
Basic Details

Organisation Chain	INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI		
Tender Reference Number	IIITR/2025/PUR/09		
Tender ID	2026_IITRA_825172_1		
Tender Type	EOI	Form of contract	Empanelment
Tender Category	Services	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Empanelment for supply of book
		.pdf	Empanelment of Vendors for supply of print books

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Empanelment of vendors for supply of books				
Work Description	Supply of various books to the central library of IIIT Ranchi				
Pre Qualification Details	Please refer tender notice				
Tender Value in ₹		Product Category	Miscellaneous Services	Sub category	supply of books
Contract Type	Empanelment	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	IIIT Ranchi	Pincode	835217	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IIIT Ranchi ARTTC BSNL Campus

Critical Dates

Publish Date	11-Jan-2026 12:35 PM	Bid Opening Date	30-Jan-2026 12:00 PM
Document Download / Sale Start Date	11-Jan-2026 12:35 PM	Document Download / Sale End Date	29-Jan-2026 05:00 PM
Clarification Start Date	11-Jan-2026 12:35 PM	Clarification End Date	28-Jan-2026 03:00 PM
Bid Submission Start Date	11-Jan-2026 12:45 PM	Bid Submission End Date	29-Jan-2026 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender Document	1092.12	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	EOI - supply of book.pdf	TENDER DOCUMENT	1092.12

Tender Inviting Authority

Name	REGISTRAR IIIT RANCHI
Address	IIIT RANCHI ARTTC BSNL CAMPUS GETLATU NEAR JUMAR RIVER BRIDGE HAZARIBAGH ROAD RANCHI

Tender Creator Details

Created By	Rupesh Kumar Verma
Designation	Assistant Registrar
Created Date	08-Jan-2026 12:42 PM



भारतीय सूचना प्रौद्योगिकी संस्थान राँची
Indian Institute of Information Technology Ranchi
(An Institute of National Importance under an Act of Parliament)
Ranchi, Jharkhand, India

Ref. No. IIITR/2025/PUR/09

Date 15th December 2025

Empanelment of Vendors for Supply of Print Books to Institute Library

Applications are invited from reputed Booksellers/Distributors/Vendors to seek empanelment as authorized vendors for supply of books to Central Library for the 03 financial years “**2025-2028**” and may be extended further. Prescribed application form along with the copy of terms and conditions may be downloaded from the Institute website: <https://iiitranchi.ac.in/>

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format given in this document, along with one copy each of the requisite documents through Speed Post/Registered Post/By Hand. The Envelope should be marked with “**Application for Empanelment of Vendors for supply of printed Books to the Central Library at Indian Institute of Information Technology, Ranchi**”. The duly filled application form along with necessary documents and fees may be submitted on or before 29th January 2026 by 5:00 PM.

Registrar
Indian Institute of Information Technology Ranchi
ARTTC BSNL Campus, Getlatu,
Near Jumar River Bridge,
P.O.: Neori Vikas Vidyalaya SO,
Hazaribagh Road, Ranchi -835217, Jharkhand



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ELIGIBILITY CRITERIA FOR EMPANELMENT:

- The Booksellers/Distributors/Vendors should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The Booksellers/Distributors/Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The Booksellers/Distributors/Vendors should have satisfactorily supplied print books to any 10 Government Universities- Central/State or Institutes of National Importance in last three financial years 2024-25, 2023-24, 2022-23 (satisfactory supply certificates along with relevant order copies should be attached).
- The Booksellers/Distributors/Vendors should have a minimum average annual turnover of Rs. 5 crores in the last three (3) consecutive financial years 2024-25, 2023-24, 2022-23 (C.A. Certificate should be attached).
- The Booksellers/Distributors/Vendors should have to enclose single highest value order for supply of print books to any Central/State Government University or Institute of National Importance along with Satisfactory Supply Certificate for particular order in each financial year 2024-25, 2023-24, 2022-23 (Order copies and satisfactory supply certificates should be attached). The average of 03 years single highest value orders have been taken for the selection of vendors.
- The Booksellers/Distributors/Vendors should enclose ITRs for last financial years along with 2024-25, 2023-24, 2022-23 along with a photocopy of Annual Turnover duly certified by registered Chartered Accountant.
- The Booksellers/Distributors/Vendors should be a distributor / dealer / stockist / executive / preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The Booksellers/Distributors/Vendors is required to submit a DD of Rs. 2,000/- (non-refundable) as registration fees in the favour of "**Registrar, IIIT Ranchi payable at Ranchi**".
- Vendor should have permanent office. Enclose documentary proof.



