terms and conditions are attached herewith. The security deposit for the book vendors will be Rs.10,000/- After receiving the required security money, the vendor will be empanelled. Accordingly, you are requested to submit security money Rs.10,000/- in the form of a demand draft in favour of NIFTEM by 15 Sep. 2021 to join empanelment, failing which you will not be included in the book vendors empanelment list.

Thank You,



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## **NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT**

Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and  
an Autonomous Institution under Ministry of Food Processing Industries, GOI,  
Plot No. 97, Sector-56, Phase – IV, HSIIDC, Industrial Estate, Kundli, Sonapat (Haryana-131028)  
Phone No. 130-2281000, 2281020 & Fax No. 0130-2219772, website [www.niftem.ac.in](http://www.niftem.ac.in)

NIFTEM/NKC/Book/Vendors/2013/EMP

26.08.2021

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) is being set up as apex world class institute of global standard in Food Science & Technology. NIFTEM would work as Sector Promotion Organization of the food processing sector.

### **NIFTEM's MANDATE**

- Working as a 'One Stop Solution Provider' to all the problems of the sector.
- Working for Skill Development and Entrepreneurship Development for the sector.
- Facilitating business incubation services with its ultra modern pilot plant for processing of fruits vegetables, dairy, meat and grain processing.
- Conducting Frontier Area Research for the development of the Sector.
- Developing world class managerial talent with advanced knowhow in food science and technology.
- Providing intellectual backing for regulations which will govern food safety and quality and at the same time foster innovation.
- Functioning as a knowledge repository in food processing Domain such as product information, production and processing technology, market trends, safety and quality standards, management practice among others.
- Working for up gradation of SME food processing clusters.
- Promoting cooperation and networking among existing institution within India and as well as with international bodies.

NIFTEM located in a 100 acre sprawling Campus at Kundli, Dist. Sonapat, Haryana house a multi level 5,650 Sqmt. state-of-art NIFTEM Knowledge Centre (NKC). NKC is equipped with vast repository of resources pertaining to Food Science & Technology, Food Processing, Entrepreneurship and Management besides books on General Interest.

NIFTEM invites open offer for "Empanelment of Book Vendors" on prescribed formats from reputed vendor/suppliers for supply of books to the NKC.

Interested agencies can obtain the detailed RFP document containing the terms & conditions from the office of "The Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No. 97, Sector- 56, HSIIDC Industrial Estate, Kundli, District - Sonapat, Haryana – 131028"

The RFP document can also be downloaded from NIFTEM website- [www.niftem.ac.in](http://www.niftem.ac.in) and the same will be accepted along with the security fee of Rs. 10,000/- (Ten Thousand only), through DD. Offers by Fax/e-mail will be summarily rejected. Last date for submission of application for empanelment is 15.09.2021 at 05.00 PM.

Registrar, NIFTEM, Phone: 0130-2281072



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**The empanelment will be governed by the following 'Terms and Conditions':**

**1. General**

1.1 Any book supplier found blacklisted by any Government institution within a period of last three years would not be entertained by the NIFTEM for empanelment.

1.2 NIFTEM reserves the right to cancel empanelment vendor, if the submitted affidavit for not having been blacklisted / delisted for minimum three (3) years by any of the institute or Universities or Government organization in India is found to be false at any stage.

**2. Security deposit**

2.1 A security deposit of **Rs. 10,000/- (Rupees One Ten Thousand Only)** will be deposited by the empanelled Vendor/ Supplier with NIFTEM through a Demand Draft in favour of NIFTEM payable at Delhi. This amount will be retained by NIFTEM without any interest liability till the duration of the agreement.

2.2 The security deposit will be forfeited in case Vendor/Supplier fails to comply with the terms and conditions of this agreement.

**3. Delivery of Books**

3.1 Vendor/ Supplier shall supply the books exactly as per order placed by NIFTEM within 15 days for Indian Publication and 45 days for foreign publications from the date of receipt of the order. Order letter shall be sent by e- mail / post.

3.2 Vendor/ Supplier shall supply the paperback volumes / low price editions until specific instructions otherwise are given.

3.3 Vendor/ Supplier will ensure and provide the latest edition of the books available.

3.4 Foreign edition of the books will be supplied only if the books don't have an Indian edition.

3.5 Books are to be supplied free of freight charges. No charges of transportation / post will be borne by NIFTEM.

3.6 NIFTEM shall provide the gate passes to the vehicles of the staff of Vendor/ Supplier in respect to supply / delivery vans.

