



**Basic Details**

<b>Organisation Chain</b>	Department of Health, North East Section,MHFW  NEIGRIHMS, Shillong,MHFW,NES  Store and Procurement Section,HQ NEIGRIHMS,MHFW		
<b>Tender Reference Number</b>	NEIGR/SP/EMP-01/2026-27		
<b>Tender ID</b>	2026_NES_909820_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Empanelment
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	1
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	All documents to be submitted, as per tender document

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

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	0.00	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Nil	<b>EMD Payable At</b>	Nil

[Click to view modification history](#)

**Work /Item(s)**

<b>Title</b>	Empanelment for supply of Library Books/Journals				
<b>Work Description</b>	Empanelment of Suppliers/Vendors for supply of Library Books/Journals/Resources/e-Tools				
<b>Pre Qualification Details</b>	as per tender document				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	Yes				
<b>Tender Value in ₹</b>	4,00,00,000	<b>Product Category</b>	Computer- Data Processing	<b>Sub category</b>	NA
<b>Contract Type</b>	Empanelment	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	0
<b>Location</b>	NEIGRIHMS, Mawdiangdiang, Shillong	<b>Pincode</b>	793018	<b>Pre Bid Meeting Place</b>	eProcurement Cell
<b>Pre Bid Meeting Address</b>	NEIGRIHMS, Mawdiangdiang, Shillong	<b>Pre Bid Meeting Date</b>	02-Jun-2026 04:00 PM	<b>Bid Opening Place</b>	eProcurement Cell
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	22-May-2026 01:30 PM	<b>Bid Opening Date</b>	17-Jun-2026 02:30 PM
<b>Document Download / Sale Start Date</b>	22-May-2026 01:35 PM	<b>Document Download / Sale End Date</b>	16-Jun-2026 02:00 PM

<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	02-Jun-2026 05:00 PM	<b>Bid Submission End Date</b>	16-Jun-2026 02:00 PM

### Tender Documents

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Empanelment as Suppliers/Vendors for supply of Library Books/Journals/Resources/e-Tools	701.46

  

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	biddocument.pdf	Empanelment of Suppliers /Vendors for supply of Library Books/Journals/Resources/e-Tools	684.94

### Bid Openers List

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	dabitbhakharpuri79@gmail.com	Dabitbha Kharpuri	Dabit Bha Kharupuri
2.	rapbor22@gmail.com	Rapborlang Pathaw	Rapborlang Pathaw
3.	wello.warjri@gmail.com	Wello Jenisca Warjri	WELLO JENISCA WARJRI

### GeMARPTS Details

<b>GeMARPTS ID</b>	QB2LQ7TR3V6F
<b>Description</b>	Empanelment of Suppliers /Vendors for supply of Library Books/Journals/Resources/e-Tools
<b>Report Initiated On</b>	22-May-2026
<b>Valid Until</b>	21-Jun-2026

### Tender Properties

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	NIL	<b>BoQ Comparative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	NIL	<b>Form Based BoQ</b>	No

### TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

### Tender Inviting Authority

<b>Name</b>	Director
<b>Address</b>	NEIGRIHMS, Mawdiangdiang, Shillong

### Tender Creator Details

<b>Created By</b>	Wello Jenisca Warjri
<b>Designation</b>	Store Keeper Tender
<b>Created Date</b>	22-May-2026 12:36 PM

**NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES,**  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)  
Mawdiangdiang, Shillong – 793018

No. NEIGR-CL/EMP/84/2013/Pt.-1

Dated: 22.05.2026

**NOTICE FOR EMPANELMENT/REGISTRATION AS SUPPLIERS/VENDORS**

Online tender on behalf of the Director, NEIGRIHMS, Shillong are invited from Suppliers/Vendors for Empanelment as Suppliers/Vendors for the Supply of Books, Supply of Journals, Supply of E-Resources/E-Tools & Services with NEIGRIHMS, Shillong for a period of 5 years which can be extended subject to satisfactory performances.

The e-tender should be addressed **To The Director, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Mawdiangdiang, Shillong-793018** and the last date and time of online submission is upto **14:00 hours of 16.06.2026** and will be opened, in the presence of tenderers or their authorized agents, at **14:30 hours of 17.06.2026**.