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- The Booksellers/Distributors/Vendors should also enclose a DD/FDR/Bank Guarantee for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of Security Deposit in favour of "Registrar, IIIT Ranchi payable at Ranchi" which will be returned after expiry of the tenure without any interest or will be forfeited due to any loss to the Institute from the Booksellers/Distributors/Vendors.
- The minimum discount rate shall be 25% for textbooks / general books and 30% for reference books (encyclopedia, handbook, dictionaries, directories, yearbooks, charts, maps etc.) except (Govt./Institution/Society/NGO/short/no discount) Publication should be supplied at no discount.
- In case of foreign publication, the Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing subject to furnishing the proof of conversion rate.
- The vendor should not be debarred / blacklisted for doing business from any Government Organization in last 03 years. In this regard please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).
- The Institute is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the Institute on its selection criteria. On the basis on average of single highest value order 5-7 vendors will be selected. Decision of the Director of the Institute on any dispute related to selection of vendor for supply of books shall be final and binding.
- Only new books should be delivered and should be original printed copy of the publisher and purchased legally through concerned publishers or through authorized distributor/dealer. No pirated, remaindered, or improperly printed copies should be supplied under any circumstances.
- Delivery period of Indian Editions should be 30 days and Foreign Editions should be 45 days from the date of issue of Purchase Order. Any delay in supply should be supported with the justification and prior approval by the Institute with or without any penalty @ 0.5% per week subject to maximum of 10% of the unsupplied quantities.
- All supply should be provided without any freight charges and any damage, torn, missing pages, poor condition, outdated, incorrect, excess supply etc. will not be considered for payment and supplier will be liable to return or exchange at its own cost.



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- The Institute reserves the right to:
 - (i) Cancel any order at any time without assigning any reasons thereof;
 - (ii) Alter. Adjust, amend or replace any clause outlined in the aforementioned terms & conditions;
 - (iii) Procure any other books from any other source, if required, skipping the empanelled vendors, in the interest of the institute
- Jurisdiction of any dispute and disagreement will be Ranchi (Jharkhand) only.



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(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To
Registrar
Indian Institute of Information Technology Ranchi
ARTTC BSNL Campus, Getlatu,
Near Jumar River Bridge
P.O.: Neori Vikas Vidyalaya SO,
Hazaribagh Road, Ranchi -835217, Jharkhand.

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to your Institute, please find my four duly filled application form along with application fee and security deposit and relevant documents.

1. Name of the Firm _____

2. Address _____

3. Contact No _____ Fax _____

4. Website (if any) _____ Mobile No. of contact person(s) _____

5. E-mail address _____ @ _____

6. Date of Establishment of Firm _____

7. Name of the Proprietor/Director _____

8. Name of Partner (if any) _____

9. Permanent Account No. & GST: _____

(Attach Copy of PAN No. & GST)

10. Do you have direct import license _____

(If yes, please attach a copy of the same)

11. Do you have satisfactorily supplied books to any 10 Government Universities-Central/State or Institutes of National Importance in last 3 financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.

- | | |
|----|-----|
| a) | (f) |
| b) | (g) |
| c) | (h) |
| d) | (i) |
| e) | (j) |



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12. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof) certified by registered CA:

- (a) 2024-25 :
(b) 2023-24 :
(c) 2022-23 :
Total :
Average :

13. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.

14. The Booksellers/Distributors/Vendors should have to enclose single highest value order for supply of print books to any Central/State Government University or Institute of National Importance along with Satisfactory Supply Certificate for particular order in each financial year 2024-25, 2023-24, 2022-23 (Order copies and satisfactory supply certificates should be attached). The average of 03 years single highest value orders have been taken for the selection of vendors. Please mention the value of the single highest value orders.

2024-25-
2023-24-
2022-23-
Total Value-
Average -

15. Are you a distributor/dealer/stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.

16. Details of a DD of Rs. 2,000/- (Rupees Two Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring **"Registrar, IIIT Ranchi payable at Ranchi."**

Demand Draft Details

- a) Demand Draft No _____
b) Date _____
c) For Rs _____
d) Drawn on _____

17. Details of Demand Draft/FDR/Bank Guarantee of Rs. 2, 00,000/- (Rupees Two Lakh only) as security deposit (refundable) drawn from any nationalized Bank favouring **"Registrar, IIIT Ranchi payable at Ranchi."**

Demand Draft Details

- a) Demand Draft No _____
b) Date _____
c) For Rs _____
d) Drawn on _____



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18. Have your firm debarred / blacklisted for doing business from any Government Organization in last 03 years? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only).

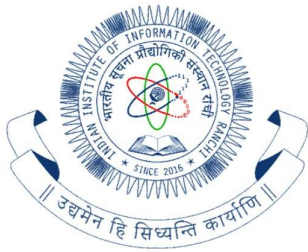
DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

Signature of Partners/Proprietors with seal

Date:

Place:



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INSTRUCTIONS TO BOOK SUPPLIER

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the Indian Institute of Information Technology Ranchi Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of print books to the Central Library, at Indian Institute of Information Technology Ranchi".
3. Application will be addressed to Registrar, Indian Institute of Information Technology Ranchi, ARTTC BSNL Campus, Getlatu, Near Jumar River Bridge, P.O.: Neori Vikas Vidyalaya SO, Hazaribagh Road, Ranchi -835217, Jharkhand
4. The sealed cover should reach in the Office of Registrar by any mode i.e. Speed Post or Registered Post or By hand latest by 29th January 2026 at 5.00 PM.
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. Incomplete application forms, application forms not filled properly or received after the due date and time will not be entertained. The decision of the Institute in this regard shall be final and binding upon the suppliers.
7. At any point of time if any of the documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.
8. Booksellers/Distributors/Vendors will be empanelled initially for a period of 3 years and further extension of 2 more years may be considered subject to satisfactory performance. Further, Booksellers/Distributors/Vendors may also be removed from the empanelment list of the Institute at any time at the discretion of the Institute authority without assigning any reason (s) which will be binding upon the Booksellers/Distributors/Vendors.

Registrar