

**BUREAU OF INDIAN STANDARDS**  
**(Library Services Centre)**  
**9, Bahadur Shah Zafar Marg, New Delhi-110002**

**VENDOR EMPANELMENT NOTICE**  
**PURCHASE OF**  
**BOOKS/STANDARDS**  
**SUBSCRIPTION OF PERIODICALS**

The Bureau of Indian Standards (the Bureau) invites online application from eligible and authorized vendors/distributors/agency under two bid system (Technical and Financial Bid) for purchase of books, standards and subscription of journals/magazines and newspaper(s).

2. The Tender document is available from 25.09.2025 (05:00 PM) to 15.10.2025 (05:30 PM) for submission of proposal on CPP portal.

**Important Dates and Time**

<b>Date &amp; Time of publication/download of Vendors Empanelment documents.</b>	<b>25.09.2025</b>	<b>5:00 P.M.</b>
<b>Proposal Submission Start Date &amp; Time</b>	<b>25.09.2025</b>	<b>5:30 P.M.</b>
<b>Last Date of Submission/Receipt of Proposal</b>	<b>15.10.2025</b>	<b>5.30 P M.</b>
<b>Opening of Proposal</b>	<b>16.10.2025</b>	<b>11:00 A.M.</b>

3. The bid can be submitted offline in the manner indicated in the tender document on or before 15.10.2025 by speed or registered post/drop box available at the reception of Manakalya for submitting the bids. The Bureau reserves the right to reject any or all the bids without assigning any reason. It is clarified that this empanelment is meant for those document which are not available on the GeM Portal.

(Yogita Ahuja)  
Head (Library)  
Library Services Centre  
011-23231391

**BUREAU OF INDIAN STANDARDS**  
**(LIBRARY SERVICES CENTRE)**

**PART I : Details of Vendor empanelment Documents**

<b>S.No.</b>	<b>Title</b>	<b>Details</b>
<b>1.</b>	<b>Reference No.</b>	<b>BIS/LSC/EOI-EOV/2025-26</b>
<b>2.</b>	<b>Work</b>	Empanelment of Vendors/ to supply of books, standards Periodicals and Newspapers to Library Services Centre, BIS New Delhi on prescribed format from reputed authorized vendors/Publishers/Distributors suppliers in India.
<b>3.</b>	<b>Introduction</b>	<p>Bureau of Indian Standards invites proposal from reputed, authorized, experienced and financially sound firm towards empanelment of vendors for supply of books standards, Periodicals and Daily Newspapers to BIS Library, New Delhi.</p> <p>BIS is the National Standard Body of India established under the BIS Act 2016 for the harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto. BIS has been providing traceability and tangibility benefits to the national economy in a number of ways – providing safe reliable quality goods; minimizing health hazards to consumers; promoting exports and imports substitute; control over proliferation of varieties etc. through standardization, certification and testing.</p>
<b>4.</b>	<b>Contract Period</b>	The Contract period will be one (1) year from the award of the contact date. If the service is found satisfactory then the contract shall be extended for two (2) more year.
<b>5.</b>	<b>Brief details Vendors empanelment</b>	Details of vendors empanelment including a copy of the terms and conditions, may be downloaded from the website <a href="http://www.bis.gov.in">www.bis.gov.in</a> and Central Public Procurement (CPP) portal <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a> to be submitted.
<b>6.</b>	<b>Authorized Signatory</b>	The Documents should be signed by an authorized signatory of the vendor bearing his/her full name and status, clearly indicating the signature along with the official seal of the firm below.

7.	<b>Eligibility Criteria</b>	The Complete details of eligibility criteria is given in Part II. The bidder should attach all relevant documents to proof the same.
8.	<b>Books standards, Periodicals and Daily Newspapers Order (Purchase Order), Supply and Payment Process</b>	The details process of books standards, Periodicals and Daily Newspapers ordering (Purchase Order), communication, supplying of books standards, Periodicals and Daily Newspapers, payment is given in Part III of Vendor empanelment.
9.	<b>Discipline &amp; No Canvassing</b>	Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing OR repeated communication should be made to the organisation. Failing to maintain this might lead to disqualification! Black-listing of the vendor by the BIS.
10.	<b>Short-listing</b>	Bids will be scrutinized and shortlisted for empanelment by the Bid Opening Committee. The short-listed vendors will be informed by email only, for further procedure, as required.
11.	<b>Technical Bid</b>	Both Technical and Financial Bids have to be submitted offline .
12.	<b>Financial Bid</b>	
13.	<b>Terms and Conditions</b>	The short-listed authorized vendor(s) /distributor(s) /supplier(s)/Publisher (s) for empanelment are required to agree to supply as per the BIS "Terms & Conditions for Supply of Books/standards" as per mentioned in Part-III.
14.	<b>Rejection</b>	Vendors empanelment documents will be rejected if it is Incomplete / Not properly filled Missing of any supporting documents.
15.	<b>Bids Validity Period</b>	Bids shall remain valid for a period of 90 days from the date of opening Period of bid as mentioned before. A submitted bid with a validity period lesser than 90 days shall be liable to be rejected.
16.	<b>Evaluation based discount</b>	BIS Library, New Delhi will evaluate the Financial Bid of all bidders who on Discount qualify the eligibility criteria and comply to technical specifications. Committee for Vendor-Empanelment will decide the eligible vendors to be empaneled based on the discount that they offer separately for each category (highest discount will get maximum priority).
17.	<b>Notification of Empanelment</b>	BIS Library New Delhi will notify the eligible bidders for empanelment to Empanelment supply of Books/Standards/Periodicals and Daily Newspapers based on above mentioned criteria by registered letter/email. The successful bidders should accept the contract within 15 days from the date of receipt of notification, failing which it will be awarded to next eligible bidder.