Sd/-

Director

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in) , using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. Tender document can also be downloaded from the Institute's website at [www.neigrihms.gov.in](http://www.neigrihms.gov.in) further details regarding For Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in)
5. Performance Security: In respect of Performance Security deposit, the percentage will be taken at 3-10 % of the total value of contract, as indicated in the order.
6. The e- bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, uploaded by the bidders will be verified and downloaded for evaluation and the result of e- bids evaluation will be displayed on [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
7. Bidders/Tenderers need to scan and upload the required documents like Goods and Service Tax (GST) registration, PAN Number/Card, Registration, valid document regarding the existence and registration of the firm and other document as indicated.
8. Settlement of Disputes– The jurisdiction in respect of settlement of disputes in Stores & Civil contracts shall be as per the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts (Amendment) Ordinance 2018, wherein the provision for pre-institution mediation, has been made mandatory in respective cases by the parties to the disputes. The mediation shall be under the authorities constituted under Legal Service Authority Act, 1987.

## I. CATEGORIES OF ITEMS/SERVICES

Application for one or more than one or all categories are invited for registration /empanelment of suppliers by **NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES** Mawdiangdiang, Shillong – 793018

Sl. No.	Description
Category I	SUPPLY OF BOOKS
Category II	SUPPLY OF JOURNALS
Category III	SUPPLY OF E-RESOURCES / E-TOOLS & SERVICES

All applications shall be grouped in the following:

- i) **Publishers:** -having ownership (proprietary) of the products (books/journals/e-resources/online resources/e-tools & Services)
- ii) **Suppliers/Distributors** - Authorized Distributor/ Dealers/ Service providers of the products (books/journals/e-resources/online resources/e-tools & Services)

**APPLICATION FOR ENLISTMENT AS SUPPLIER/VENDOR**

Category No	Descriptions of the category of items/services for which the application for empanelment is submitted

**(Application form should be filled in Capital Letters)**

**(Please see Annexure “A” for instructions and Annexure “B” for Terms and Conditions for registration of Suppliers/Vendors and list of items before filling in the information. Where required documentary proof be submitted in support of the information given)**

1. Name of the Firm/Company:

\_\_\_\_\_

2. Nationality

a. Indian [    ]

b. Other [    ]

3. Address:

a. Registered Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

Web Site (if applicable) : \_\_\_\_\_

b. Head Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

Web Site (if applicable) : \_\_\_\_\_

c. Attach separate paper for address of branch/other offices:

d. Number of Technical Manpower:

4. Status of the Firm/Company. Please enclose Registration Certificate.

a. Individual [    ]

b. Sole Proprietorship firm [    ]

- c. Partnership Firm [ ]
- d. Public Limited Company [ ]
- e. Private Limited Company [ ]

5. If Partnership Firm, Names of the Partners/If Company, Name of Director's

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

6. Is the individual/sole proprietor/ any partner/ director of company:

- a. Dismissed Government Servant : Yes [ ] No [ ]
- b. Removed from approved list of Suppliers/Vendors : Yes [ ] No [ ]
- c. Having business banned/suspended by any Government in the past : Yes [ ] No [ ]
- d. Convicted by a court of Law : Yes [ ] No [ ]
- e. Retired Officer/ official from Officering Department of Govt. of India within last One Year : Yes [ ] No [ ]
- f. Director or partner of any other Company/firm enlisted with NEIGRIHMS, SHILLONG or any other department : Yes [ ] No [ ]
- g. Member of Parliament or any State Legislative Assembly : Yes [ ] No [ ]

If answer to any of the above is 'Yes' furnish details on a separate sheet

7. Please provide an affidavit on a non-judicial stamp paper of Rs. 100.00 for not having blacklisted for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.

8. Name of the person holding power of attorney :

\_\_\_\_\_

- a. Nationality Indian [ ] Other [ ]

9. Name of Bankers with full address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Telephone No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
Web Site (if applicable) : \_\_\_\_\_

10. Whether already supplied to NEIGRIHMS, Shillong or any other department

- a. Yes [ ]  
b. No [ ]

11. If Yes, give details:

- a. Name of department : \_\_\_\_\_  
b. Order No. & date : \_\_\_\_\_

12. Is any person working with the applicant is a near relative of the officer/ official of NEIGRIHMS, SHILLONG. If yes, give details

- a. Yes

\_\_\_\_\_  
\_\_\_\_\_

- b. No [ ]

13. Kindly provide the list of Clients and details of annual turnover of the firm for the last three consecutive years with documentary evidence.

