

**The Invitation to Potential vendors for supplying books and other study material to the Library of IIT, Allahabad**

The institute is inviting the applications from the vendors dealing with supply of books and other study materials for its Library. The format of application and terms and conditions are available [here](#).

The application may be submitted via email to [library@iiita.ac.in](mailto:library@iiita.ac.in) at any time throughout the year. For any further query the interested parties may contact Mr. Sarvesh Kumar Mishra, LIA, Mobile: 9415344426, phone 0532-2922079 (Off.), email: sarvesh@iiita.ac.in

**Faculty incharge (Library)**

**PROFORMA FOR APPLICATION**

1. Name of the firm (As registered):-.....
2. Address of the firm:-.....  
.....
3. Phone Number:- .....
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
- a) Date from which the firm is operating:-.....
- b) Turnover of the firm during:- FY 2012-13 (Rs.).....  
FY 2013-14 (Rs.).....
- (Please attach documentary evidence)
- c) PAN No.:-.....
- d) TIN No.:- .....
- e) UPTT/CST No.:-.....
- f) Service Tax Registration No, if any.-.....
- (g) Details of clients to whom service provided (with documentary evidence)

Sl. No.	Name of the Institute/University	Name & Designation of the Contact Person	Contact Number	Period	
				From	To


Important: Please attach customer satisfactory certificate for above services/works.

Seal and signature of the proprietor OR  
Authorized Representative Phone No.....

**Terms and Conditions**

1. Invoice/Bill should be marked to Director, Indian Institute of Information Technology, Allahabad must accompany every parcel.
2. Every Bill/Invoice must given Serial No. as well as Order No. and Date and must be sent in triplicate.
3. Bill should be submitted separately for each order.
4. Discount 20%
5. Price proof must be enclosed with Bill/Invoice.
6. Proof of currency conversion rates (GOC) must be enclosed with every Bill/Invoice.
7. Loss and damages during transportation will be the liability of supplier. No damaged books will be accepted.
8. PAN No. / TIN No., Service Tax Registration No. etc. must be quoted in every Bill/Invoice. If PAN not quoted, 20% tax will be deducted at source.
9. Please execute the order within 20 days (for Indian books) and 45 days (for Foreign books) from the date of receipt of Supply Order or intimate the status as early as possible. Accordingly, the institute will issue afresh order to the same supplier for unsupplied books. Governing terms and conditions in this regard are as follows-
  - a) The vendor should communicate the titles which are not being supply.
  - b) The institute will prepare a comparative chart involving 3-4 online vendors.
  - c) The details of online vendor(s) having lowest cost will be communicated by email or phone to procure the unsupplied books.
  - d) Supply the books to the institute’s library on terms and conditions as mentioned above at point 1-8 (except 20% discount).
  - e) The original amount paid by supplier to the online vendor(s) will be reimbursed by the institute (without any additional commission).