<b>18.</b>	<b>Documents to be attached</b>	1. Annexure I and II (Self declaration Certificate and Affidavit for not blacklisted firm) as mentioned in the Eligibility Criteria Sl. Nos. 2. Annexure III - Technical Bid 3. Annexure IV - Financial Bid
<b>19.</b>	<b>Pre-Vendor empanelment Meeting</b>	The pre-bid queries should be sent online to the email id :lsc@bis.gov.in, <a href="mailto:cc:headlsc@bis.gov.in">cc: headlsc@bis.gov.in</a>

**PART II : ELIGIBILITY CRITERIA**

<b>S. No.</b>	<b>Title</b>	<b>Description</b>
<b>23.</b>	<b>Registration</b>	<p>The Vendor must be registered under any State or Central Government (attach copy of registration) act as mentioned below:</p> <p>i) Indian Companies Act 1956.</p> <p>ii). Indian Partnership Act 1932. (Please give names of partners)</p> <p>iii) any other act</p> <p>If the vendor is a Partnership Firm, registered under the Indian Partnership Act, 1932, please state further whether the partnership agreement/ deed has been conferred on the partner who has signed the Vendor empanelment.</p>
<b>24.</b>	<b>Taxes and Duties</b>	<p>The vendor must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Number).</p>
<b>25.</b>	<b>Membership</b>	<p>Book vendor/supplier should be a regular member of "Good Offices Committee" (GoC) OR Federation of Publishers and Booksellers Association of India (FPBAI) or any other National Association of Book Sellers.</p>
<b>26.</b>	<b>Financial Criteria</b>	<p>The book vendor/supplier should have an office which should have been established for a minimum period of five years as on 01 July 2024 and should be continuously functioning from thereon.</p> <p>Average Annual financial turnover from the same business should be at least 10 Lakhs during last three financial years (FY 2024-25, 2023-24 2022-23). Copy of Audited P&amp;L Accounts, Balance Sheets duly certified by the Chartered Accountant of the Firm should be submitted in support of this, along with ITRs of above financial years.</p>
<b>27.</b>	<b>Books, Standards, Periodicals and Daily Newspapers Supply</b>	<p>1) The Vendor must be an authorized distributor / dealer / supplier of Supply Technical Book/ standards publishers.</p> <p>2) The book vendor/supplier must have supplied books in the last five years to any of the library of National level institutes, Central Government Libraries like Parliament of India, Central Secretariat library and Delhi Public Library etc.</p> <p>The book vendor/supplier must have authorized distributor/ dealer/ stockiest/supplier of reputed publishers like Elsevier, Taylor &amp; Francis, Springer, Wiley, Oxford, Cambridge, Harvard, McGraw Hill, Pearson, Sage, ANSI/ASTM/IEEE/ AS/ BS/DIN/JIS/GB, Chemical news/rubber India/current science/business today etc. Latest distributor certificate issued by the publishers should be submitted.</p>

<b>28.</b>	<b>Self-Declaration</b>	The vendor should give self-declaration certificate for acceptance of all terms and conditions of EOI documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
<b>29.</b>	<b>Affidavit</b>	The vendor should be neither blacklisted by Government Organizations / Departments / Institutes / Universities nor any criminal case Registered/pending against the firm or its owner/partners anywhere in India. (Format as given in Annexure-II)