14. The Supplier/Vendor should be having the experience in supply of Books/Journals (Indian and Foreign) to 5 Government Medical Institution/Hospitals or Government Autonomous Medical Institution at the State/ Central level for the last 5 years regularly. Kindly provide the order copy from Clients for all eligible Supply.

15. The Supplier/Vendor should have supplied in last three years from the date of Ordering, at least 90% of the total order. Attach latest Performance Certificate from 3 libraries served during the last 3 years.

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

- i. Federation of Publisher's and Book Sellers Association of India (FPBAI) : Yes/No  
ii. Any other National/State Booksellers and Publishers Association : Yes/No

17. Is the firm an Income Tax payee? If so, please attach one copy of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.

- a. Yes

\_\_\_\_\_  
\_\_\_\_\_

b. No [ ]

18. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with the details of yours distributorship / dealership / stockiest/ exclusive or preferred agents.

a. Yes

\_\_\_\_\_

b. No [ ]

19. Declaration

- i. I/We (including all partners) certify that I/ We have read the Rules of enlistment of Supplier/Vendor in NEIGRIHMS, SHILLONG as amended upto-date and shall abide by them.
- ii. I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We are liable to be debarred.
- iii. I/We certify that I/We will not get myself/ourselves registered as Supplier/Vendor in the department under more than one name.
- iv. (a) I certify that I did not retire as an Officer of Gazetted rank or as any gazette Officer employed on Officering or Administrative duties in any Officering department of the Government of India during the last one year. I also certify that I have neither such person under my employment nor shall I employ such person within one year of his retirement except with the prior permission of the government ( for individual seeking enlistment in their own name)  
  
(b) We certify that none of the partners/Directors retired as an Officer of Gazetted Rank or as any Gazetted Officer employed on Officering or Administrative duties in the last one year. We also certify that we have neither under our employment any such person nor shall we employ any person within one year of his retirement except with prior permission of the Government. (For partnership firms and limited companies).
- v. I/We also hereby declare that all matters related to NEIGRIHMS Shillong shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority
- vi. 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.

(Strike out whichever is not applicable)

Signature(s) of applicant (s):

Name

Signature

Address

1

2

3

Date:

No of Documents attached

Place: .....

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

**INSTRUCTIONS TO APPLICANTS APPLYING FOR EMPANELMENT OF THEIR FIRM WITH  
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AND MEDICAL  
SCIENCES, SHILLONG**

1. Application for one or more than one or all categories should be submitted. A firm can apply upto maximum of three categories of items/services. The selection will be made purely based on merits.
2. The e-tender superscribing the **Number** and **Name of the Category of the items** for which the application for empanelment is to be mentioned.
3. Applications are liable to be ignored / rejected if the instructions contained here under are not correctly carried out.
4. Answers to questions in the application form should be definite, complete and legible.
5. Wherever the space provided for answers is insufficient, details should be given neatly typed in additional plain sheets giving reference to the corresponding question no.
6. Registration will be effective from the date of issuing the enlistment letter. It is the responsibility of the applicants/suppliers to apply well in advance and before the expiry date.
9. Registration may be cancelled without prior intimation due to any of the following reasons.
  - a) Non-fulfillment of contractual terms.
  - b) Failure to submit valid income tax clearance certificates.
  - c) Any other ground, in the opinion of the North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong deems fit, or renders the retention of the registration undesirable.
10. The application form is not transferable. Applicants shall ensure the confidentiality of contents of this application.
11. The NEIGRIHMS also reserves the right to categorization of the empanelment during the validity period.
12. The NEIGRIHMS also reserves the right to include any of the suppliers under the different categories at any time during the operating period of this empanelment.

