



**Ref: NITTTR/SP/2025-26/0463**

**Dated: 07.05.2026**

Online tenders are hereby invited in one cover system for "Empanelment of Vendors for the Supply of Printed Books" in the prescribed format from reputed vendors/distributors/library suppliers in India to NITTTR Chennai. Bidders can download complete set of bidding documents e-procurement Platform <https://eprocure.gov.in/eprocure/app> from **07.05.2026** onwards. Bidders need to submit the bids online by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 28.05.2026 (04.00 PM)**  
(Server time).

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website:

<https://eprocure.gov.in/eprocure/app>

### CRITICAL DATE SHEET

|                                  |                                 |
|----------------------------------|---------------------------------|
| Publish Date                     | <b>07.05.2026</b>               |
| Bid document download start date | <b>07.05.2026</b>               |
| Clarification start date         | <b>08.05.2026</b>               |
| Clarification End date           | <b>25.05.2026</b> upto 04.00 PM |
| Bid Submission start date        | <b>08.05.2026</b>               |
| Bid Submission End date          | <b>28.05.2026</b> upto 04.00 PM |
| Bid opening Date (Technical)     | <b>29.05.2026</b> at 04.00 PM   |

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
CHENNAI**

**TENDER DOCUMENT (e- Procurement)**

|  |   |  |
|--|---|--|
| Name of work/ services                   | : | Empanelment of Vendors for the Supply of Printed Books |
| Tender Notification No.                  | : | NITTTTR/SP/2025-26/0463 dated 07.05.2026               |
| Date of Publishing                       | : | 07.05.2026   |
| Name of the Department                   | : | Resource Centre  |
| Last date & time of submission of tender | : | 28.05.2026 upto 04.00 PM                               |
| Date & time of opening of technical bid  | : | 29.05.2026 at 04.00 PM                                 |

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
CHENNAI**

**Notice Inviting Tender**

| <b>TENDER SUMMARY</b>                      |   |
|--|---|
| Tender Reference Number and Date           | NITTTTR/SP/2025-26/0463 dated 07.05.2026  |
| Name of the work                           | Empanelment of Vendors for the Supply of Printed Books  |
| Brief Description of the Tender            | National Institute of Technical Teachers Training and Research, Chennai-, invites an open Tender. This empanelment will be valid up to 02 (Two) years from the date of final approval of the empanelled suppliers list. Interested vendors/ distributors/ library suppliers may submit bids only in CPP portal.   |
| Type of Tender                             | One Bid System  |
| Mode of submission of tender               | ONLINE MODE only-Through Central Public Procurement (CPP) Portal.   |
| Tender Document Download & Bid submission: | <ol style="list-style-type: none"><li>1. Tender documents may be downloaded from Central Public Procurement (CPP) Portal at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>.</li><li>2. Aspiring BIDDERS who have not enrolled/registered in e-procurement should enroll/register before participating through the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>.</li><li>3. The portal enrolment is free of cost. BIDDERS are advised to go through instructions provided at CPP Portal.</li><li>4. Bids and supporting documents shall be uploaded through e-procurement portal only.</li><li>5. TECHNICAL BID should be submitted only in CPP portal as per the given format only.</li><li>6. All documents shall be SCANNED properly ensuring proper readability of the document.</li><li>7. Any document missed/having no proper readability will be summarily rejected and the bid of the respective BIDDER will not be considered for evaluation.</li><li>8. Any Hard copy of Bid documents shall summarily be rejected.</li></ol> |

|   |   |
|---|---|
| Validity of Bid   | Validity of Bid is 90 days.<br>(From the date of opening of Bid)  |
| Last date and time for receipt of Bid   | 28.05.2026 upto 04.00 PM<br>(21 days from floating tender)  |
| Date, time of tender opening<br>(Only Technical Bids)                                     | 29.05.2026 at 04.00 PM<br>(next day after receipt of bids)  |
| Contact Person for any queries related<br>with this tender<br>(Incharge, NITTTR, Chennai) | Dr. Seshu Babu Pulagara<br>Faculty incharge, Resource Centre<br>Mail id: <a href="mailto:seshubabu@nitttrc.edu.in">seshubabu@nitttrc.edu.in</a><br>Phone No.044-2254 5468/469 |

## **Terms and Conditions:**

### **1. Eligibility**

Bids from Authorized Indian Publishers/Suppliers/Distributors/Vendors for the Supply of Books to the Resource Centre of NITTTR Chennai alone will be considered. Incomplete and late bids are liable to be rejected summarily.

### **2. General**

The Director, NITTTR Chennai 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. NITTTR Chennai does not bind itself to add in approved list of vendors or to place the purchase order to any of the vendor.

### **3. Security Deposit**

Qualified vendors shall submit a security deposit amount of Rs.15,000/- (Rupees Fifteen Thousand only) vide Demand Draft, in favor the "Director, NITTTR Chennai" Payable at Chennai, within TEN (10) days of confirming vendor empanelment.

