

ADVERTISEMENT FOR EMPANELMENT OF PUBLISHERS/DISTRIBUTORS/VENDORS
FOR SUPPLY OF BOOKS TO THE LIBRARY, ISI KOLKATA

Advertisement Empanelment No.: ISI/LDISD/47/2026/15

Date: 31/08/2026

ISI Kolkata invites applications for "Vendor Empanelment" in the prescribed format (Annexure-II) from the reputed Publishers/ Distributors/ Vendors as an authorized vendor for the supply of books to ISI Kolkata. This empanelment will be valid for the remaining period of Financial Year 2026-27, 2027-28 & 2028-29.

The application with detailed guidelines, terms and conditions is available on the Institute's website at <https://www.isical.ac.in>. The duly filled application form, along with the necessary documents, must reach the "**Chief Librarian**, Library, Documentation & Information Science Division, Indian Statistical Institute, 203 B. T. Road, Kolkata 700108 (India)" latest by 25th September 2026 (5:00 PM) in a sealed envelope, under the subject "**Documents for Vendor Empanelment**".

For Terms and Conditions, please see *Annexure I*.

The decision of ISI Kolkata regarding the empanelment of Publishers/Distributors/Vendors shall be final.

Sl.	Particulars	Details
1	Security deposit (refundable)	Selected vendors should deposit a REFUNDABLE security deposit of Rs. 10,000/- (Ten Thousand Only)
2	Last date and time of receiving applications	<u>25th September 2026</u> (by 5:00 PM)
3	Address of Communication	The Chief Librarian Library, Documentation & Information Science Division, Indian Statistical Institute, 203 B T Road, Kolkata 700108
4	Email Address	chieflibrarian@isical.ac.in (CC: liboffice@isical.ac.in)
5	Bank Details	Bank Name: Indian Bank Branch: Dunlop Bridge Branch Account Holder: Indian Statistical Institute Account No.: 20571463899 IFSC: IDIB000D682

Indian Statistical Institute
Library, Documentation & Information Science Division,
203 B. T. Road, Kolkata 700108

Terms and Conditions for the Publishers/ Distributors/ Vendor registration and empanelment for the supply of printed books to the ISI Library, Kolkata

1. The Vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ other State Booksellers' and Publishers' Association / other registered federations and / or have a company registration certificate by the GOI
2. Minimum Five references of libraries of organizations with which you are already registered and limited to: (*e.g., IITs, NITs, IIMs, IISc, NISER, ICAR, CSIR, IISERs, Central or State Universities*). Order copies of the same should be furnished along with the performance certificate.
3. Vendors should have a Permanent Account Number (PAN) and Goods and Services Tax Certificate (GST).
4. Vendors should submit ITR for the last 3 years. The Vendor should submit an Affidavit before a notary on a Rs 100 stamp paper regarding the Non-Blacklisting declaration in educational institutes.
5. Vendors should submit CA-certified turnover certificates for the last 3 years, with a minimum Turnover of Rs 75 lakh PA.
6. The Vendor should have supplied a minimum of 5 Lakh Rupees worth of resources to at least 2 Organizations in a single year during any of the last 2 of the last 3 years. Or Vendor should have a single order of more than 10 Lakh in any single year out of the last 3 years.
7. The Vendor should supply the ordered books within 30 days for Indian books and 45 days for foreign books from the date of issue of the order. Failing which, the order will be cancelled, and the procedure to debar the Vendor may be initiated.
8. The books shall be properly packed and delivered at the supplier's expense and risk. Damaged or soiled books will not be accepted.
9. The supply of books will be at the firm's risk until the Institute's acceptance.
10. Payment terms: All payments will be made in Indian Rupees. Full (100%) payment will be released upon the Institute's receipt and acceptance of the books in good condition.
11. Physical documents (books, etc.) along with two copies of Original bills/ Invoices shall be delivered to the following address: **The Chief Librarian**, Library, Documentation & Information Science Division, Indian Statistical Institute, 203 B. T. Road, Kolkata 700108 (India)

10. The Vendor should offer a maximum discount on the published/printed price for all books in English/Hindi/other languages of Indian or foreign origin, and should in no case be less than the following discount percentage under different categories, as given below.