**TERMS AND CONDITIONS FOR REGISTRATION OF SUPPLIER/VENDOR**

1. On behalf of Director, NEIGRIHMS, Shillong, applications are invited from reputed Suppliers/Vendors for Empanelment as Suppliers/Vendors with NEIGRIHMS, Shillong for the under mentioned services and supplies for a period of 3 (three years), subject to satisfactory performances. Performances evaluation will be carried out every year and Suppliers/Vendors whose performance is not found satisfactory, fail to abide by the terms and conditions of registration or fail to supply Books / Journals on time are liable to be removed from list.
2. The registration will be carried out for the following types of supplies:-
  - i. Supply of Books
  - ii. Supply of Journals.
  - iii. Supply of E-Resources / E-Tools
3. The following documents should be furnished along with the application for registration.
  - Certificate / Proof of registration of the firm.
  - Performance details of the firm for the last three years.
  - Latest Income Tax, Sale Tax and GSTN/Tax related documents. Photocopy of the PAN card should be attached.
  - Proof of previous experience, in the subject applied for, is to be given.
  - Ownership certificate of the firm.
  - Whether registered with any other Government Medical Institution/Hospitals or Government Autonomous Medical Institution at the State/Central level for supply of Books/Journals/E-Resources to be mentioned with proof.
  - Certificate for Exclusive distribution of the product, if any.
  - Annual Turnover Certificate for the last 3 (three) years.
  - Actual financial standing of firms with Bank reference must be stated.
4. The Suppliers/Vendors who are presently supplying or had been supplying in the past are to apply afresh, stating the nature of supplies / services for which they intend to be registered, failing which their name will not be registered.
5. All copies of supporting documents submitted must be authenticated by a Class-I Magistrate/Notary/Gazetted officer.
6. The Suppliers/Vendors selected for empanelment will be notified automatically. However, registration in no way will imply that orders are assured to the firms.
7. Institute reserves the right to either accept or reject any application without assigning any reasons thereof regarding registration.
8. Any dispute that may arise will be subject to the jurisdiction of Shillong courts.

## **APPLICABILITY:**

1. NEIGRIHMS, SHILLONG enlists Suppliers/Vendors who intends to supply or provide services to this Institute. At the same time only those Suppliers/Vendors are allowed to continue in the list that remain active in NEIGRIHMS, SHILLONG and perform well. Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a Suppliers/Vendors in NEIGRIHMS, SHILLONG under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted Suppliers/Vendors has to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
2. No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of Suppliers/Vendors; or demoted to lower class; or having business banned/suspended by any government department in the past; or convicted by a court of law shall be entitled for enlistment.
3. No Officer or any other official employed in Officering or Administrative duties in the Officering Department of the Government of India/State Government is allowed to work in the NEIGRIHMS, SHILLONG either as supplier or as employee of a supplier for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the supplier or any of his employees is found to be a person who had not obtained the prior permission of Government of India/State Government as aforesaid, the name of the Suppliers/Vendors shall be removed from the list of enlisted Suppliers/Vendors.
4. A Supplier/Vendor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in NEIGRIHMS, SHILLONG.
5. A Supplier/Vendor is not permitted to have enlistment in more than one name.
6. A partner of a firm or a Director of a company enlisted as Suppliers/Vendors cannot be a partner/director in any other enlisted firm/company in NEIGRIHMS, SHILLONG.
7. A Supplier/Vendor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in NEIGRIHMS, SHILLONG during its previous enlistment period.
8.
  - i. The Suppliers/Vendors must be registered under Companies Act/ partnership Act/ Sole Proprietorship Firm.
  - ii. The annual turnover of the Suppliers/Vendors for the last three financial years must be 1.2 crore per annum duly certified by the Auditor/Chartered Accountant.
  - iii. The Suppliers/Vendors must be an authorized distributor/dealer of Medical Books of foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, McGraw Hill, Lippincott William & Wilkins, etc. Proof must be attached.
  - iii. The Suppliers/Vendors must be a supplier to 5 Government Medical Institution/Hospitals or Government Autonomous Medical Institution at the State/ Central level for the last 5 years and order copy for the same can be taken for verification.
9. Please provide documentary proof of your membership in any of the following associations:

