

File No. NEC/DOC/422/2018
GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG – 793003

Dated the 27th October, 2025

OFFICE MEMORANDUM

Subject: Empanelment with RDIC, NEC Library

The undersigned is directed to refer to your proposal in response to the NEC Secretariat's Expression of Interest (Eoi) No.NEC/DOC/422/2018, dated: 18th August, 2025, wherein you have evinced interest for empanelment as a supplier/publisher with the Regional Documentation & Information Centre (RDIC), NEC for supplying of books/journals etc.

As per recommendations of the Committee for Empanelment and approved by the Competent Authority, your agency is empaneled for supplying of books/journals etc to the Regional Documentation & Information Centre, Library, NEC Secretariat, Shillong for 3 (Three) years w.e.f. 03/11/2025 as per the terms and conditions as under:

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 reserves the right to remove any such vendor from the empaneled list if the service provided by the vendor is found to be unsatisfactory.
5. In case a firm fails to supply the ordered book (s) on quoted discount rates, as specified in the Eoi that firm will be removed from the list of empanelment.

The concerned suppliers/ vendors are request to send us the acceptance of the ToR.

Yours faithfully,



(Dipankar Borah)
Librarian, NEC

To

1. NE Books, National Highway, Silchar, Assam – 788005
2. Prashant Book Agency, 2/25, 1st Floor, Ansari Road, Darya Ganj, New Delhi – 110002
3. DVS Publishers, H.B. Road, Panbazar, Guwahati- 781001
4. Satish Serial Publications, 115, Express Tower Commercial Complex, Azadpur, Delhi- 110033
- 5.) M.R. Books, D.D. Shopping Centre, A.M. Road (Bank of Baroda), Guwahati – 781007
6. Ri-Khasi Book Agency, Mawkhar, Shillong- 793001
7. Today & Tomorrow's Printers and Publishers, 4436/7, Ansari Road, Darya Ganj, New Delhi – 110002
8. Hi-Tech Book Services, G-5 Ganpati Bhawan, 4675/21 Ansari Road, Darya Ganj, New Delhi – 110002