Table (i): Fixed Discount percentage for the current edition of a book that is published not more than five years before the current year of ordering:

Sl. No.	Publication type or Number of copies purchased	Indian Title/ Indian imprint of foreign title (<i>discount % on printed/publisher's price</i>)	Foreign Title (<i>discount % on printed /publisher's price</i>)
1	Less than <u>Five Copies</u> purchase	20%	22%
2	Reference books such as dictionaries, encyclopedias, handbooks, etc.	25%	25%
3	Govt./Society publications / short discount / no discount publications	Publisher's price – (discount earned) + 5% handling Charges on net amount as per GOC norms (Vendor should submit an open publisher's invoice along with a certificate in this regard)	

*The **copyright year** OR the year of the new edition/reprint/impression of the book will be used to calculate the publishing year.*

11. Unless otherwise specified, only the latest edition of the publication will be accepted.
12. Unless otherwise specified, the Indian/paperback edition of a title should be applied, if available.
13. The supplied publication must be new and in good condition, without any defects or damage.
14. Books will be enquired through email only. The library should send the bibliographic details of the books through email, and the Vendor should revert the same within three working days after filling in the details like (*Price, Availability, No. of days to supply the books, etc.*).
15. Library Committee, ISI Kolkata reserves the right to place/cancel/split the order amongst various suppliers without assigning any reason thereof.
16. Original bill(s)/invoice(s) are to be submitted in duplicate (two copies). A revenue stamp should be affixed on the original bill, duly signed by an authorized signatory.
17. The Vendor will have to submit the bills for foreign books converted to Indian Rupees at the bank exchange rate provided by ISI Kolkata on the date of purchase. The rate is obtained from the Library at ISI Kolkata and is valid for 15 days.

18. ***The bill should have quoted the following:***

- I. The price has been correctly charged in accordance with the publisher's invoice/printed price.
- II. The latest edition/ordered edition of the books has been supplied. No "Remaindered" title is supplied.
- III. Rates are charged at the bank's exchange rate.
- IV. Printed books are exempt from GST.
- V. Ref. No. & Date / ISBN / Author / Title / Publisher / Quantity / Currency/ Conversion rate, Original price/ Discount (%) / Discounted price/ Gross amount or Net Amount, etc.

19. The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

(a) In case of a foreign title: i) If the price of the book is not printed, the Vendor must submit the publisher's invoice copy of the book as a price proof; ii) If any exclusive Indian distributor exclusively distributes a foreign title, then the Vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and the price of the book along with the invoice of the authorized exclusive distributor, as price proof.

(b) In case of Indian title: If the book's price is not printed, the Vendor must submit a copy of the publisher's/authorised distributor's invoice as proof of price. Publisher's catalogue is generally not accepted as price proof.

20. All entries in the bill (*following serial numbers 17 & 18*) should be typed/neatly handwritten in the format acceptable to the library.

21. Selected vendors should deposit a refundable security deposit of Rs. 10,000 (Ten Thousand Only) in the bank details mentioned below: Bank Name: **Indian Bank**, Branch: **Dunlop Bridge Branch**, Account Holder: **Indian Statistical Institute**, Account No.: **20571463899**, IFSC: **IDIB000D682**

22. The refund will be processed at the end of the Vendor's tenure, provided there are no outstanding issues.

23. All pages of the relevant documents must be signed and stamped by the firm.

24. The Library Committee reserves the right to extend the tenure of the Vendor beyond the FY 2028–29, but not more than one year, which depends only upon the satisfactory performance of the Vendor as judged by the Library Committee.

25. The Library Committee reserves the right to amend the terms and conditions for vendorship, recommend or reject any or all book vendors, and such amendments are binding on the

vendors. *The decision of the Library Committee shall be final in all cases, and no explanation will be given.*

26. In the case of a foreign edition, a certificate from the supplier stating that "*Indian reprint/edition is not published*" for the title (*mention the title*) is required.

27. Only the paperback edition should be supplied, wherever available. If Paperback editions are not supplied, a certificate would be submitted stating that "No paperback edition for the book(s) [mentioned name of title(s)] is/are available." ***The Books must be of the latest edition.***

28. All matters of dispute will be subject to the legal jurisdiction of the courts at Kolkata.

29. The Publishers/Distributors/Vendor should submit a valid Registration Certificate of the bookshop/office/firm.

For any clarification, please contact: Dr Tapan Kumar Mandal, Deputy Librarian, ISI Library, Kolkata.
Email:tkm@isical.ac.in; Phone: +03325752106; Mobile No.: +91 9433379997

Dr Kishor Chandra Satpathy

Chief Librarian

Place: Kolkata

Date: 31/08/2026

डॉ. किशोर चंद्र सतपथी / Dr. Kishor Ch. Satpathy
मुख्य पुस्तकालयाध्यक्ष / Chief Librarian
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