- i. Federation of Publisher's and Book Sellers Association of India (FPBAI)
  - ii. Any other National/State Booksellers and Publishers Association
10. The Suppliers/Vendors shall provide a list of agencies (Government/Statutory bodies/Professional, educational institutions/State /central universities) along with annual sales turnover for the last three years.
11. The Suppliers/Vendors shall provide an affidavit on a non-judicial stamp paper of Rs. 100.00 for not having :
  - i. Blacklisted for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.
  - ii. The Supplier/Vendor shall submit an affidavit on non-judicial stamp paper declaring that there is no CBI case/ Criminal cases against them.
12. The period of Empanelment/Registration would be for three years from the date of award of contract and it may be further extended only till finalization of next empanelment/registration on satisfactory performance of supplier.
13. The Suppliers/Vendors should have supplied in last three years from the date of Ordering, atleast 90% of the total order.
14. The documents will be rejected if it is-
  - i. Incomplete
  - ii. Not properly filled.
15. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
16. **Discount for Print Books:** The rate of discount for Print Books is 20%.
17. **Proposals/Proforma Invoice(s)/Subscription Details**
  - i. Proposals will be called from the empanelled agent(s), whenever requirement arises, for which the library may place inquiry with the empanelled agent(s) for subscription details of required journals/ e-resources and other resources.
  - ii. Proposals will be called for journals/e-resources which are not available directly from publisher(s)/ Exclusive supplier and/or which are not part of any consortium, such as ONOS (MoE & INFLIBNET) Consortium or new consortia that may be formed in future or any group of libraries.
  - iii. The empanelled Vendors should respond within Ten (10) days of receipt of the enquiry e-mail with all the required information and supporting documents that help take a decision with respect to subscribing to a resource.
  - iv. In case of subscription of online/ offline resources, printed journals through any vendor, an advance payment shall be released on the basis of the Security Deposit in the form of a 3-10 % Bank Guarantee of the ordered amount after getting proper agreement, duly approved by the Competent Authority, signed with the vendors/publishers. The BG shall be released to the vendor after the completion of the subscription period.
18. **Purchase/Subscription Orders:**

- i. Distribution of orders to the empanelled Suppliers/Vendors is purely based at the discretion of the Institute.
- ii. Purchase/Subscription/Renewal Orders shall be placed by the Central Library, NEIGRIHMS, with the empanelled agent(s) as against the submitted proposal/proforma invoice/invoice for the required books/journals/e- resources, on accepting all the agreed Terms and Conditions, as approved.
- iii. The empanelled Suppliers/Vendors are required to seek confirmation of order(s) from the Library against the proforma invoice/proposal submitted by them, before making remittance to the publisher.
- iv. Supply has to be made strictly against the purchase orders.
- v. Sending the acknowledgement of the receipt and acceptance of the purchase/Subscription/Renewal order, is mandatory, preferably by email, within Five (05) working days.
- vi. The empanelled Suppliers/Vendors have to remit the subscription/renewal amount to the publisher on behalf of the Institute maximum within Fifteen (15) days from the date of the confirmed order from the Institute and submit the remittance proof along with the invoice.
- vii. Any clarification/query regarding the purchase order should be sought from the Library within one week (7) days of receipt of the order.
- viii. Exchange/ conversion rates for foreign currency will be charged as per RBI/ nationalized bank exchange selling rate prevailing on the date of issue of the purchase order for books and on the date of Remittance for journals/E-Resources Subscription.

#### 19. Supply:

- i. Supply of publications shall be at latest catalogue prices, the increase or decrease in the price of the books/ resource shall not affect the discount and delivery period after quotation is provided.
- ii. Any resources found damaged, or resources found without supplements as prescribed shall be rejected by the library and intimation shall be sent to the vendor. The vendor will be bound to supply or replace such resources at their own cost.
- iii. The Vendor shall have to submit the authentic price proof, duly certified and stamped, in support of the price charged, if the price of the book is not printed.
- iv. Latest editions of books must be supplied.
- v. In case of print resources, the empanelled vendor shall claim missing issues from the publisher(s) on their own, if the supply is arranged through them. The library shall, as usual, claim issues from the empanelled agent(s) where supplies are arranged directly from publisher(s).
- vi. The vendor will make sure the online access of e-resources or delivery of all the issues of printed journals/magazines by the speed post, courier service or in-person delivery without any additional cost.
- vii. The vendor(s) shall supply all the ordered books/library resources within the given time frame as specified in the purchase order. If a vendor fails to supply the ordered items within the stipulated time as provided in the supply order, the Institute reserves the right to cancel either the entire order or part thereof without any further notice/reminder.
- viii. Consignee and Mode of Dispatch: The Books/Journals should be sent to **THE LIBRARY & INFORMATION OFFICER, Central Library, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences Mawdiangdiang, Shillong – 793018, MEGHALAYA, INDIA** by Speed Post Parcel/Registered Parcel/Person.
- ix. All handling/postage/transportation/freight charges shall be borne by the vendor towards supplying the resource(s) to the Institute library.

