

# **NOTICE INVITING QUOTATION**



## **INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD**

**Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA**

### **NOTICE INVITING QUOTATION (NIQ) FOR EMPANELMENT OF VENDOR FOR SUPPLY OF BOOKS IN CENTRAL LIBRARY AT IIIT-A.**

**Ref. No.: IIITA/SP/NIT/456/2503/2025**

### **Department Central Library, IIIT-Allahabad**

Contact Person:

**For Technical Query**

Shri. R.K. Jena

Email: [jr.lib@iiita.ac.in](mailto:jr.lib@iiita.ac.in)

Tel: 0532-292-2106

**For Commercial Query**

Stores & Purchase Section

Email: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)

Tel: 0532-292-2804

## **NOTICE INVITING QUOTATION (NIQ) DOCUMENT**

Indian Institute of Information Technology Allahabad (IIIT Allahabad) invites reputed Booksellers/ vendors/ suppliers/ agents/ distributors in India to participate in the process of “Empanelment for Supply of Books” to the Central Library in the prescribed format.

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents to "The Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U. P.

This empanelment will be valid initially for a period of two consecutive years which may be extended to further one year on the basis of satisfactory performance.

### **Eligibility Criteria for Empanelment**

Booksellers/ vendors/ suppliers/ agents/ distributors who apply for empanelment must fulfil the following conditions for eligibility:

1. The vendor should have a valid membership of the Federation of Publishers/Booksellers Association in India or of any such relevant national/state registered body.
2. The bidder should have a minimum annual turnover of 5 Lakhs in every single financial year in the last three consecutive years during the span of the last three years. A certificate from CA/Balance Sheet should be attached. The bidder should also submit a copy of IT returns for the last three consecutive years during the previous three years and provide PAN/TAN number in the prescribed application form along with the valid address proof.
3. The bidders should have minimum 2 references of libraries of national reputed organizations preferably CFTIs and Central Universities of MHRD and other equivalent higher education & research institutes of GoI with whom the vendor is already registered and currently dealing with. Attach Performance certificates/Empanelment Letter/Work Order from the serving institutions.
4. The bidders should not have been debarred/blacklisted during the last three years by any university/institute/college/government organisation. Please furnish self-declaration for the same.

### **Instruction to the Booksellers/ vendors/ suppliers/ agents/ distributors**

- The application should be signed by an authorized signatory of the firm bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- Incomplete forms will not be considered for the empanelment of the vendor.
- At any given point, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- Book vendors/suppliers selected for empanelment have to deposit interest free Performance security money of Rs. 20,000/- (Rupees twenty thousand only) in favour of the Director, IIIT Allahabad within 15 days on award of Empanelment letter . The security money will be refunded on request after completion of the empanelment period or on completion of at least one year from the day of empanelment in case of self withdrawal or dissolution of empanelment or termination of vendor or from whatsoever reason may be, through electronic mode after deduction of dues or penalty levied if any.
- Performance Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Security Money has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post to "The Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U. P. super scribing "Performance Security Money Empanelment for Supply of Books to Central Library, IIIT Allahabad"

The details for payment are as follows:

Name of the Account Holder : IIIT A EMD and Security Deposit Account

Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj

Account No. : 8636000100031943

IFSC Code : PUNB0863600

- The selected vendors/suppliers for empanelment have to enter into an agreement with the Registrar, IIIT Allahabad on a non judicial stamp paper of Rs.100/- (duly attested by the Notary), the cost of which has to be borne by the vendor/supplier. The agreement would have to be signed within 21 days by the awarded firm from the date of issue of work order/Award of contract.