**Part III (A) : PURCHASE ORDER (BOOK/STANDARD), SUPPLY AND PAYMENT PROCESS**

<b>30.</b>	<b>Enquiry on availability of book</b>	<p>1. The library may place an enquiry with all the empaneled vendors for the required titles and number of copies of each thereof, by email.</p> <p>2. Within three (7) days of receipt of the email, the Vendors having books/standards as per provided list have to respond quoting titles available and unit price by email only.</p>
<b>31.</b>	<b>Order Process</b>	<p>1. Purchase orders will be sent to the empaneled vendor through email.</p> <p>2. Supply of books/standards has to be made strictly against and as per the purchase orders.</p> <p>3. The vendor should acknowledge the receipt of purchase order preferably by email, which is taken as an acceptance of the purchase order.</p> <p>4. Any clarification/query regarding the purchase order should be sought from the library within three (03) days of receipt of the order</p>
<b>32.</b>	<b>Supply of books/standards</b>	<p>Consignee and Mode of Dispatch of books should be sent to the address mentioned below:  <b>The Head (Library),  Bureau of Indian Standards,  Library Services Centre  Manak Bhawan,  9, Bahadur Shah Zafar Marg,  New Delhi-110 002 by</b>  Speed Post Parcel/Registered Parcel/Courier/by hand. The charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. The supply should be free of freight charges. Every supply should be accompanied by a delivery challan bill, clearly bearing the details of the items and titles in supply, their quantity and price.</p>
<b>33.</b>	<b>Time frame for supply, and cancellations</b>	<p>1. For Indian and Foreign Titles available in India: 2 weeks, with no penalty. For Foreign Titles not available in India: 6weeks, with no penalty.</p> <p>2. An additional two weeks will be allowed under unlikely circumstances, with a 1 % penalty against the invoice.</p> <p>3. Need confirmation through Email for the supply of the books against PO (Purchase Order)- in <b>THREE Days Failing to confirm supply status / Supply of books in stipulated period with or without penalty, the PO will stand cancelled, and the vendor will be kept under defaulters list.</b></p>
<b>34.</b>	<b>Replacement</b>	<p>Books must be in good condition. BIS Library New Delhi will not accept defective books. If supplied, those have to be replaced within seven (7) Days without extra cost. Payment will be processed and made only after receipt of entire lot of books including the replacements for the defective books.</p>

		No interim or part payment will be made with respect to books short delivered or delivered defective books.
<b>35.</b>	<b>Invoice Procedure</b>	<p>1. Hard copy of valid invoice with authorized stamp and signatory has to be submitted in duplicate in the name of The Head, Library Services, Bureau of Indian Standards New Delhi and mailed to. If invoice in soft copy digital signature are required.</p> <p>2. The invoice should contain the Purchase Order Number, Date and GST number of BIS mentioned in the bill. The items in the invoice should be in the order of the purchase order.</p> <p>3. One invoice should be raised against one purchase order (P.O.) only. Title from different P.O. should not be combined and supplied in one invoice.</p>
<b>36.</b>	<b>Price Proof</b>	<p>1. The supplier shall have to furnish the price proof of the books. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the BIS Library in one instalment.</p> <p>2. In support of Price proof, the vendor should provide the copy of the Procurement Invoice from Publishers/ Distributors/ copy of Publisher's Price List.</p> <p>3. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.</p>
<b>37.</b>	<b>Currency Exchange Rate</b>	<p>i) In the case of foreign publications, the original prices in the foreign Exchange Rate currency should be mentioned in the invoice along with the Indian prices (INR) charged in accordance with the approved exchange rates (GOC Conversion).</p> <p>ii) Exchange rates mentioned in the Proforma Invoice valid for 30 days, if order placed to vendor.</p>
<b>38.</b>	<b>Payment Terms for Supplied Books/standards</b>	No advance payment will be made in any case. Bills in duplicate should be sent and payment shall be released generally within 90 days, only after receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

**PART III (B1) : TERMS AND CONDITIONS FOR BOOKS/STANDARDS**

<b>The Empanelment will be governed by the following ‘Terms and Conditions’</b>		
<b>S.No.</b>	<b>Title</b>	<b>Description</b>
<b>39.</b>	<b>Termination of insolvency</b>	<p>The BIS Library New Delhi may at any time terminate the Contract by giving a written notice to the vendor, without compensation in case that the vendor is declared bankrupt or insolvent as declared by the competent Court.</p> <p>The termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.</p> <p>The courts of Delhi alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Delhi Court shall have jurisdiction in the matter.</p>
<b>40.</b>	<b>Force Majeure</b>	<p>While any force majeure circumstances arise, each of the contracting vendors should be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected vendor within fifteen (15) days of its occurrence informs in a written form the other party.</p> <p>Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.</p>
<b>41.</b>	<b>Confidentiality</b>	<p>Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain.</p> <p>The Confidential Information as here in above detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.</p>
<b>42.</b>	<b>Indemnity Bond</b>	<p>The Vendor (Indemnifying Party) shall indemnify, defend and hold harmless the BIS Library New Delhi (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/ commission/ omission on the part of the Indemnifying Party or in connection with any work,</p>

		obligation, authority delegated to the Indemnifying Party under this Contract.
<b>43.</b>	<b>Arbitration</b>	In the event of any dispute or difference arising under this tender, DG:BIS, Bureau of Indian Standards, New Delhi or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.
<b>44.</b>	<b>Penalty Clause</b>	In case of delayed delivery of textbooks beyond the stipulated time frame for the supply of Indian / Foreign books as in the clause number 33 of Part III: Purchase Order (Books), Supply and Payment Process, a penalty of 1 % per week or part thereof will be levied on the value of books supplied belatedly .
<b>45.</b>	<b>Books may be purchased from other than empaneled vendors in the following cases (On urgent basis)</b>	<ol style="list-style-type: none"> <li>1. For urgent requirement, BIS Library have the right to place an order to local vendors, publishers, and online book stores.</li> <li>2. Frequent failure to ensure the availability of books or in sending quotations/ supply of books within the stipulated time period by the empanel vendor.</li> <li>3. When books are out of print/ out of stock with the empaneled vendor and with the publisher.</li> <li>4. If the supplier is an exclusive distributor/ stockist for those books.</li> <li>5. Institutional/Not-for-Profit organizational/ Government publications.</li> </ol>