- x. Institute shall not be responsible for any loss of Books/Journals during transit.

## 20. Invoicing procedure:

- i. Pre-receipted invoice(s)/bill(s) are to be submitted in quadruplicate (4 copies) and revenue stamp should be affixed on the original bill and it should be signed by an authorized signatory.
- ii. The prices in the invoice should be indicative of original currencies, and Indian rupees, with the currency conversion rate(s), as applicable..
- iii. The Invoice should bear the firm's Income Tax PAN, GST and Bank details.
- iv. Each invoice should be certified that the prices quoted are the exact prices as mentioned and the payment will be made as per the **Bank Exchange Rate**.
- v. Invoice should be raised to **THE LIBRARY & INFORMATION OFFICER, Central Library, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences Mawdiangdiang, Shillong – 793018, MEGHALAYA, INDIA.**
- vi. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.
- vii. Any taxes (GST, IGST, TDS etc.) levied by Government of India from time to time will be applicable.
- viii. A copy of publisher's invoice/copy of the printed catalogue/e-mail communication of price confirmation, as a price proof should be attached.
- ix. The payment of Foreign Currency will be made as per the Nationalized Bank/RBI exchange rates prevailing on the date of Remittance for the Print Journals/E-Resources Subscription and on the date of placement of order for Purchase of Books.
- x. In case orders are placed and in case of decreased rate, bill should be in accordance with the decreased rates. Suppliers/Vendors are required to certify that rates have not reduced than what has been charged in the bill.
- xi. Payment will be released only after successful activation of access to the subscribed resource(s) and on receipt of an invoice along with necessary remittance and documentary proofs.

## 21. Online activation/license agreement/usage data

- i. The empanelled Suppliers/Vendors should confirm the order to the publisher and activate access to online resources immediately after receiving order confirmation from the Institute without any additional charges.
- ii. The subscriptions should be entered in the name of "Library & Information Officer, Central Library, NEIGRIHMS" and the subscription number, etc. details should be immediately communicated to the library.
- iii. In case of online resources, the Customer's Copy of the License Agreement should be sent to the library as soon as the publisher sends it to the empanelled agent(s), preferably not later than Fifteen (15) days of remittance. The empanelled agencies should bear the responsibility of negotiating with the publisher for any updating/modification in the License Agreement as required by the Institute.
- iv. The empanelled Suppliers/vendors 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.
- v. 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.

- vi. The empanelled agencies should provide usage data (in the latest COUNTER format) of all the subscribed resources based on the request within Three (03) days.
  - vii. The empanelled Suppliers/vendors 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.
22. Institute's Bankers is "Bank of Baroda", Police Bazar, Shillong-793001.
23. **Liquidated damages** – If the supplier fail to deliver part or whole of the ordered books or fail to perform the services within the time frame(s) incorporated in the Order, the purchaser shall, without prejudice to other rights and remedies available to the purchase under the Order, deduct from the Bill, as liquidated damages a sum equivalent to 0.5% per week of delay or part thereof for delay of supply of books and/or services until actual delivery, upto a maximum of 10 % of the Bill.
24. i. NEIGRIHMS reserves the right to approve or reject any or all the Suppliers/Vendors. Institute decision will be final in all cases in respect of acceptance /rejection /arbitration.  
ii. NEIGRIHMS reserves the right to add any additional Suppliers/Vendors to the approved list of Suppliers/Vendors or to place the purchase order to any of the Vendor.
25. **Change in Address** - While applying for enlistment, the Suppliers/Vendors should mention address of his Registered Office as well as Head Office, if different. All documents i.e., Bankers' Certificate etc. should bear one of the above addresses, otherwise the same shall not be accepted. The Suppliers/Vendors shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of supplier.
26. **Removal from the approved list:** The name of the Suppliers/Vendors may be removed from the approved list of supplier, by the enlisting authority, if he:
- i. Has, on more than one occasion, failed to execute the order or has executed it unsatisfactorily; or
  - ii. Persistently violates any important conditions of the contract; or
  - iii. Fails to abide by the conditions of enlistment; or
  - iv. Is found to have given false particulars at the time of enlistment; or
  - v. Has indulged in any type of forgery or falsification of records; or
  - vi. Changes constitution of the firm or Individual without prior approval of the enlistment authority; or
  - vii. Changes permanent address / business address without intimation to the enlistment authority; or
  - viii. Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
  - ix. Persistently violates the labour regulations and rules, or
  - x. Is involved in complaints of serious nature received from other departments which prima facie appear to be true.
  - xi. Default in settlement of tax dues like income tax, Contract tax, sales tax, oc-troi, duties etc.
  - xii. Has already been demoted for other reason(s). or