The above security deposit will be refunded to the vendors only on successful completion of the duration of empanelment i.e., two years from the date of commencement of empanelment.

### **4. Enquiry on availability of Books**

The Resource Centre may place an enquiry with empanelled vendors for the required titles and number of copies of each thereof, by email. Within five (5) days of receipt of the enquiry email, the vendors having books in their ready stock have to respond quoting available titles with number of copies and unit price, by reply email.

### **5. Purchase Orders**

Supply of books has to be made strictly against the Purchase Orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferably by e-mail. Any clarification/ query regarding the purchase order should be sought from the Librarian or Faculty In charge within five (5) days of receipt of the firm supply order.

### **6. Supply**

The supply should be free of freight charges and damaged books will not be accepted. If the supply is made through Railway Parcel / Registered Post or parcel or courier, the charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. If a vendor is unable to supply books from confirmed PO's within the timeframe, no further orders will be placed and the firm will be black-listed for a particular time period. The security deposit will not be refunded and treated as punishment.

### **7. Timeframe for supply and cancellations**

The vendor should supply the ordered books within 4 weeks for Indian books and 8 weeks for foreign books from the date of issue of purchase order. All the books must be supplied within the mentioned period, failing which, the order will automatically stands cancelled and no supply will be accepted against the orders after the expiry of the period.

### **8. Edition specifications**

Only the original, latest and economic editions of books must be supplied, unless specified otherwise. By default, Indian editions of books should be supplied if available. If not, clarification / permission should be sought, preferably by email, from the Resource Centre, for supplying available editions.

## **9. Invoicing procedure**

One invoice should be raised against one purchase order. Three Copies of Pre-receipted invoice for each purchase order is to be submitted should be addressed to The Director, National Institute of Technical Teachers Training and Research, Taramani, Chennai-600113.

## **10. Undertaking:**

Every invoice should certify that the prices quoted as per the publisher's invoice and latest catalogue, mentioned the books supplied against the orders have been checked for defects of all kinds and condition of accompanying material viz., CDs etc. and if any defects are identified, the defective books is to be replaced by the supplier, at the destination of supply.

## **11. Mandatory enclosures with invoice**

A copy of publisher's invoice as a price proof without any manipulation is mandatory with latest RBI / GOC conversion rate intimation letter. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

## **12. Discount**

Standard discount rate is a minimum of 25% on the SBI forex card rate on all types of books irrespective of the no. of copies.

## **13. Conversion Rates**

The prices in the invoice should be indicated in original currency. Reserve Bank of India (RBI) / Bank Forex conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.

## **14. Termination of registration and delisting from the panel**

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

- (i) If the vendor fails to deliver even, at least 85% of the supply (in terms of number of titles) during the year.
- (ii) In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute. In such case(s), the institute will be at liberty to cancel the registration without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

## **15. Payment**

100% payment will be released after supply and acceptance of books by the institute in good condition.

## **16. Other Terms**

- (i) NITTTR Chennai reserves the right to modify the terms and conditions of contract at anytime during the contract at its sole discretion and without assigning any reason
- (ii) NITTTR Chennai reserves the right to cancel the contract at any time, without assigning any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation. However, all pending bills will be settled as early as possible.

- (iii) NITTTR Chennai reserves the right to cancel the call for quotation, or extend the last date without assigning any reason or with or without notice and shall not be responsible for any loss or damage caused for any party.
- (iv) The publications, which cannot be supplied at our approved rates and terms, should be referred to us for our approval for the higher rates otherwise the books will be accepted at our approved rates.
- (v) NITTTR Chennai reserves the right to extend the tenure of the vendor beyond more than two years which depends only upon the satisfactory performance of the vendor as judged by the library committee.

#### **17. Enclosures Check List**

The Copy of PAN Card, GST Registration Certificate, Copy of Trade Association's Membership, Copy of Last three years balance sheet, Testimonials from institute like IIT's, IISER, IISc, NITs, Central Universities etc. and Copies of Certificate / letters from the publishers are to be enclosed along with bid.

#### **18. For further details kindly contact:**

Dr. Seshu Babu Pulagara  
Faculty -In- Charge  
Resource Centre  
NITTTR Chennai,  
Taramani, Chennai– 600 113.  
Phone:044- 2254 5469  
Email: [rc-fdp@nitttrc.edu.in](mailto:rc-fdp@nitttrc.edu.in)

#### **Declaration:**

I/We shall abide by the terms and conditions of NITTTR Chennai as mentioned in the document.  
The data provided in the bid is true.

**Signature of Partners/Proprietors.**

**Date (with Firm's Seal)**

**TECHNICAL BID**  
**(FOR PRE- QUALIFICATION)**

**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF  
PRINTED BOOKS to NITTTR, Chennai**

**(Please Read the “Terms & Conditions” Carefully Before Filling the Form)  
(Strike off whichever is not applicable)**

|    |   |  |
|----|---|--|
| 1  | Name of Vendor/Distributor/Supplier   |  |
| 2  | Complete Postal Address   |  |
| 3  | Telephone / Mobile Number   |  |
| 4  | Email Address   |  |
| 5  | Name & Address of Director(s) / Managing Director(s) / Proprietor   |  |
| 6  | If partnership, name and address of partners  |  |
| 7  | <p>Please tick mark and provide documentary proof of your membership in any of the following associations to be eligible firm must be member of the FPBAI since last five years.</p> <p>Good Offices Committee (GOC). - YES or NO<br/>Federation of Publishers' and Booksellers' Association of India (FPBAI) - YES or NO</p> |  |
| 8  | <p>Are you a distributor/dealer / stockiest / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship/dealership / stockiest / exclusive or preferred agent(s).</p> <p>YES or NO</p>                          |  |
| 9  | Year of starting of the firm with registration number /date   |  |
| 10 | GST Registration No. (Attach copies of GST Certificate)   |  |
| 11 | Is the firm an Income Tax payee? If so, please attach one copy of each of the Income Tax returns of the last three consecutive years and also a copy of the PAN card of the partners /owners.   |  |
| 12 | Minimum three (3) references of the Libraries of reputed institutes/organizations   |  |

|    |   |  |
|----|---|--|
|    | with whom you are already registered, such as institutes of national importance, government - established research laboratories (e.g., IITs, IISc, NITs, IIMs, IISERs, AIIMS, CSIR Labs, ICMR Labs, etc.), etc. If not able to submit so, the proper justification to be submitted and the committee's decision to include the name will be considered final. |  |
| 13 | Please provide details of the firm's annual turnover for the last three consecutive years with documentary evidence. This should be duly certified by a Chartered accountant. To be eligible, the average annual turnover should not be less than 50 lakhs in the last 3 financial years.   |  |
| 14 | Please provide an affidavit on a non-judicial stamp paper of Rs.50.00 for not having black- listed for a minimum of three (03) years by any of the Institutes, Universities, or Government organizations in India.  |  |
| 15 | Percentage of Discount offered for Indian Publications / Foreign publications (fill the details in Annexure – 1)  |  |

**Authorized Signature of Vendor/Supplier with Date and Stamp**

**DECLARATION FORM**

1. 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 and that we shall be bound by the acts of duly constituted attorney.

2. I/We also hereby declare that all matters related to NITTTR Chennai 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./Mrs. \_\_\_\_\_, whose signatures are given below, is an authorized representative of this 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.

Signature of Partners / Proprietors:

Place: \_\_\_\_\_

**Authorized Signature of Vendor/Supplier with Date and Stamp**

**Annexure - 1**

| S. No. | DESCRIPTION   | % of Discount offered  |   |
|--------|---|--|---|
|        |   | Discount on the publisher/ Indian Publications (Not less than 25%) | Discount on the publisher/ Foreign publications (Not less than 25%) |
| 1      | Textbooks   |  |   |
| 2      | Reference / Research publications   |  |   |
| 3      | Encyclopedias, Handbooks, Manuals, Dictionaries, Directories, etc.                    |  |   |
| 4      | Government/Academic/Institutions/Society Publications                                 |  |   |
| 5      | Swami's Publications  |  |   |
| 6      | General Publications [meant for Competitive Exam Guides, Objective type Q&A, GK, etc. |  |   |
| 7      | Hindi Publications  |  |   |
| 8      | CD/DVDs   |  |   |

**Declaration:**

I/We shall abide by the terms and conditions of NITTTTR Chennai as mentioned in the document. The data provided in the bid is true.

**Signature of Partners / Proprietors.**

**Date (with Firm's Seal)**

## CHECK LIST AND IMPORTANT DATES FOR BIDDERS

(To be enclosed with the Technical Bid)

| S.No.  | Particulars  | Compliance –<br>Wherever applicable<br>indicate page<br>number |
|--|--|--|
| 1.   | Whether <b>TECHNICAL BID</b> along with Annexure 1 and other enclosures as per the instructions given in the tender document submitted through <b>CPPP</b> ? |  |
| 2.   | Whether all the pages of the tender document ( <b>Technical Bid</b> , its enclosures) are duly signed and stamped by the Authorized signatory?               |  |
| <b>All the necessary documents with this Tender Document are submitted self-attestation.</b> |  |  |

| <b>IMPORTANT DATES</b>              |                          |
|-------------------------------------|--------------------------|
| Tender Notification date            | 07.05.2026               |
| Start Date for Submission of Tender | 08.05.2026               |
| Last Date for Submission of Tender  | 28.05.2026 upto 04.00 PM |
| Date of Opening of Technical Bid    | 29.05.2026 at 04.00 PM   |

**Signature, Seal of the BIDDER with Date**

**NOTE:**

Corrigendum/ Addendum/ Amendments/ Clarification, etc., with respect to works, if any shall be hosted in Central Public Procurement Portal Website only. Interested BIDDERS / Agencies are advised to visit Central Public Procurement Portal Website regularly, as no separate information/advertisement shall be published in the newspaper in this regard including any postponement of tender opening.