### **PART III (B2) : TERMS AND CONDITIONS FOR SUPPLY OF PRINT/NON-PRINT JOURNALS /MAGAZINES**

- i. In case of print resources, the address of supply will be,  
  
Head (Library),  
Library Services Center,  
Bureau of Indian Standards,  
9, Bahadur Sah Zafar Marg, New Delhi-110002
- ii. Conversion rates as per Bank Exchange rates/ latest GOC circular (whichever is less).
- iii. The subscription Agent(s) will remit the full subscription to the publisher on behalf of the Bureau of Indian Standards, before submitting bills of Journals for advance payment and will submit documentary evidence for such remittance and supply orders.
- iv. Full advance payment shall be made against all the bills of Journals. Bills should accompany the Price-proof of Journals.
- v. The subscription Agent(s) shall submit bank guarantee equivalent to ten percent of the amount of advance for one year along with the bills of Journals.
- vi. Before allowing advance payment, there shall be an agreement between the organization and the Subscription Agent(s) with provisions to ensure timely supply of journals. There shall be a penalty clause to pay back @ 1.25 times of the subscription of missing Journals.
- vii. Claims for missing issues of Journals shall be made within 90 days of the publication of issue, in case it is supplied directly by the publisher. In case of delivery by Subscription Agent(s) the supply will be reviewed every quarter by the Library and the Agent(s).
- viii. Claims for missing issues of Journals should be settled within same year from the date of payment.
- ix. Order must be processed immediately without delay. Advance payment must be made by the Subscription Agent(s) to the publisher on behalf of Bureau of Indian Standards (as Subscriber) and invoice/ bill of subscription amount should be submitted for payment along with the remittance proof, publisher's price-proof and order placed to publishers. The Organization shall pay the invoice/ bill within two months from the date of receipt of the invoice/ bill.
- x. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the Organization on production of documentary evidence.
- xi. No handling/ service charges will be paid even if there is no agency discount or short discount allowed to the Subscription Agent(s) from the publisher.
- xii. If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to this office.
- xiii. If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.
- xiv. The Subscription Agent(s) should ask the publisher of the journal to provide the online access of the journals which are subscribed in print with online by the organization or are free with print subscription.
- xv. The Subscription Agent(s) should provide the URL of the Journals which are subscribed print with online by the organization or are free with print subscription.
- xvi. The Subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.

- xvii. The Subscription Agent(s) should submit the invoice in triplicate in the name of the person placing the subscription order i.e. Head(Library), along with price-proof.
- xviii. Minimum five (05) references of the libraries of the Institutes of national importance (e.g. IITs, IISc. IISERs, IIMs, NID, IPR, PRL etc.) with whom the firm is already empaneled/registered/subscribing resources. Proof for all the references must be attached.
- xix. Formal arrangement (i.e. Exclusive agency) that a vendor has with reputed Publisher/Distributor/Others in the books, journals, e-resources business. Documents showing the proof need to be attached.
- xx. No supplementary invoice will be accepted for the difference in exchange rates for currency conversion.
- xxi. Discounts/concessional rates offered by the Publisher, if any, and as admissible must be included in the proposal(s).
- xxii. Any special offers provided by the Publisher (s), such as access to e-journals against the print journal subscription, must also be included in the proposal(s).
- xxiii. Mode of supply of resources/journals viz., speed post/courier/airmail, etc. should be specified in the proposal/ Proforma invoice and also confirm if the supply will be direct from the Publisher (s) or through the agency.
- xxiv. Postage/freight/handling/service charges if any, should be indicated in the proposal/ Proforma invoice only and should be displayed separately. They will not be paid if not mentioned in the proposal/ Proforma invoice.
- xxv. Levying of any additional postage/freight/handling/service charges after order confirmation will not be accepted.