- xiii. Ceases to fulfill eligibility criteria based on which enlistment/revalidation was done.  
Or
- xiv. Is considered not required to be in list of NEIGRIHMS, SHILLONG for any other reason considered fit by enlistment authority.

**AUTHORISATION FORM**

To

\_\_\_\_\_

\_\_\_\_\_  
*(Name and address of the purchaser)*

Dear Sirs,

Ref. Your Institute Order No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable distributors of \_\_\_\_\_ (Books/Journals/Non Book Materials etc.) having Head Office at \_\_\_\_\_, hereby authorise

Messrs \_\_\_\_\_ (*name and address of the agent*) to supply, process the same further and enter into a contract with you against your requirement as contained in the above referred Order No. for the above \_\_\_\_\_ published by us.

Yours faithfully,

\_\_\_\_\_

\_\_\_\_\_  
*[Signature with date, name and designation]*

for and on behalf of \_\_\_\_\_

*[Name & address of the Publishers]*

*Note : 1. This letter of authorisation should be on the letter head of the Publisher and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.*

*2. Original letter may be sent.*

**DECLARATIONS**

(i) I/We \_\_\_\_\_ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.

(ii) I/We also hereby declare that all matters related to NEIGRIHMS Shillong shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

(iii) Mr. \_\_\_\_\_, whose signatures are given below, is an authorized representative of this firm.

(iv) 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.

(v) I/We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.

(vi) I/We have read and understood the terms and conditions of NEIGRIHMS Shillong as mentioned in the document and consciously agree to abide by them.

Place: .....

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

Signature of Partners/Proprietors:

.....

## PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Order Reference No. : \_\_\_\_\_

Date of Ordering : \_\_\_\_\_

Name and address of the Supplier/Vendor: \_\_\_\_\_

Name and address of the Institute : \_\_\_\_\_

Order placed by (full address of Purchaser)	Order number and date	Description	Value of order (Rs.)	Date of completion of Supply		Remarks indicating
				As per Order	Actual	reasons for delay if any
1	2	3	4	5	6	7

Signature and seal of the Supplier/Vendor

\*\* The documentary proof will be a certificate from the consignee/end user with cross-reference of order no. and date in the certificate along with a notarized certification authenticating the correctness of the information furnished. If at any time, information furnished is proved to be false or incorrect, the earnest money furnished will be forfeited

\* In respect of above, certificate from Chartered Account can be produced with all the requisite details.

## CHECKLIST

Name of Vendor/Supplier:

Sl. No.	Activity	Yes/ No/ NA	Page No. in the TE document	Remarks
1	Have you enclosed duly filled application form as per format?			
2	Have you provide an affidavit on a non-judicial stamp paper of Rs. 100/-			
3	Have you enclosed Power of Attorney in favour of the signatory?			
4	Have you intimated the name and full address of your Banker (s) along with your Account Number?			
5	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years.			
6	Have you submitted copy of the order(s) and end user certificate?			
7	Have you submitted satisfactory performance certificate as per the Proforma for performance statement in respect of all orders?			
8	Have you provide documentary proof of your membership?			
9	Have you provide documents that you have registered under company act/partnership act/sole proprietorship firm?			
10	Have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
11	Have you submitted publisher's authorization?			

**N.B.**

- 1. The Supplier/Vendor may go through the checklist and ensure that all the documents/confirmations listed above are enclosed and no column is left blank. If any column is not applicable, it may be filled up as NA.**
- 2. It is the responsibility of Supplier/vendor to go through the document to ensure furnishing all required documents in addition to above, if any.**

\_\_\_\_\_  
(Signature with date)

\_\_\_\_\_  
\_\_\_\_\_  
(Full name, designation & address of the person duly authorised sign on behalf of the Supplier/Vendor)  
For and on behalf of

\_\_\_\_\_  
\_\_\_\_\_  
(Name, address and stamp of the firm)