**4. Discount Rates: 31.69% for Indian and 34.69% Indian and foreign publication.**

**5. Bills**

5.1 Bill shall be prepared preferably in the same order as given in the purchase order.

5.2 After the supply of ordered books the vendor will raise a bill(s) in triplicate mentioning the order number and date to NIFTEM enclosing a copy of Delivery Challan duly bearing 'Received' stamp of NIFTEM library.

5.3 On receipt of the bill(s) payment shall be released by NIFTEM to Vendor/ Supplier within 45 days through an A/c payee cheque drawn in favour of vendor/ Supplier, net of taxes, if applicable, provided the books supplied are in good condition and there are no discrepancies of any nature.

5.4 NIFTEM shall nominate an officer for verifying the bills.

**6. Price proof**



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6.1 Correct price as per publisher catalogue should be charged. Vendor has to submit the price proof (i.e. publisher's catalogue price) / certificate from publisher's authorized distributor / publisher's Indian office / publisher's invoice, as the case may be.

## **7. Exchange rates**

7.1 If foreign books are purchased conversion rate of foreign currencies shall be taken from the GOC as on date of bill/ invoice.

## **8. Return of damaged books**

8.1 Books found with wrong pages / damaged condition / old edition other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by supplier at their own cost within 15 days.

## **9. Penalty**

9.1 Timely supply of books forms the crucial part of the order and therefore, supply of books beyond the stipulated date of delivery (including extension granted, if any) will result on imposition of 1% penalty for each week of delay with maximum of 5 % penalty on the ordered values of books which are not supplied within the stipulated period as mentioned in terms and conditions. The same shall be deducted from bills / security deposit. If the suppliers are delayed due to reasons beyond the control of Vendor (viz. book out of print / out of stock) no penalty would be imposed.

**10. NKC reserves the right to cancel the order at any point without assigning any reasons.**

## **11. Validity and termination of agreement**

11.1 This Agreement shall come into effect the day the agreement is signed by the competent authorities of vendor/supplier & NIFTEM and shall remain valid for one year , extendable on year to year basis (Maximum Two Years) based on the satisfactory performance and mutual consent.

11.2 Subsequent changes/ amendments/ modifications/ additions/ alterations as deemed fit may be affected under mutual consultations and decisions taken by the competent authorities of Vendor / Supplier & NIFTEM.

11.3 In case Vendor/ Supplier or NIFTEM desires to discontinue with the arrangement as per the agreement, three months prior notice will have to be given by either party.

**12. All disputes, if any, shall be settled amicably by mutual consultation.**



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NKC

**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS  
(PRINT) TO NKC-NIFTEM**

***(PLEASE READ THE "TERMS AND CONDITIONS" CAREFULLY BEFORE FILLING THE FORM)  
(Strike off whichever is not applicable)***

1. Name of the Firm:

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2. Address (es) of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:

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3. Kind of Ownership:

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i. Name and address of Directors / Managing Directors / Proprietor:

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ii. If partnership, name and address of partners:

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4. Please **tick mark** and provide documentary proof of your membership in any of the following associations:

- (i) Good Offices Committee (GOC).
- (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI).
- (iii) Any other State / National Association(s) of books suppliers.

5. Are you a distributor / dealer / stockiest / exclusive or preferred agent of any publisher? If so, please attach **copies of the authority letters issued by the publishers** along with details of your distributorship / dealership / stockiest / exclusive or preferred agent(s).

6. Please attach copy of **Income Tax Returns** of the firm for the last three financial years **(2017-18, 2018-19, and 2019-20)**.



*[Handwritten signature]*

7. **Minimum four (04) references** of the Libraries of reputed institutes/organizations with whom you are already registered such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.), etc.

8. Agencies should have a minimum average annual turnover of **Rs. 120 Lakhs** during the last three financial years. In this context, please provide copy of **Chartered Accountant certified** documentary evidence of the annual turnover of the firm for the last three financial years (**2017-18, 2018-19, and 2019-20**).

9. Please provide an **affidavit on a non-judicial stamp paper** of Rs. 50.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.