## **(I) ONLINE ACTIVATION/LICENSE AGREEMENT/USAGE DATA/SUPPLY TIME-FRAME**

- The empaneled agencies should confirm the order to the publisher and activate online access to electronic resources immediately after receiving order confirmation from the Institute with necessary license agreement.
- The subscriptions should be entered in the name of “Head Library, Bureau of Indian Standards, New Delhi” and the subscription number, etc. details should be immediately communicated to the library.
- In case of online or print + online format of resources, the Customer’s Copy of the License Agreement should be sent to the library as soon as the publisher sends it to the empaneled agent(s), preferably not later than Fifteen (15) days of remittance. The empaneled agencies should bear the responsibility of negotiating with the publisher for any updating/modification in the License Agreement as required by the Institute.
- The empaneled agencies should inform about the availability of free online journals from the list of publisher(s) whose journals/resources are being subscribed to, and also about any additional journals that are available during the subscription period.
- Access to all paid, including back files offered against current subscription, additional and free journals should be IP authenticated. IP range(s) or address(es) will be provided by the Institute at the time of placing order.
- Online activation of the journals has to be done by the empaneled agent(s) without any additional charges.
- The empaneled agencies have to provide all the required facilities/services of subscription model/license agreement with the publisher wherever applicable.
- The empaneled agencies should provide usage data (in the latest COUNTER format) of all the subscribed resources based on the request within Three (03) days.

## **(II) Services to be provided, Replacing Missing Issues/Non-supplied journals and their Refund thereof.**

- The empaneled agencies should notify the publication schedule of each title with necessary information viz., number of volumes/issues published and the publication date of the same.
- Intimation about any bibliographical changes, change of publisher, cessations and/or suspensions of journals must be communicated to the library in writing, promptly.
- The empaneled agencies shall resolve any access related technical difficulties immediately upon receiving communication from the library ensuring that the issue gets resolved preferably within Two (02) working days.
- In case of print resources, the empaneled agencies shall claim missing issues from the publisher(s) on their own, if the supply is arranged through their agency. The library shall, as usual, claim issues from the empaneled agent(s) where supplies are arranged directly from publisher(s).
- It is necessary to send timely claims for missing issues by registered post/email, etc., and to inform the library with publishers’ replies regularly.
- The empaneled agencies will have to refund the amount for the journals issues that are not received/not supplied.

- The empaneled agencies will be completely responsible for the refund of subscription amount for non-supplied journal issues. The refund time may be extended if any confirmation is received from the publisher regarding delay in publishing/supply.

### **(III) License Agreements and Other Important Details**

- It is the duty of the empaneled subscription agencies to coordinate with the publisher(s) and ensure to send the following to the Library, BIS, soon upon activating access to the subscribed/renewed resource(s).
- Customer's copy of signed License Agreement(s);
- Administrator's (Librarian's) account details for the subscribed resources; and Usage statistics of the subscribed resources (in latest COUNTER format), periodically and whenever Library requests for them.

### **(IV) Invoicing Procedure**

- The prices in the invoice should be indicative of original currencies.
- The Invoice should bear the firm's Income Tax PAN, GST and Bank details.
- The date of invoice should be that of bank transfer for remittance of the payment to the publisher.
- Pre-receipted invoice(s)/bill(s) are to be submitted in duplicate (2 copies).
- A revenue stamp should be affixed on the original bill and should be signed by an authorized signatory.
- Invoice should be raised in favour of "Head (Library), Library Services Centre, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110002"
- Invoice should be raised against one purchase order only. Journal titles from different purchase orders should not be combined and supplied against one invoice.
- The invoice should contain all relevant details viz., our order no. & date, title of the resource and/or journal(s), volume/issue no., subscription period covered and ISSN number.
- Supplementary invoice(s) can be raised only if publisher(s) increases the subscription price at a later date.
- Any taxes (GST, IGST, TDS etc.) levied by Government of India from time to time will be applicable.

### **(V) Undertaking by the Agency**

Every invoice should certify the following:

- The prices charged in this invoice are publisher's actual and current prices as billed to us; and are true and correct.
- The prices charged are as per the publisher's invoice and their latest catalogue.
- The discount offered and service charges, if any, should be specified in a separate column.

**(VI) Currency Conversion and Mandatory enclosures with Invoice**

- Conversion of foreign currencies to Indian Rupees shall be at the actual TT Selling Rate of Nationalized Bank/ Reserve Bank of India (RBI) / Financial Benchmarks India Pvt. Ltd. (FBIL), prevalent at the time of payment made by the Vendor to the publisher(s), duly supported by Banker's certificate. This will be treated as Currency Conversion Proof (CCP).
- Every price proof, and latest currency conversion proof with date, should contain authorized signature and stamp/seal of the empaneled agency.
- A copy of publisher's invoice/e-mail communication of price confirmation, as a price proof should be attached.
- Proof of remittance of payment from the agency's bank may be submitted.
- A certificate or a copy of the email from the publisher stating the payment for the subscribed journals/e-resources for the current year subscription for Bureau of Indian Standards has been received.

**(VII) Delisting from the Panel**

- The Organization shall be at liberty to terminate the empanelment of an empaneled subscription agency without any prior notice and drop the said agency from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:
- If the agency fails to activate/supply ordered resources within the agreed time.
- In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the agent(s).
- If at any time, the information provided by the agent(s) in any form about publications, services, documents submitted, and related matters are found to be incorrect and result in loss in any form to the Institute.
- If the agency withdraws the order, after having accepted and acknowledges it.

### **PART III(B3) : TERMS AND CONDITIONS FOR SUPPLY OF NEWSPAPERS**

- Vendors/ Suppliers may please go through the attached list of required Newspapers and mention the admissible discount offered, if any.
- The selection will be based on past supply records in Government Institutions, discount rates, agency annual turnover etc., and the empaneled vendors/ suppliers are required to strictly agree to supply the Newspapers and Magazines as per the terms and conditions stated herein in the EOI.
- The vendors/ suppliers shall ensure the uninterrupted supply of Newspapers (List attached) since the supply order is placed.
- The vendors/ suppliers must deliver all ordered newspapers in good condition on or before 08:45 am. daily to the Library, Bureau of Indian Standards, New Delhi and magazines as per the frequency of its publication and quantity as specified in the supply order.
- The vendors/ suppliers will have to submit the bill(s) for the previous month's newspapers/magazines in the first week of the next month. For delay of any payment, no claim of interest or change will be entertained by the Library.
- The supplier shall replace free of charge any defective Newspaper/ Magazines supplied by them due to faulty printing or pagination, soiled copy or due to any other reason.
- RTGS/NEFT details need to be furnished by the vendors/ suppliers with the proposal on the letter head of Supplier/Firm/Agency.

BIS Library, New Delhi may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the EOI issued by BIS Library New Delhi will be posted on CPP Portal and BIS Library New Delhi website. For the bidders, submitting bids on vendors empanelment document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of BIS Library New Delhi or check for the same CPP Portal before submitting their duly completed bids. The quotations, complete in all respects, should be submitted offline on or before 15.10.2025 by speed or registered post/drop box available at the reception of Manakalya for submitting the bids. In reviewing the submitted bids, it is recommended that scope would be considered on an individual basis as each proposal may vary in methodology, deliverables, timelines, and pricing structures.

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**Application Form**

**BUREAU OF INDIAN STANDARDS  
LIBRARY SERVICES CENTRE  
NEW DELHI**

**APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS,  
STANDARDS AND PERIODICALS TO LIBRARY SERVICES CENTRE, BIS NEW DELHI**

To  
The Head  
(Library Services Centre)  
Bureau of Indian Standards  
Manak Bhawan,  
9, Bahadur Shah Zafar Marg,  
New Delhi-110002

Dear Sir/Madam,

In response to your advertisement No. \_\_\_\_\_ dated \_\_\_\_\_ for registration and empanelment of vendors for the supply of books, Standards and Periodicals to Library Services Centre BIS Library, please find my/our duly filled application form along with the application fee and relevant documents.

1.	Advertisement No. and Date:	
2.	Do you agree to supply books/standards/periodicals on the terms and conditions mentioned in Part-III of the advertisement available at the Library Services Centre BIS Library website ( <a href="https://www.services.bis.gov.in/php/BIS_2.0/Library/">https://www.services.bis.gov.in/php/BIS_2.0/Library/</a> ) BIS Website ( <a href="https://www.bis.gov.in/">https://www.bis.gov.in/</a> )?	<u>Yes</u>  <u>No</u>
3.	Name of the Firm:	
4.	Postal address of the Head Office of the Firm:	
5.	<u>Contact Information:</u> (a) Name of the Contact Person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number: (e) E-mail:  Website address, if any:	

6.	<u>Kind of proprietorship</u> Name and address of Director/Managing Director/Proprietor: If  Partnership, name and address of the partners :	
7.	Whether you are an Income Tax payee? If yes, please submit a copy of Income Tax Return (ITR) filed for the last three consecutive years.	<u>Yes</u>  <u>No</u>
8.	(a) Permanent Account No.(PAN): (b) Service Tax No. (if available): (c) GST No.(if available):	
9.	Bank details (A certificate issued by the bank may be attached) (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code: (f) MICR code: (g) Date of opening of account: (h) Type of account (Savings/Current):	
10.	Are you currently are registered vendor of Library Services Centre, BIS Library,?	<u>Yes</u>  <u>No</u>
11.	Are you a distributor/dealer/stockiest/exclusive/preferred agent of the publishers in the area of Engineering, Science and Technology? If so, please submit the most recent authority letters issued by the publishers.	<u>Yes</u>  <u>No</u>
12.	Are you a member of registered national/ state bookseller and publisher Association/other registered federation? (Please attach a copy of your registration letter)	<u>Yes</u>  <u>No</u>
13.	Experience in the field of supplying books to Central Government, Autonomous bodies, Research Institute and libraries of nationally reputed organizations(please mention no. of years):	
14.	Are you registered and currently dealing with the minimum 4 libraries of national reputed organizations? Out of which 2 should be institutes of national importance, and 2 should be reputed research institutes (If 'Yes', please attach relevant documents) (List of institutes of national importance is available at the MoE website: <a href="https://www.education.gov.in/institutions-national-importance">https://www.education.gov.in/institutions-national-importance</a> )	<u>Yes/</u>  <u>No</u>
15.	Do you have Import Export Code(IEC).(If Yes, please mention IEC code and attach a copy of the same)	<u>Yes</u>  <u>No</u>

<b>16.</b>	Do you have an account with reputed foreign publishers for importing books, Standards and Periodicals directly through them? (If yes, please furnish documentary proof)	<u>Yes</u> <u>No</u>
<b>17.</b>	Are you able to supply books, Standards and Periodicals including Govt. and society publications from abroad in 6 weeks against specific order?	<u>Yes</u> <u>No</u>
<b>18.</b>	Annual Turnover of the firm for the last 3 financial years: (a) 2021-22: _____ (b) 2022-23: _____ (c) 2023-24: _____ (Please attach an audited copy of the same)	
<b>19.</b>	Have your firm ever been debarred/blacklisted for doing business from any government organization? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (One Hundred only). Please see Annexure-II for format.	<u>Yes</u> <u>No</u>

**Declarations:**

- I/We \_\_\_\_\_ name(s) 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.
- I/We also hereby declare that all matters related to Library Services Centre BIS Library, shall be treated as confidential, and no information shall be passed on to any person without written permission of the Competent Authority.
- I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.
- Details of authorized representative of this firm:

Name: \_\_\_\_\_

Contact \_\_\_\_\_ Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Place:

Signature Partners/Proprietors

Date:

(Seal of the Firm)

**ANNEXURE - I: SELF DECLARATION CERTIFICATE**  
(To be provided on letterhead of the Firm)

To  
**The Head (Library),  
Bureau of Indian Standards,  
Library Services Centre  
Manak Bhawan,  
9, Bahadur Shah Zafar Marg,  
New Delhi-110 002**

**Sub: - Self Declaration Certificate**

Reference: EOI No.: **BIS/LSC/EOI-EOV/2025-26** dated .....

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Supply of books to library of BIS Library, New Delhi.

1/ We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein and latest editions of books will be delivered within the stipulated period of 15 days (maximum) - for Indian / Foreign Titles (are available in India) and 45 days (maximum) - for Foreign Titles (are not available in India).

1/ We also confirm that the discount quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for BIS Library, New Delhi, and free delivery, unloading at BIS Library, New Delhi

Date:

Authorized Signatory

Place:

Name:  
Designation:  
Contact No.:  
E-Mail id:

Seal

**ANNEXURE-II: AFFIDAVIT FOR NOT BLACKLISTED FIRM**

(To be provided on letterhead of the Firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

Date:

Place:

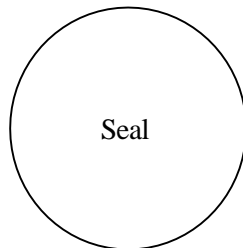
Authorized Signatory

Name:

Designation:

Contact No.:

E-Mail ID:



### Annexure-III : Technical Bid

1.	Name of the Firm/ Agency with complete Postal Address:	
2.	Name: Designation: Address: Telephone No: Email ID of authorized person of Firm/Agency to deal with	
3.	Trade License/ Firm Registration Details (Copy of the Trade License/Registration certificate/ CIN to be attached)	
4.	Status of the Bidder: Proprietorship/ Partnership firm/ Pvt. Ltd. (Attach copy of PAN Card)	
5.	Permanent Income Tax account no. of the Firm with circle/ward and GST Registration Certificate (duly attested photocopy to be attached).	
6.	Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)	
7.	Name of the reputed Govt. organization/ National Level Institutions like IIMs, IITs, NITs, IISERs and Central Universities, where you have supplied books in last five years. (Attach sample copies of purchase orders for each institution)	
8.	Membership: GOC and/ or FPBAI (Attach copy in support of this)	
9.	Affidavit by the vendor/supplier for not having been blacklisted/debarred by any public organization/University/National Level	
10.	Authorized suppliers of academic Foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Harvard, Pearson, MGH etc. (Attach copy authorization letter of Publishers)	
11.	Sole proprietorship: Are you a distributor/dealer/stockiest/exclusive/preferred agent ? If so, please submit the authority letters issued by the publishers.	
12.	Annual financial turnover for three years (FY 2024-25,2023-24,2022-23) from the same business. Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITR statement.	

13.	Bank Account Details Account Holder Name: Account Number: Name of the Bank: Branch: IFSC Code:	
14.	Any other information Tenderer wants to provide in support of their Experience	

**(Self-attested photocopies of all supporting documents must be attached for verification of the Information provided above)**

**Declaration :**

I/We \_\_\_\_\_ (Name of the partners/proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

Signature of the Bidder:

Name, Address of the Bidder:

Telephone No:

E-mail ID:

## Annexure IV: Financial Bid

To  
The Head (Library Services Centre),  
Bureau of Indian Standards,  
Manak Bhawan,  
9, Bahadur Shah Zafar Marg,  
Delhi-110002

**Sub: Discount offered for below mentioned publications for ‘Supply of Books to the Library of BIS for a period of one year.**

Dear Sir/Ma’am,

With reference to BIS/LIB/EOI-1-EOV/BOOKS/2025-26, dated\_\_\_\_\_, we are hereby submitting our offer of discount below:

