



राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)
(An Institute of National Importance under Ministry of Education, Govt. of India)
तेलंगाना / Telangana - 506004, India.

No. NITW/PS-20/G/2663/Empanelment of Vendors for supply of books/Library Date: 20-05-2026

Empanelment of Vendors for Supplying Books to Central Library, NIT Warangal for the period of two years.

National Institute of Technology Warangal invites Expression of Interest (EOI) from eligible, reputed, and experienced publishers/ distributors/vendors/book suppliers across India for empanelment of vendors for the supply of books (Indian and foreign publications) to the Central Library in the prescribed format.

The objective of this EOI is to empanel qualified vendors for procurement of books and ensure timely supply of quality publications. It also maintains transparency, competitiveness, and efficiency in procurement. Interested Indian firms may submit their applications along with requisite documents on **CPP Portal**.

Item Name	Empanelment of Vendors for Supplying Books to Central Library, NIT Warangal for a period of Two Years.
Tender Type	Open Tender
Submission of Sealed Eoi (with all the documents, duly attested Eoi document, Eoi processing fee)	20-05-2026
Clarification Start Date	Not Applicable
Clarification End Date	Not Applicable
Eoi Submission Start Date	20-05-2026
Eoi Submission End Date	30-06-2026 till 05:00 PM
Date of opening	01-07-2026
Registration Fee (Non-Refundable)	Rs. 2,360/-
EMD	Rs. 10,000/-
Bank Account Details	Account Name: DIRECTOR NITW Ac No.: 52109375198 Bank Name: State Bank of India IFSC Code: SBIN0020149 SWIFT CODE: SBININBBH14
Purchase Officer Name and Contact (Related to purchase inquiry)	Deputy Registrar (Purchase & Stores) NIT Warangal, Hanumakonda, Warangal, Pin Code - 506004, Telangana Email ID: dr_ps@nitw.ac.in
For any Queries	Shri G. Balakrishna Assistant Librarian, Central Library NIT Warangal Email ID.: balakrishna@nitw.ac.in

Instruction for applications and application pro-forma are as follows:

Instructions for application:

Interested publishers/ distributors/vendors/book suppliers should submit the application form on CPP Portal. This tender document has been published on the Central Public Procurement Portal (<http://eprocure.gov.in/eprocure>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

- 1. Registration:** The Central Library shall maintain an approved panel of vendors comprising booksellers, distributors, publishers, and their agents in India. Interested firms must register with the Central Library in the prescribed format (Annexure-A) along with a non-refundable registration fee of **₹2,360 (including 18%GST)** through bank transfer to the following account:

Beneficiary Name: **DIRECTOR NIT WARANGAL**
Account No.: **52109375198**
IFSC Code: SBIN0020149
Bank Name: State Bank of India
Branch: NIT Complex, HNK-Kazipet Main Road, Warangal - 506004.

- 2. Scope of Work:** Empaneled vendors shall supply textbooks, research and reference books, strictly ensuring the provision of the latest available editions. All supplies must be made in accordance with the purchase orders issued by the Library. Vendors are responsible for ensuring timely delivery, accurate invoicing, and compliance with all specified order requirements.
- 3. Eligibility Criteria:** The supplier must be a registered firm with a permanent address in India and shall submit details of its experience and credentials, along with copies of the registration certificate, bank details, GST registration, PAN, and other relevant mandatory documents, such as:
 - Last three years certified account statement for turnover ₹50 lakhs or above as attached at **Annexure-III**.
 - Self-declaration on the letterhead that firm was not blacklisted/debarred from any university/institute/govt. organization etc. as attached at **Annexure-I**
 - Satisfactory performance certificate from any two existing customers from CFTIs/Central Universities as attached at **Annexure-II**.
 - List of International or national publishers dealing and their authorization.
- 4. Empanelment Process:** Applications will be scrutinized based on eligibility and documents submitted. Shortlisted vendors may be evaluated based on experience, credentials, clientele, discount, etc. Final empanelment shall be placed before the Library Advisory Committee (LAC) and the Director for approval. The LAC reserves the right to accept or reject any or all applications without assigning any reason.
- 5. Validity of Empanelment:** The empanelment shall be valid for **two years** from the date of approval and may be extended for an additional one year, subject to satisfactory performance, at the discretion of the LAC and approval of the Director.
- 6. Discount:** Vendors must offer a minimum discount of **28%** on the published price of all Indian and foreign books. However, publications of Government bodies and Learned Societies may be supplied as per the applicable provisions and acquisition policy of the Central Library.
- 7. Authenticity of Documents:** If any document submitted by a vendor is found to be false or misleading, it will be treated as a breach of contract, leading to termination of empanelment and possible action effectively.

