

**NOTICE INVITING TENDER FOR EMPANELMENT OF
VENDORS FOR SUPPLY OF BOOKS TO TISS
HYDERABAD LIBRARY**

टाटा सामाजिक विज्ञान संस्थान

TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed to be University under Section 3 of the UGC Act, 1956)

Hyderabad Off-Campus

Manasa Hills, Rajendranagar,

Hyderabad-500030



Tender No: TISSH/LIB/2026-27/01

Date of Issue: 13th July, 2026

Date of Closing: 03rd August, 2026

Empanelment of vendors for supply of books to TISS Hyderabad Library

The TISS, Hyderabad - Off Campus invites applications for “Empanelment of Vendors for the Supply of Books” in the prescribed format from reputed publishers/distributors/suppliers/agency established in India, to its Library.

This empanelment will be valid for a period of three years from the date of final approval of empaneled suppliers list and it may be further extendable at the sole discretion of the institute. Interested publishers/distributors/suppliers/agency may submit the applications along with one copy each of the requisite documents to The Campus Director, TISS Hyderabad Off- Campus, Manasa Hills, Hyderabad, Telangana-500030.

Last Date for Submission of Application: 03rd August, 2026.

Date and time of Opening of Tender (Tentative): 04th August, 2026.

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

1. Instructions for applicants:

- a) Interested vendors/distributors/suppliers should submit application form in sealed envelopes superscribing – “**Application for Empanelment of the vendors for the Supply of Books**”.
- b) The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- c) Incomplete and conditional applications will not be considered.
- d) At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action, besides termination of empanelment.
- e) 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.
- f) The received application(s) after the due date and time will not be considered.
- g) The applications will be scrutinized and shortlisted for empanelment by the Institute constituted Committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- h) The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Books (Print)” as stipulated hereunder.

2. Eligibility for Empanelment for applicants:

- a) The publishers/distributors/suppliers/agency must have completed minimum three years in the relevant field like supply of books and journals.
- b) Average minimum annual turnover of **five lakhs** for the last three consecutive financial years.
- c) Any publishers/distributors/suppliers/agency blacklisted by any government institutions within a period of last three years would not be considered by the Institute for the Empanelment. A separate undertaking must be submitted by publishers/distributors/suppliers/agency.
- d) The vendors/publishers must be registered with GST, IT and statutory registrations.

3. The empanelment for supply of books (print) will be administered by the following “Terms and Conditions”.

General:

- a) The competent authority of TISS, Hyderabad - Off Campus reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- b) TISS, Hyderabad - Off Campus does not bind to place the purchase order to the approved vendor.

Purchase Orders:

- a) Purchase Orders (POs) will be issued based on a Competitive Bidding Enquiry conducted for each title.
- b) An email enquiry will be sent to all empaneled vendors requesting details such as the unit price, discount offered for the title and the expected delivery time. Based on the maximum discount and promptness of

service, the PO will be awarded.

- c) If more than one supplier offers same rate, then best effort will be made to distribute titles among suppliers, based on their quality of service
- d) The supply of books must be made strictly against the issued Purchase Order only.
- e) Vendors must send an acknowledgment of receipt of the Purchase Order, preferably via email. Such acknowledgment shall be treated as acceptance of the terms and conditions of the PO.
- f) Any clarification or query regarding the Purchase Order must be communicated to the library within 03 (three) working days from the date of receipt of the order.

Time-frame for supply:

- a) 35 days (maximum) – for Indian/ Foreign titles (if available in India).
- b) 60 days (maximum) – for foreign titles (if not available in India).
- c) The Books should be consigned to **The Assistant Librarian, TISS, Hyderabad - Off Campus, Manasa Hills, Rajendranagar, Hyderabad, Telangana-500030.**
- d) If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- e) In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- f) In case there is a delay that is foreseen in supply, the concerned empaneled vendor should send a communication to The Assistant Librarian, TISS, Hyderabad Off Campus, explaining the same and seeking an additional required time to supply the same, at least 07 (seven) working days before the supply due date.
- g) If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Competent Authority may consider extending the supply time as may deem fit.
- h) The supply should be free of freight charges. Any such additional charges can be applied ONLY through prior approval.
- i) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

Conditions for cancellations of the released purchase orders:

- a) If the empaneled 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 Assistant Librarian, TISS, Hyderabad - Off Campus regarding delay or its (their) inability to supply the ordered title(s), then the empaneled vendor(s) will be cancelled.
- b) Thereafter, the Institute reserves the right to cancel the order and place the empaneled vendor(s) in its blacklist after providing them an opportunity to represent their side.