10. Firm should agree to extend minimum discount as mentioned below:

<b>Publications</b>	<b>Minimum Discount Rates</b>	<b>Offered Discount Rates</b>
Indian Publications	Not less than 31.69 %	
Foreign Publications	Not less than 34.69 %	

The maximum discount rates (quoted by the vendors in their bids) will be applicable to all vendors who are eligible as per the criteria. The letter will be sent to eligible vendors for acceptance of maximum discount rates. After acceptance of the vendors, the letter for empanelment will be issued.

The order for books above Rupees 6.00 Lakhs will be equally distributed among the empanelled book vendors and below Rupees 6.00 Lakhs, the order will be given as per roaster basis on alphabetically (name).

Signature of Partners / Proprietors

.....

Place: .....

Date (With Firm's Seal): .....



*Handwritten signature/initials*

**DECLARATION**

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to National Institute of Food Technology Entrepreneurship and Management shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. .... whose signatures are appearing below, is / are the authorized representative(s) of the 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.
5. I / We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
6. I / We have read and understood all the "Terms and Conditions" of NIFTEM as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors:

.....

Place: .....

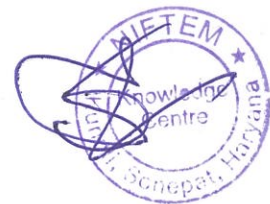
Date (with Firm's Seal): .....



A handwritten signature in blue ink, located at the bottom right of the page.

## Guidelines

1. The application must be completely filled up with all details, supporting documents and signed with stamp on all pages/papers.
2. In all cases where the application form has been downloaded from the website, the application must be accompanied by the application and the same will be accepted along with the security fee of Rs. 10,000/- (Ten Thousand only), through DD. Offers by Fax/e-mail will be summarily rejected. Completed applications in sealed envelope superscribing – application for empanelment for supply of books to NIFTEM Knowledge Centre, Kundli, Sonapat (Haryana).- must reach to **“The Registrar, NIFTEM, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli, Sonapat, Haryana, 131028 ” latest by 15.09.2021 till 05:00PM.**
3. Incomplete and conditional application will be summarily rejected.
4. At any given point of time, if any of document(s) furnished by the vendor/supplier is found to be false, it would be deemed to be breach of terms of contract making the firm concern liable for legal action besides, termination of empanelment.
5. 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.
6. Any application received late, after due date and time will be rejected.
7. The application will be scrutinized and shortlisted for empanelment by the committee constituted by the competent authority of the Institute. Vendors those shortlisted will be informed by e-mail and also by regular postal mail, upon which they will have to send their acceptance in writing.
8. NIFTEM does not bind itself to add any of the vendors in its approved list.
9. The Registrar, NIFTEM reserves the right to recommend or reject any or all application(s), whose decision will be final in all cases in respect of acceptance / rejection / arbitration.
10. A format of the ***terms and conditions to be executed on non-judicial stamp paper*** of appropriate value is given at **Annexure-I** shall be submitted along with application form.



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**1. General**

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**2. Security deposit**

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3.3 Vendor/ Supplier will ensure and provide the latest edition of the books available.

3.4 Foreign edition of the books will be supplied only if the books don't have an Indian edition.

3.5 Books are to be supplied free of freight charges. No charges of transportation / post will be borne by NIFTEM.

3.6 NIFTEM shall provide the gate passes to the vehicles of the staff of Vendor/ Supplier in respect to supply / delivery vans.

**4. Discount Rates: Firm should agree to extend discount rates as per the letter of empanelment.**

**5. Bills**

5.1 Bill shall be prepared preferably in the same order as given in the purchase order.

5.2 After the supply of ordered books the vendor will raise a bill(s) in triplicate mentioning the order number and date to NIFTEM enclosing a copy of Delivery Challan duly bearing 'Received' stamp of NIFTEM library.

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11.2 Subsequent changes/ amendments/ modifications/ additions/ alterations as deemed fit may be affected under mutual consultations and decisions taken by the competent authorities of Vendor / Supplier & NIFTEM.

11.3 In case Vendor/ Supplier or NIFTEM desires to discontinue with the arrangement as per the agreement, three months prior notice will have to be given by either party.

**12. All disputes, if any, shall be settled amicably by mutual consultation.**

**We agree to abide by the above terms & conditions.**

Signature of Partners / Proprietors

.....

Place: .....

Date (With Firm's Seal): .....



A handwritten signature in blue ink, appearing to be "R. N. S." with a flourish.