- On receipt of the requisition, the Central Library, IIIT Allahabad, may send a pre-order enquiry email (through **lib.enquiry@iiita.ac.in**) to all empanelled vendors, seeking information on availability, price, discount, supply period, title(s), number of copies, and mandatory bibliographic details.
- The vendor/supplier shall submit the quotation in the prescribed format (Annexure-I) within **three (03) working days** from the date of the enquiry, in a password-protected file, by replying to the same email with the requisite details. The password shall be shared by all the vendors /suppliers who have submitted their quotation on the fourth (4<sup>th</sup>) days to the same email
- The Purchase Order will be awarded on the basis of highest discount (minimum discount fixed by IIIT-A plus additional discount offered by the vendor) offered on the list price for the specific title for which IIIT-A made an enquiry.
- The vendor will send an acceptance through mail on receipt of the purchase order within 03 working days, failing which the order will be automatically cancelled and Central Library, IIIT-A will place fresh purchase order to the next empanelled vendor who offered second highest discount for the same title at the time of enquiry and so on.
- Vendor should supply the ordered books in one lot (in toto), and not in piecemeal or partial delivery failing which lead to cancellation of the order and procedure to debar the vendor may be initiated.
- IIIT-A will cancel the order and impose a penalty @0.5% on the MRP if the vendor/supplier fails to supply the title within the stipulated time as mentioned in the purchase order plus grace period, if any. The penalty will be deducted from the invoice amount or from security deposit. Fresh purchase order for such unsupplied title(s) will be issued to the next empanelled vendor who offered second highest discount at the time of enquiry and so on.
- The Institute reserves the right to approve or reject any or all applications in whole or in part without assigning any reason thereof. The decision of the Institute shall be final and binding on the vendor/supplier in respect of any clause covered under the empanelment.

### **NIQ Schedules of Events**

The NIQ Participants are requested to note that dates mentioned in the schedule of events IIIT Allahabad reserves rights to modify these dates at any time.

S No.	Event	Timeline
1.	Publication of Notice Inviting Quotation (NIQ)	04/09/2025
2.	End date of submission of Notice Inviting Quotation (NIQ)	25/09/2025 04:00 PM
3.	Publication of Corrigendum, if any	10/09/2025 04:00 PM
4.	Opening of Notice Inviting Quotation (NIQ)	25/09/2025 04:30 PM

### **Submission Process**

Duly sealed NIQ are to be submitted in the office of the Deputy Registrar (S&P), Stores & Purchase Section of IIIT Allahabad by Speed Post or physically at Tender Box kept in the purchase section. The sealed cover should reach latest by 25/09/2025 up to 4:00 PM either by Speed Post/Registered Post. The envelope super scribing “Application for Empanelment for Supply of Books to Central Library, IIIT Allahabad”. Postal delay will not be entertained.

NIQ documents submitted by the Bidder should be concise and contain only relevant information as required under the NIQ Bids shall consist of supporting proofs and documents as defined in the Eligibility criteria.

### **Period of validity of NIQ**

The proposal shall remain valid till 60 days from the date of opening of NIQ. However, in exceptional circumstances, IIIT-Allahabad ask for extending the period of validity and such a request shall be binding on bidders.

Note:

This NIQ is for vendor shortlisting purposes only. The Institute reserves the right to accept/reject any submission without assigning any reason.

## **Application Form for the Empanelment of Vendors for Supply of Books to Central Library, IIT Allahabad**

*(Note: Read the Agreement of Empanelment and Book Supply Terms and Conditions carefully before filling the form)*

### **1. Details about the Firm**

- A. Name: .....
- B. Address(es) of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:  
.....  
.....
- C. Mobile Number: .....
- D. Email-Id (for all official correspondence after empanelment)  
a. ....  
b. ....
- E. Type of Proprietorship:  
.....
- F. Name and address of Directors / Managing Directors / Proprietors:  
.....  
.....
- G. If partnership, name and address of Partners  
.....  
.....  
.....
- H. Registration No.:..... (attach proof)
- I. Direct Import license.:..... (attach proof)
- J. GST No.:..... (attach proof)
- K. Membership of any National/State Level Booksellers and Publishers Association ..... (attach proof)
- L. Do you have a direct import license? (If Yes, please attach a copy of the same)
- M. Do you have an account with the reputed foreign publishers for importing books directly through them? (If yes, please furnish documentary proof)
- N. Are you able to procure books including Govt. and society publications from abroad in 2 months against specific order?

### **2. Mandatory Information:**

- O. Bank Details:  
Name of Account Holder:.....  
Bank A/c Number:.....  
Name of Bank & Address.....  
IFSC:.....  
Name of the authorized signatory:.....
- P. Specimen signature of the authorized signatory:.....

- Q. TIN/PAN No.: .....(attach proof)
- R. Copy of Income Tax returns for A.Y. - 2021-22, 2022-23, & 2023-24
- S. Annual Turnover of the Firm duly certified by a Charter Accountant for F.Y. 2021-22, 2022-23, & 2023-24.....(attach proof)
- T. Proof of current empanelment with CFTIs and Central Universities of MHRD and other equivalent higher education & research institutes of GoI..... (attach proof)
- U. Proof of Business with CFTIs and Central Universities of MHRD and other equivalent higher education & research institutes of GoI for F.Y. 2021-22, 2022-23, & 2023-24 .....(attach proof in original duly issued by the institute/university)

**3. Discount wish to offer over the discount fixed by IIT Allahabad**

S. No.	Document Types	Discount Fixed by IITA (%) (on publisher price)	Additional Discount (%) offered by Vendor over the Discount fixed by IITA	Supply Time (Maximum)	
				Foreign	Indian
1	General Books	20%			
2	Handbooks, Dictionaries and Encyclopedias etc.	30%			
3	Short discount and Low price edition titles (where vendor earned less than 20% discount)	(Publisher price – Discount earned) + actual shipping charged + 10% of publisher's price			
4	Government and Society publications and No discount titles	Publisher price + actual shipping charged + additional 10% of publisher price			
5	Hindi, Sanskrit or other Regional Language Books	10%			

**4. Enclosure details (all original documents and photo copies enclosed should be self attested)**

- (1).....(Original/ Photo Copy)
- (2).....(Original/ Photo Copy)
- (3).....(Original/ Photo Copy)
- (4).....(Original/ Photo Copy)
- (5).....(Original/ Photo Copy)
- (6).....(Original/ Photo Copy)
- (7).....(Original/ Photo Copy)
- (8).....(Original/ Photo Copy)
- (9).....(Original/ Photo Copy)
- (10).....(Original/ Photo Copy)

**Part-A**Notice Inviting Quotation

Tender Enquiry No. IIITA/SP/\_\_\_/\_\_\_/2025

Date: \_\_/\_\_/\_\_\_\_

The Central Library, Indian Institute of Information Technology Allahabad invites quotation in the given format (Part-B) from the empanelled book vendors/suppliers empanelled through reference no. IIITA/SP/\_\_\_/\_\_\_/2025

1. **Brief Details of item(s)/ Material:** See Part-B
2. **Contact for information for any technical details:** Jr. Superintendent (Library) Tel. No: 0532-2922079, Email: lib.enquiry@iiita.ac.in
3. **Submission of Quotation to:** Joint Registrar (Library), Central Library, IIIT Allahabad, Deoghat, Jhalwa, Prayagraj - 211015
4. **Last Date and Time of Submission:** On or before \_\_/\_\_/\_\_\_\_ (6:00 PM)
5. **General Terms and Conditions:** As per the Agreement signed
6. **Important Note:**
  - i) Vendors are requested to refer institute website regularly for any update/corrigendum issued, if any till last date of quotation submission.
  - ii) Quotations should be submitted through reply email or sealed/closed envelopes or any mode as per prevailing practice by IIIT Allahabad.

**Part-B**Price Quotation Format

Enquiry No. IIITA/SP/\_\_\_/\_\_\_/2025

Date: \_\_/\_\_/\_\_\_\_

Sl No.	Title	Author(s)/ Editor(s)	Publisher	Year/Edition	ISBN	No. of Copies	Currency	Unit Price	Minimum Discount. % fixed by IIIT-A (General/Reference Books)	Discount % offered (Above the minimum. Discount)
									20/30	
									20/30	
									20/30	
									20/30	

Signature of Vendor

Date

Seal



**ANNEXURE-II**

NIQ Ref No. **IIITA/SP/NIT/456/2503/2025**

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING**

(On the letter head of the bidder)

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby  
declare that the firm/ company namely M/S.  
.....has not  
been blacklisted or debarred in the past by any organization from taking part in Government  
tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S.....  
hereby declare that the firm/ company namely  
M/S.....was blacklisted or debarred by  
any Government Department from taking part in Government Tenders/bids for a period  
of.....years w.e.f.....The period over on and now the firm/ company is  
entitled to take part in Government Tenders/bids. In case the above information is found false  
I / we are fully aware that the Tenders/bids/ contract will be rejected/cancelled by the  
**IIIT-Allahabad.**

In the event of the firm getting blacklisted / debarred / declared non-performer in any  
organization from the date of filling the Tenders/Bids, the facts will be disclosed, failing  
which the Tenders/Bids response is liable to be cancelled without assigning any reason.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

NIQ Ref No. **IIITA/SP/NIT/456/2503/2025**

**DECLARATION**

(On the letter head of the bidder)

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident \_\_\_\_\_ of  
Proprietor/ Director/ Authorized Signatory of the Company /Firm, mentioned above, is  
competent to sign this declaration and execute this NOI document;

I/We hereby certify that I/We have read the entire terms and conditions of the NIQ documents  
from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), etc.,)  
I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information/documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief. I/we are well aware of the fact that furnishing of any false  
information /fabricated document would lead to rejection of my NIQ at any stage besides  
liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been  
taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender condition so above mentioned NIQ document(s)  
in it's totally/ Entirely.

Authorized Signatory (Signature In full):

\_\_\_\_\_

Name and title of Signatory:

\_\_\_\_\_

Stamp of the Company:

\_\_\_\_\_

## **Agreement of Empanelment and Book Supply Terms and Conditions**

This agreement of vendor empanelment and book supply “Terms and Conditions” is executed on \_\_\_\_ of \_\_\_\_ 2025 between the **Registrar, Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U.P.** (hereinafter referred as IIIT Allahabad) on the first part.

and

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred as the vendor) on the second part.

Whereas IIIT Allahabad invited the vendor to participate in the empanelment process to supply books to Central Library, IIIT Allahabad and the vendor participated and selected in this process by IIIT Allahabad to supply books for a period of two consecutive years (or as decided by IIIT Allahabad) w. e. f. date of award of contract/work order \_\_\_\_\_ or actual days of execution, which may be extended for further one years on the basis of satisfactory performance and whereas the vendor has agreed upon to the supply “Terms and Conditions” as laid down by IIIT Allahabad.

NOW THEREFORE IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN BOTH THE PARTIES HERE TO AS FOLLOW:

### **1. Book Enquiry:**

- a) IIIT Allahabad may float an enquiry(online/offline) to all the empanelled vendors for the required title(s), number of copies, and mandatory bibliographic details in the prescribed format (Annexure-I).
- b) IIIT Allahabad will mention the last date of submission of quotation depending upon the number of titles contained in each enquiry for the convenience of the vendor.
- c) The vendor will submit quotations within the given period of time as mentioned in the enquiry through mail or sealed/closed envelopes or any mode as per prevailing practice by IIIT-Allahabad.
- d) The quotation must contain Title, Author, Publisher, ISBN, Edition, Binding Type (Pbk/Hbk), List Price, Discount and Supply Duration.
- e) IIIT Allahabad will not follow up the vendor for every enquiry and will not wait beyond the stipulated time mentioned in the enquiry for getting financial quotes from all.

### **2. Purchase Order:**

- a) IIIT Allahabad will award purchase order on the basis of comparative evaluation of the quotation received against enquiry. The order will be awarded on first come first serve basis if more than one vendor quotes same percentage of discount.
- b) In case of out of print title(s), the empanelled vendors may be approached to buy the title(s) from online vendor and supply to IIIT Allahabad. In such cases, Purchase Order will be placed to the vendor who offered lowest quotation.

- c) The vendor will send an acceptance through reply mail on receipt of the purchase order within three working days, failing to which the order will be automatically cancelled and place to the next vendor in the queue of comparative evaluation of the quotation.
- d) The vendor will strictly supply book(s) as per the purchase order(s).
- e) Any clarification/query regarding the purchase order should be sought from Joint Registrar (Library), IIIT Allahabad within three working days of receipt of the order.
- f) The vendor will supply the latest edition of the book published till the date of supply, unless IIIT Allahabad specifically mentioned the previous edition of the book.
- g) The vendor will preferably supply the paperback/low price/Indian editions in comparison to hard bound editions of any book.
- h) In case of any confusion regarding supply of books, the vendor has to get confirmation from the Joint Registrar (Library), IIIT Allahabad through email.

### **3. Time Frame for Supply and Cancellation of Purchase Order:**

- a) Indian book: 45 working days and Foreign book: 90 working days(from the date of purchase order)
- b) IIIT Allahabad keeps a provision of granting a grace period of up to 07 days on receipt of prior request with proper justification and documentary proof.
- c) The purchase order will be automatically cancelled, either in case of (i) non-receipt of acceptance of the purchase order within 03 working days through reply mail, or (ii) on expiry of purchase order, whatsoever the reason may be.

### **4. Delivery of Books:**

- a) The vendor will send the books addressed to "The Joint Registrar (Library), Central Library, Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj 211 015, Uttar Pradesh (India)", through any surface mail mode. V.P.P. is not accepted by IIIT Allahabad.
- b) It is the responsibility of the vendor to deliver a complete book in all respect as per purchase order and in good condition. In case of any discrepancy found in the book(s) delivered to IIIT Allahabad, the vendor is liable to take back the book at its own expense and supply the proper book(s) within a legitimate period; otherwise the order will be cancelled. IIIT Allahabad does not have any responsibility for such books if not taken back and replaced by the vendor.
- c) The vendor is liable to replace the book(s) having printing faults, even noticed by IIIT Allahabad after its payment and technical processing in the library.
- d) The cost of packing, freight charges, loading, unloading etc. at both the ends is inclusive and shall be borne by the vendor except some special cases (subject to prior approval from IIITA). The vendor has to bear all transit risks.
- e) It will be mandatory for empanelled vendor/suppliers to supply ordered books within the stipulated period. In case of titles that are not quoted/supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

**5. Invoicing/Billing and Payment:**

- a) The vendor will submit two copies of the invoice in the name of Joint Registrar (Library), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj-211015, U. P.
- b) The invoice should bear the purchase order details and all standard information as required for the library and accounts point of view. Book titles should be listed in the same order as in the purchase order. It should not contain the titles of more than one order. Revenue stamp should be affixed on the original bill duly signed by the vendor
- c) The vendor has to submit the bills of foreign books in original currency and converted to Indian rupees as per exchange rate of any nationalized bank applicable in the date of invoice.
- d) The vendor should submit a signed copy of bank exchange rate proof along with each invoice contain foreign currency.
- e) The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
- f) The invoice(s) received in accordance with the purchase order, accompanied by necessary proofs and materials delivered in good condition will be processed by IIIT Allahabad and payment will be made tentatively within 45 days of supply.
- g) IIIT Allahabad will make all payments to vendors in electronic mode as applicable at the time of payment.

**6. Bank Exchange Rate:**

- a) IIIT Allahabad will consider the bank exchange rate of any nationalized bank located in India.
- b) The date of bank exchange rate proof should be the same as the date of invoice and it should be duly signed by the vendor.

**7. Minimum Discount:**

- a) The vendor has agreed to offer the following discount in general to IIIT Allahabad on list price. The cost of packing, freight charges, loading, unloading etc. at both the ends will be borne by the book vendor. This discount is also applicable in case of books acquired through on approval and exhibition.

S. N.	Document Types (foreign and India books)	Minimum Discount (%) (on publisher price)
1	General Books	20%
2	Handbooks, Dictionaries and Encyclopedias etc.	30%
3	Short discount and Low price edition titles (where vendor earns less than 20% discount)	(Publisher price – Discount earned) + actual shipping charged + 10% of publisher's price
4	Government and Society publications and No discount titles	Publisher price + actual shipping charged + additional 10% of publisher price
5	Hindi, Sanskrit or other Regional Language Books	10%

#### **8. Security Deposit:**

- a) The vendor short listed for empanelment has to deposit interest free security money (refundable) of Rs. 20,000/- (Rupees twenty thousand only) to be deposited in Institute accounts as details given in first page of NOI.
- b) Validity of security deposit will be 26 months from the date of signing of agreement.
- c) The above security deposit will be refunded to the vendor through electronic mode after deduction of dues or penalty levied if any on completion/termination of empanelment.

#### **9. Evaluation of Service, Penalty and Termination**

- a) IIIT Allahabad will maintain a performance record of the vendor's response to enquiry, supply of book(s) within and after the committed time period, and number of book(s) unable to supply.
- b) IIIT Allahabad will share the performance record of the vendor on completion of 1<sup>st</sup> half of the financial year 2025-26 as a reminder for improvement purpose.
- c) IIIT Allahabad may discuss and evaluate the performance record of the vendor in its Library Committee to review the vendor service on completion of the financial year 2025-26.
- d) On the basis of the recommendation of the Library Committee, IIIT Allahabad is free to levy financial penalty on vendor along with blacklisting/ terminate the vendor at any time during the empanelment period.
- e) IIIT Allahabad will deduct the financial penalty levied upon the vendor from its invoice amount or from the interest free security deposit of the vendor.
- f) The vendor/supplier shall be responsible for the faithful compliance of the provisions of the empanelment. Any breach or failure to perform the same may result in termination of the empanelment and forfeiture of the security deposit as well as other legal recourse

#### **10. General:**

- a) IIIT Allahabad does not assure any business guarantee and the vendor is not allowed for any business claim. The distribution of purchase order during the empanelment period is performance based and comes under the prerogative of IIIT Allahabad.
- b) IIIT Allahabad reserves the rights to cancel the whole empanelment or terminate the vendor at any point of time during the empanelment period without assigning any reason. The decision of the Director, IIIT Allahabad will be final and binding in all cases.
- c) IIIT Allahabad reserves the right to deal directly with the publisher for any type of resources if required.
- d) IIIT Allahabad reserves the right to appoint additional vendor(s) if the institute observed the procurement of books adversely affected due to the empanelled vendor(s).
- e) IIIT Allahabad may add, modify or withdraw any clause in the agreement during the empanelment period in exigencies.
- f) The empanelled vendor is free to withdraw after completion of at least one year from the day of empanelment by submitting a request well in advance and claim the interest free security deposit. But, IIIT Allahabad may blacklist such vendors to entertain in future empanelment process.
- g) The vendor has to share its official email address(s) (maximum two) for any communication.
- h) IIIT Allahabad will preferably use the electronic mail as the mode of communication for quick service unless and until any special requirement of the traditional mode of communication.

- i) All matter of dispute will be subject to legal jurisdiction of the courts at Allahabad (Prayagraj) only.

IN WITNESS WHEREOF BOTH THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT THE DAY AND YEAR WHEREIN ABOVE WRITTEN.

Signed for and behalf of

Signed for and behalf of

For IIIT Allahabad

For .....

(Signature, Date & Official Seal)

Registrar, IIIT Allahabad

1. Signature, Date & Official Seal of Vendor

Name .....

Designation .....

Witness

2. Signature, Date & Official Seal of Vendor

Name .....

Designation .....

Witness