- 8. Performance and Blacklisting:** Failure to supply books on three consecutive occasions, or involvement in unfair practices such as forgery, misrepresentation, or fraud, will result in blacklisting and debarment from future dealings with the Institute.
- 9. No guaranteed Business:** Empanelment does not oblige the Institute to place any minimum order on any empaneled vendor; orders will be placed strictly as per requirement, budget availability and in line with the approved Acquisition Policy and Procedures for Books (Version 2.0).
- 10. Discipline and Communication:** Applicants must maintain professional discipline. Canvassing or repeated communication with the Library may lead to disqualification. Shortlisted vendors will be informed via email and/or post.
- 11. Acceptance of Terms:** Shortlisted vendors must agree to abide by the terms & conditions reflected in the acquisition policies and procedures of the Central Library. NIT Warangal reserves the right to modify and cancel the terms and conditions of the contract at any time without prior notice.
- 12. Last date for submission of Application:** Last date for submission of Application is on or before **30.06.2026 (5.00 p.m.)**. Late and incomplete Applications received after the due date and time, as well as incomplete applications, will not be considered.
- 13. Earnest Money Deposit (EMD) and Exemptions:** Bidders have to submit the EMD of Rs. 10,000/-, on-line through RTGS (Challan Copy of submission of EMD should be uploaded along with the technical bid) or Demand Draft in favor of 'The Director, NIT Warangal,' payable at Warangal. Earnest Money is to be submitted by all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) against submission of valid MSE Certificate.

All empaneled vendors shall adhere to the Central Library's terms & conditions for the supply of books.

DECLARATION REGARDING NON-BLACKLISTING / NON-DEBARRING FOR TAKING PART IN TENDER

I/We..... (Bidder) hereby declare that our Firm/Agency namely M/s..... has not been Blacklisted or Debarred in the past by Union / State Government/Autonomous Institute/CPSE or any other organization from taking part in Government Tenders in India.

(Or)

I/We..... (Bidder) hereby declare that our Firm /Agency namely M/s..... was Blacklisted or Debarred by Union / State Government/Autonomous Institute/CPSE or any other organization from taking part in Government Tenders for a period of Years w.e.f _____ to _____. The period is expired on and now the Firm/Company is entitled to take part in Government Tenders.

In case the above information found false, I/ We are fully aware that the Tender / Contract will be rejected / cancelled by Director, NIT Warangal and Performance Security Deposit (PSD/PBG) shall be forfeited.

In addition to the above, Director, NIT Warangal, will not be responsible to pay the bills for any completed / partially completed work/supplies made.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)
Name

Signature:
Full Name:
Address:
Mobile No:
Aadhar No:

ANNUAL TURNOVER

To,
The Director,
(For Purchase & Stores Section)
National Institute of Technology, Warangal

Reference No.: _____

Name of Work: - _____

Dear Sir,

I/We hereby declare that our firm's Annual Turnover as follows, and I/We have also supported an Audited Accounts for your references:

F.Y. 2022-23	F.Y. 2023-24	F.Y. 2024-25

And,

2) I/We hereby declare that, our firm had filed Income Tax Returns for last three years. Supported by copy of ITR of three years duly certified by a practicing CA with UDIN number.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-A

**NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
CENTRAL LIBRARY**

Vendor Registration form - Supply of Books

DECLARATIONS

1.	Name & Address of the registered firm/agent (Proprietorship/Partnership/Company/LLP)	
2.	Tele. No. Mobile No. e-mail:	
3.	Years of Experience in supplying books to libraries	
4.	Are you a member of the FPBAI? (please attach a copy of your registration)	
5.	Are you a dealer/distributor/exclusive agent of any publishers? If so, please submit copies of authorization letters	
6.	a) Permanent account No (PAN) b) Service Tax No/GST No c) Udyam Registration Certificate No. (Under MSME Scheme)	
7.	a) Bankers Name & address b) Bank A/C No. c) Name of the Account holder d) RTGS/NEFT Nos.	
8	Are you a regular supplier of books to libraries of public funded institutes like IITs, NITs, IIMs, IISERs, IISc, Central Universities, etc.? (please enclose copy of PO/WO/ empanelment order/ relevant documentary evidence)	
9	Do you have a direct import license? (Please attach documentary proof)	
10	Do you have an account with foreign publishers to directly import books? (please provide documentary proof)	
11	Annual turnover (in Rs Lakhs) for the last three years. Copies of audited statement of accounts, IT Returns for the last Three (03) Financial years duly certified by CA to be enclosed.	
12	EMD Details	
13	List of Publishers dealing and their authorization.	

I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority. I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above. I/We also agree to the terms and conditions for supply of the books to NIT Warangal Library. The signature of the authorized representative of the form is given below:

Place :

Signature :

Date :

Name :

Designation :