Edition specifications:

- a) Only the latest editions and latest reprints of the books must be supplied
- b) By default, Special/ Indian editions of books must be supplied.
- c) In case of unavailability of Indian editions, supply of the available editions in lieu of the default is accepted, subject to obtaining of pre-approval from the Assistant Librarian.
- d) All items should be of latest paperback editions, unless otherwise specifically mentioned.

Discount:

- a) The minimum discount rate for the supply of all Indian and foreign books shall be 25% or above.
- b) Bidders are requested to specify the minimum discount rate they are willing to offer, above this threshold of 25% for different categories of books as listed in Annexure III – Proforma for Financial Bid (Books).
- c) Books that are offered with lower or no discount (such as society publications, government publications, etc.) will be processed through a separate approval mechanism on a case-to-case basis.

Mandatory enclosures with Invoice:

- a) For price verification book seller shall produce the publisher's invoice under which they purchased the book. A copy of the publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.
- b) A currency conversion proof with date as per RBI/Central Board of Indirect Taxes and Customs, Government of India.

- c) RBI/Central Board of Indirect Taxes and Customs, Govt of India currency conversion rate as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.
- d) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

Payment Terms

- a) Bills/ Invoices submitted in all respects shall be processed and paid within 30 days from the date of final supply and submission of original documents.
- b) All payments shall be transferred NEFT/ RTGS only and publishers/ distributors/ suppliers/ agency shall submit their bank details along with their bills/invoices.

Termination of empanelment:

A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

- a) If the vendor fails to respond to at least 75% of the enquiries/conversations during the tenure.
- b) If the vendor fails to supply at least 90% titles of the accepted Purchase Orders in term of number of titles during the year.
- c) If at any time, found that the information provided by the empaneled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
- d) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.

Other Terms and Condition:

- a) The average annual procurement shall be INR 6.5 Lakhs (approx.).
- b) The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- c) No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the TISS, Hyderabad (Off-campus) shall have the right to procure books/ publications on higher discount rates.
- d) A total of five (05) vendors/suppliers/publishers, etc. shall be empaneled for TISS Hyderabad. Out of empaneled vendors, at least two (02) vendors having office in the Hyderabad shall be selected.

The selection of vendors shall be based on maximum discount quoted in the 'Proforma for Financial Bids'. The quoted discount shall be treated as the minimum assured discount, and vendor may quote a higher discount against individual books inquiry.

In the event of tie in the quoted discount, preference shall be given to the firm having higher turnover in the previous financial year.

- e) The book supplier shall deliver the books/ documents to TISS, Hyderabad (Off- campus) premises at their own expenses. Unless approved in advance, no freight for to and fro transportation shall be paid by the Library, TISS, Hyderabad (Off-campus).
- f) In case of urgency, the vendors need to deliver the books under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the books within stipulated time, the vendor will be blacklisted by the competent authority of the Institute.
- g) The book supplier has to supply the new books in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged books due to any reasons during transportation, etc. If any book/s found damaged, the recovery for the same will be adjusted from outstanding payment/pending bills of the book supplier.
- h) If any excises duty/custom/octroi are dealt with prior approval by submitting the proof.
- i) In case of books of international edition, quotation in foreign currency (USD, GBP, Euro, etc.) will be acceptable. Excess copies of book(s) will have to be taken back from the Institute, at the own responsibility of the vendor. The Institute will have no liability for these returnable books. Billing will be done on the basis of final challan with receipted quantities of books.
- j) The book supplier has to submit the bill only on the basis of receipted. On delay of any payment, no claim of interest or any charge will be entertained by the Library, TISS, Hyderabad (Off-campus).
- k) All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of the Campus Director, TISS or his nominee. The decision of the arbitration shall be final & binding on both the parties.
- l) Appeal against any terms & conditions shall, however, lie with the Campus Director, TISS, Hyderabad whose decision shall be final. The dispute, if any, shall be subject to the jurisdiction of Courts at Hyderabad. Any other jurisdiction mentioned in the quotations or invoices of the book

supplier shall be invalid and shall have no legal sanctity.