Percentage of Discount offered (to be mentioned both in figures and words)

<b>Publications</b>	<b>Desirable Discount %</b>	<b>Discount (%) offered by the Vendor (In figures)</b>	<b>Discount(%) offered by the Vendor (In words)</b>
Foreign Publications	Upto 40%		
Indian Publications	Upto 45%		
Government/Not-for-Profit Organizations/Institutional/Similar Publications	Upto 5%		
Standards (National/International) (Discounts to be mentioned in the attached list)	Upto 40%		
Codes/Methods/Act/Other Specifications	Upto 30%		
Hindi Books	Upto 35%		
Periodicals (Indian-Print/softcopy)			
Periodicals (Foreign-Print/softcopy)			

**Note: Book purchases will not be entertained for offers with discounts lower than the agreed upon rates.**

**Place:**

**Date:**

**Signature of the Bidder**

**Name:**

**Address:**

**Contact No:**

**Email ID:**

Seal

## **LIST OF STANDARDS**

S.No.	Name of the countries	Standards Designation	Discounts offered	Any other charges, if applicable
1.	China	GB		
2.	Germany	DIN		
3.	British	BS		
4.	Japan	JIS		
5.	Australia	AS		
6.	Society of Automotive Engineers, USA	SAE		
7.	American Society for Testing and Materials, USA	ASTM		
8	Indonesia	SNI		
9.	Danish	DS		
10.	Compressed Gas Association, USA	CGA		
11.	American Welding Society, USA	AWS		
12	International organization for standardization	ISO		
13.	International Electrotechnical Commission	IEC		
14.	Military Standard, USA	MIL		
15.	American National Standards Institute. USA	ANSI		
16.	American Petroleum Institute, USA	API		
17.	National Fire Protection Association, USA	NFPA		
18.	Russia	GOST		
19.	AFNOR, France	NF		
20.	European Standards	EN		
21.	American Society of Civil Engineers	ASCE		
22.	Directorate of standardization, India	JSS		
23	Bangladesh	BDS		

**Magazine & Journals**

S.No.	Name	Discounts offered	Any other charges, if applicable
1.	MAT Journal – Journals of Advances in Electrical Devices		
2.	(ISHRAE) Air Conditioning and Refrigeration Journal		
3.	IEEMA Journal		
4.	NFPA (The National Fire Protection Association) Journal		
5.	Water and Energy International		
6.	Indian Textile Journal		
7.	Electrical India Magazine		
8.	Drilling and Exploration World		
9.	Fibre 2 Fashion		
10.	Industrial Product Finder		
11.	Chemical Weekly		
12.	Down to Earth		
13.	India Today		
14.	India Today (Hindi)		
15.	Outlook (Hindi)		
16.	Swamy News		
17.	The Economist		
18.	Science Reporter		
19.	Construction world		

**News Paper List**

S.No.	Name	Discounts offered	Any other charges, if applicable
1.	Asian Age		
2.	Business Line		
3.	Economic Times		
4.	Business Standard		
5.	Statesman		
6.	Pioneer		
7.	Mint		
8.	Indian Express		
9.	Hindustan Times		
10.	Hindu		
11.	Financial Express		
12.	Employment News		
13.	Tribune		
14.	Time of India		
15.	Millennium Post		
16.	अमर उजाला		
17.	दैनिक जागरण		
18.	दैनिक भास्कर		
19.	हिंदुस्तान		
20.	नवभारत टाइम्स		
21.	पंजाब कैसरी		
22.	जनसत्ता		
23.	राष्ट्रीय सहारा		
24.	रोजगार समाचार		

**Annexure-V: Authenticity/Originality Declaration Form**

**I/We on behalf of M/s \_\_\_\_\_**  
hereby declare that the publication(s) supplied by me/us will be original and not pirated one also the publications will be of the latest editions declared by their publishers.

If found any publication(s) pirated/photocopied/ reminder title my empanelment may be cancelled and I/We will repay the cost of the item(s) to BIS, Library.

Signature

### **Check List**

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

1. ITR of the last three financial years (i.e., 2022-23, 2023-24, 2024-25).
2. Certificate issued by the bank regarding bank details.
3. Most recent authority letters issued by the publishers stating you as a distributor/dealer/stockiest/ exclusive/preferred agent in the required area.
4. Copy of your registration letter of member of registered national/state booksellers' and publishers' Association/other registered federations.
5. Reference letter of minimum four reputed libraries where the vendor is currently dealing with. Out of which 2 should be institutes of national importance and 2 should be reputed research institutes/universities/Govt. organization.
6. Copy of IEC.( Import Export Code)
7. Copy of GST
8. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
9. Audited copy of Annual turnover of the company for last three financial years (i.e., 2022-23, 2023-24, 2024-25).
10. Application form
11. Annexures
  - I (Self declaration)
  - II (Affidavit for not blacklisted)
  - III (Technical bid)
  - IV (Financial bid)