

**NMRF/25/04/2022-LIB**  
**Ministry of Earth Sciences**  
**National Centre for Medium Range Weather Forecasting**  
**Government of India**

A-50, Sector-62  
Noida-201309  
Dated: 10 / 06/2022

**Advertisement for Empanelment of Vendors for Supply of Books to NCMRWF Library  
for Two Years**

Applications are invited from reputed Publishers/Vendors to seek Empanelment as authorised vendors for supply of books to NCMRWF Library, Noida. Prescribed application form along with the copy of terms and conditions may be collected from the office of the – Director (Admn. & Estt.), A-50, Institutional Area, Sector-62, Noida, Uttar Pradesh-201309 or download it from the website [www.ncmrwf.gov.in](http://www.ncmrwf.gov.in). The dully filled application form along with necessary documents and fees may be submitted to Director (Admn. & Estt.), A-50, Institutional Area, Sector-62, Noida, Uttar Pradesh-201309 by ~~22<sup>nd</sup>~~ **22<sup>nd</sup> July, 2022 till 4:00 P.M.** Instruction for applications and application proforma are as follows:

**Instructions for application:-**

1. Interested vendors/distributors/publishers/book supplies should submit the application form with necessary documents in the sealed envelopes super scribing – **"Application for Empanelment for Supply of Books"**.
2. The application should be signed by an authorized signatory of Vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. The library shall maintain a list of "approved panel of book suppliers" consisting of book sellers, distributors, and publishers in India by inviting them to register themselves with the NCMRWF's library in the prescribed format (**Annexure-I & II**) along with a non refundable Registration Fee of **Rs 500/- (Rupees five hundred only)** by means of a Demand Draft drawn in favour of **DDO, NCMRWF** payable at **New Delhi**.

4. The shortlisted vendors for the empanelment have to submit the Security deposit of **Rs. 3,000/- (Rupees Three Thousand Only)** through Demand Draft in favour of **DDO, NCMRWF** payable at **New Delhi**. It will be returned without any interest after the completion of empanelment period.
5. The numbers of the firm/vendor to be empanelled will be decided based on the number of applications received by the NCMRWF's Library. The final list shall be put up to Library Committee and Head (NCMRWF). The Head (NCMRWF) reserves the right to recommended or reject any or all the vendors/book suppliers/publishers.
6. The book supplier should be a registered firm for doing the said business with a permanent address in India.
7. The publishers/distributers/vendors/suppliers/agency must be member in Good Offices Committee/Federations of Publisher's and Bookseller's Association in India (Attached documentary proof).
8. This empanelment shall be valid initially for two years from the date of final approval of empanelment list. It may be further extended if necessary with same agreed rates, discount offers, terms & conditions, at the discretion of the Head (NCMRWF). All the approved vendors/suppliers shall agree to supply books as per library's standard.
9. The book suppliers/vendors should be willing to give maximum discount on the published price for all books of Indian and foreign Origin. Only Government books / Learned Society publications shall be allowed to be purchased by the library without any discount.
10. At any given point of time, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
11. In case of suppliers fails to fulfil the orders of supply of books to the library three times consecutively, the supplier shall be black listed / should be liable of penalty and no further orders will be placed with the firm. If the supplier is involved in unfair practices, forgery, misinformation or cheating, the firm shall be blacklisted and debarred from doing business with NCMRWF.
12. Incomplete and conditional application will not be considered.
13. The application(s) received after the due date and time will not be considered.
14. The application will be scrutinized and shortlisted for empanelment by the Library committee. After the approval of Head (NCMRWF), the shortlisted vendors will be informed by email or by post.

15. The shortlisted vendors for empanelment are required to agree to supply as the NCMRWF's terms & conditions.
16. The library will send a **"Pre-Order Inquiry"** via an e-mail, to all the empanelled vendors for the required list of books in prescribed format to know the following details:
- Availability of books (Yes/No)
  - Currency, Unit price (in original currency), conversion rate etc.
  - Shipping time (in Weeks)
17. The empanelled vendors have to respond with the details inquired, within Seven (7) working days from the receipt of the "Pre-Order Inquiry" by e-mail.
18. The empanelled vendors have to supply the order of books in given the following Time-Frame:
- 30 days (Maximum) for Indian/Foreign titles (available in India).
  - 60 days (maximum) for foreign titles (if not available in India).
19. Head (NCMRWF) reserves the right to cancel the contract at any time without assigning any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation.



Dr. Preveen Kumar D.  
(Scientist-G)  
Phone: 0120-2419410

Application Form for Empanelment of Vendors/Suppliers for  
supply books to NCMRWF's Library

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1. Name of the Organization: .....

2. Complete Postal Address: .....

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Telephone Number: .....

Fax Number: .....

E-Mail Address, Website: .....

3. Kind of Proprietorship (Please ✓): Proprietorship/Partnership/Company

Name and address of the authorized person: .....

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4. Year of starting of the firm with Registration Number/date (Minimum 3 Years  
Experience is must.).....

5. Are you a member of Good Offices Committee (GOC)/Federation of Publisher's and  
Bookseller's Association of India Yes / No. If yes attach a copy of the membership  
Certificate.....

6. Are you a distributors / dealer / preferred agent? If so, attach the authority letter(s) issued by the publishers in support of your claim.....
7. PAN No. (Attach a copy).....
8. GSTN. (Attach a copy).....
9. Please provide an affidavit on a non-judicial stamp paper of Rs. 100/- for not having black-listed for minimum 3 years by any of the institute/University/Government Organization in India.

Signature of Authorized Person: .....

Signature of the Authorized representative of the firm: .....

Place: .....

Date (With Firm's seal/stamp): .....

## Proforma For Financial Bid (Books)

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Name of the Firm: .....

Address & Telephone No.: .....

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.....Pan No.....

### Discount Offered:

Sr. N.	Types of book	Rate of Discount (Only Flat rate to be quoted)
1.	Hindi Books	
2.	Indian Publications/Indian reprint of Foreign publications	
3.	Foreign books publications having price in Foreign Currencies	
4.	Books published by Govt./NGO/Non-Profit Organization	
5.	Any other charges to be levied (please specify)	

### DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place: .....

Signature: .....

Date: .....

Name: .....

Designation: .....