- m) In case, any other information/ clarification is required, the Assistant Librarian, TISS, Hyderabad (Off-campus) may be contacted at Telephone No. 7995007701/02 Extn.311 on any working day (Monday to Friday) during 10.00 A.M. to 05.00 P.M.
- n) The sealed applications, complete in all respects, should be submitted to The Campus Director, Tata Institute of Social Sciences, Hyderabad Off-Campus, Manasa Hills, Rajendranagar, Hyderabad, Telangana- 500030, latest by 03rd August, 2026.
- o) Bills/ Invoice should be raised against one purchase order pre-receipted invoice for each supply order is to submitted in triplicate (3 copies) addressed to “The Campus Director, TISS Hyderabad.” and the contents type written clearly. The bills/ invoices should contain PAN and GST details and should be enclosed with price proofs and delivered to the Assistant Librarian, TISS Hyderabad.
- p) The terms and conditions for vendor may be amended from time to time and the same will be binding to the vendor.

Campus Director
Tata Institute of Social Sciences
Off-Campus Hyderabad
Manasa Hills, Rajendranagar, TS- 500030



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**APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR SUPPLY OF PRINTED BOOKS TO
LIBRARY, TISS HYDERABAD**

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(Please read the 'Terms and Conditions' carefully before filling the form. Strike off whichever is not applicable.)

1. **Name of the Organization:**
.....
2. **Complete Postal Address:**
.....

Telephone No./ Mobile No.....

Fax Number:

E-mail Address:

Website:
3. **Hyderabad Office Address (If any):**
.....
4. **Kind of Organization (please ✓):** Proprietorship/Partnership/Company
5. **Name and Address of Authorized Person:**
.....
.....
6. **Year of Starting of the Firm with Registration Number/Date:**
.....
7. **Are you a distributor/dealer/stockist/exclusive/preferred Agent?** If so, list the publishers' name attach the authority letter(s) issued by the publishers in support of your claim:
.....

.....

8. **PAN No.:** (Attach copy of IT PAN)

9. **GST Registration No.:** (Attach copy of GST Registration Certificate)

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10. **References:** Provide minimum 03 (three) references of reputed institutes/organizations with whom you are already registered/empanelled (e.g., IITs, IISc, NITs, IIMs, Central Universities).

11. **Annual Turnover:** Provide details of the annual turnover of the firm for the last three consecutive financial years with documentary evidence such as audited statement of accounts or statement of turnover certified by Chartered Accountant.

Financial Year	Annual Turn-Over in INR.	CA certificate copy /ITR report enclosed (Yes/No)	Remark if any
2025-26			
2024-25			
2023-24			

12. **Affidavit:** Provide an affidavit on a non-judicial stamp paper of Rs.50.00 declaring that the firm has not been blacklisted for a minimum of 03 (three) years by any institute, university, or government organization in India.

13. List of Enclosers and page Nos.

- Application Form (Annexures I, II, and III)
- Registration Certificate of the firm
- Address proof of Head office/Hyderabad Office
- PAN/GST of the firm.
- Importer Exporter Registration
- CA Certificate/ITR copy indicating turnover
- List of Publishers and Authority letter from them
- Affidavit (Not being blacklisted)
- References of reputed institutions/organisations.

Place:

Date:

Signature of Authorized Representative of the Firm with Seal:



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DECLARATION

1. I/We (Names of Authorized Person) 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 TISS, Hyderabad (Off Campus) 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/Ms/Mrs/.....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 have read and understood all the “Terms and Conditions” of TISS, Hyderabad (Off Campus) as mentioned in this document and consciously agree to abide by them.

Place:

Date:

Signature of Authorized Representative of the Firm with Seal:

PROFORMA FOR FINANCIAL BID (Books)

1. Name of the Firm:

2. Address & Contact Number:

3. Hyderabad Office Address (If any):

4. PAN No.: GST No.:

5. Discount Offered:

Sl. No.	Type of Books	Minimum Assured Discount
1.	Indian Publications/ Indian Reprints of Foreign Publications	
2.	Foreign Books Publications having price in Foreign Currencies	
3.	Books Published by Govt./ NGO/ Non-profit organizations/ Low Discounted Books etc.	

7. 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:

Date:

Signature of authorized representative of the firm with name, designation and seal: