

भारत सरकार /GOVERNMENT OF INDIA  
उत्तर-पूर्वी परिषद सचिवालय / NORTH EASTERN COUNCIL SECRETARIAT  
क्षेत्रीय प्रलेखन और सूचना केंद्र /REGIONAL DOCUMENTATION & INFORMATION CENTRE  
नॉग्रिम हिल्स, शिलांग – 03 /NONGRIM HILLS, SHILLONG – 03  
Website: <https://necouncil.gov.in>

No. NEC/DOC/422/2018

Dated: 03<sup>rd</sup> September, 2025

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

Regional Documentation and Information Centre (RDIC), NEC invites sealed Expression of Interest (EOI) from the bonafide suppliers/ vendors/dealers for empanelment with the NEC for Supply of Books other Information Sources (Print, Non-Print and Electronic) to the NEC Library. EOI complete in all respects with a non-refundable EOI fee of Rs. 500/- in the form of demand draft in favour of DDO, NEC payable at Shillong, must be submitted in sealed envelope and delivered by REGISTERED/SPEED POST only to the Librarian, NEC Library, NORTH EASTERN COUNCIL, NONGRIM HILLS, Shillong-793003 within 30 days from the date of publication of the advertisement. Sealed envelope should be marked on the top as 'Empanelment with the NEC for supply of Books and other Information Sources to the Library, North Eastern Council'. Details of the same are available on NEC website: [necouncil.gov.in](https://necouncil.gov.in).

**Terms & Conditions:**

1. The vendor shall supply all the purchase order (s) issued by the NEC Library, NORTH EASTERN COUNCIL within the specified period. If the supply is not received within a stipulated time, NEC reserves the right to cancel either the entire purchase order (s) or part of it.
2. The vendor shall supply books to the library on F.O.R destination inclusive of postage, packing and forwarding charges.
3. The NEC Library shall not make any advance payment to the vendor for the order (s) made by the NEC Library. The payment shall be released by the Library against the invoice (s) received from the vendor after having relieved the book (s) in good condition and it shall be in accordance with the NEC's norms of payment.
4. The NEC Library may empanel more than one vendor and shall be free to purchase book(s)/journal (s) from any one or more of them. However, the act of empanelment shall not prohibit the NEC Library decision in all the matters related to procurements of information resources shall be final and binding on all concerned.
5. The Vendor (s) should have experience for at least 05 (Five) years of supply the books, journals and other print resources to the higher learning academic institutions, especially in the Northeastern region. The supporting documents should be attached.
6. NEC Library reserves the right to reject any application without assigning any reason in the academic interest of the Library.
7. The NEC Library reserves the right to remove any such vendor from the empanelled list along with forfeiture of performance security, if the service provided by the vendor is found to be unsatisfactory or if the information provided for empanelment is found to be false or fabricated.
8. At any given point of time, if any of the documents furnished by the vendor (s) is found to liable for legal action besides termination of empanelment.
9. In case a firm fails to supply the ordered book (s) on quoted discount rates, that firm will be terminated and no further order (s) would be placed on it.
10. Conditional tenders are liable to be rejected.

Mandatory forms of supply: The following mandatory items are to be enclosures for supply of book (s) against an order:

- i. Only the latest edition or specified editions of the book (s)/document (s) is/are supplied.
- ii. The current prices of Publishers are charged.
- iii. These are not remaindered titles.
- iv. These are not plagiarized content.
- iv. Low priced Indian editions of these publications are not available in India.

#### **Contract Period**

The contract periods for the supply of book (s)/ journal (s) shall be for a period of three (03) years from the date of award of contract. It may be extendable to further period of one (01) year depending on the mutual agreement between the NEC Library and the vendor with such modification (s) if felt necessary.

#### **Purchase Order**

- i. The vendor (s) should strictly follow the terms and conditions of purchase order (s) such as supply of book (s)/journal(s) has to be made strictly against the purchase order (s) and acknowledgement of the receipt of purchase order preferably by email. Any clarification/query regarding the purchase order is to be made to the Librarian, NEC-RDIC, North Eastern Council, within five (05) days of receipt of the order (s). If for any reason, the supply order cannot be executed within the stipulated period; prior intimation should be made to the library authority for consideration to avoid the penalty.
- ii. Books/Journals must be in good condition. Damaged/mutilated/soiled book (s)/journal (s), if supplied, have to be replaced without charging any extra cost. Book (s) with missing page (s), if any found at a later stage, shall have to be replaced by a good one even after it has been stamped for accession.
- iii. The vendor (s) shall have to furnish the price proof of the book (s) along with a latest copy of the Good Office Committee (GOC). Every price proof and currency conversion proof should contain seal and authorized signature of the vendor. In case of any price manipulation detected at any stage, the vendor (s) will be held responsible for the same and the excess amount, if any, charged and paid will be refunded by the vendor to the NEC in one installment.

#### **Specification of Supply**

- i. All book (s)/journal (s) supplied should be as per bibliographic specifications.
- ii. If the book (s)/journal (s) are not found satisfactory, the same will be sent back and the expenditure shall be borne by the vendor (s).
- iii. In the case of foreign publication (s), the original prices in the foreign currency should be mentioned in the invoice (s) along with the prices in rupees charged as per the Good Office Committee (GOC).
- iv. Banned book (s) should not be supplied. If any such book (s) is supplied, it would be forfeited.

**Delivery**

The vendor has to execute all the supplies within the stipulated time i.e Eight (08) weeks in case of foreign book (s) and 45 days in case of Indian book (s) from the date of issue of the purchase order (s). Book (s)/journal (s) has to be delivered at the NEC Library, North Eastern Council. Transportation, postal and any other charges will have to be borne by the vendor (s). Transit insurance will be borne by vendor (s) till the supply reaches the destination.

**Invoice**

The invoice (s), duly stamped, should be in triplicate and made in favor of The Librarian, NEC-RDIC, North Eastern Council. The vendor (S) has to certify that:

- i. The prices charged in this invoice (S) are the actual, true and correct.
- ii. The prices charged are as per the publisher's invoice (publisher (s)/importer (s)/distributor (s) and the latest catalogue.
- iii. The latest edition (s) of book (s)/journal (s) have been supplied, and they are not remaindered titles
- iv. Conversion rates have been charged as per the Good Offices Committee (GOC) rate.

**Payment**

Payment will be made in Indian rupees only through NEFT/RTGS/Wire Transfer within a reasonable time from the date of receipt the consignment provided book (s)/journal (s) are supplied and received in good conditions.

**Penalty Clause**

In case of not being able to supply within the stipulated time or failure to deliver the goods within the delivery schedule as agreed upon, a satisfactory justification should be given to the Librarian. If the reason is not satisfactory/justified, a sum equivalent to 2.5% of the contract value for each week of delay or part thereof subject to a maximum of 10% of the contract value will be deducted from the bill (s). Once the maximum is reached, termination of the contract may be considered.

**Annexure – I**

**GENERAL INFORMATION**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Vendor/Proprietor	
2.	Complete Postal Address	
3.	Contact Address/ FAX/Phone/Email	
4.	Year of Establishment of Firm	
5.	GSTIN	
6.	Permanent Account Number (PAN)	
7.	VAT/Sales Tax No, if any	
8.	Enclose details of valid Current Registration of the Good Office Committee (GOC)/Federation of Publishers & Book Sellers Association of India (FPBAI)/Any other National Body	
9.	Proof of important Higher learning Institute level Clients including Northeast India	
10.	Documents showing list of Publishers Represented	
11.	Documents showing list of Subjects/Media/Publications Specialization of the Vendor	

## Annexure - II

### PROFORMA FOR SUPPLY OF BOOKS

Sl. No	Type of Publication (s)	Discount (%)	
		Figures	Words
1.	Foreign Publication in English & other Foreign Languages		
	Hard Bound Books		
	Paperback Books		
2.	Foreign Reference Books		
	Hard Bound Books		
	Paperback Books		
3.	Indian Reference Books		
	Hard Bound Books		
	Paperback Books		
4.	Indian Publications in English		
	Hard Bound Books		
	Paperback Books		
5.	Text Books in English		
	Hard Bound Books		
	Paperback Books		
6.	Reference Books in English (Dictionaries, Encyclopaedias, etc.		
8.	Indian Publications in Hindi Language		
9.	Indian Publication in Other Regional Languages		
10.	Indian Text books in Other Regional Languages		
11.	Central and State Government Publications		
	With discount (please mention type of publications)		
	With discount (please mention type of publications)		
12.	Foreign e-books		
13.	Indian e-books		
14.	Institutions/Society Publications		
15.	Other Categories like non-book materials viz. Maps, Charts, Globes, CDs, DVDs, Video/Audio Cassettes and Micro forms of documents		

Date

Signatures of Vendor/Proprietor

Stamp of the Firm

### Annexure – III

#### DECLARATION

I /We ..... (Name of Vendor (s)/Proprietor(s) / partner / shareholder (s) hereby declare that the information provided in this application from is/are true to the best of my/our knowledge;

I /We hereby declare that all matters related to NEC shall/will be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the competent authority;

I /We ....., whose signatures are appearing below, is/are the authorized representative (s) of the firm;

I / we undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above;

I /We assure that, if empanelled, the firm shall/will serve the NEC for a minimum period of two years on mutually agreed terms and conditions;

I /We have read and understood the terms and conditions of supply of book (s) to North Eastern Council as mentioned in the document and agree to abide by them.

Signature : .....

Place : .....

Date with Seal : .....

