



Library and Documentation Division
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi -110016

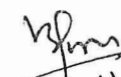
Website: <https://ncert.nic.in/ldd>

EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT
BOOKS & OTHER DOCUMENTS TO THE LIBRARY AND
DOCUMENTATION DIVISION, NCERT, NEW DELHI

SALIENT INFORMATION	
Date of Publishing of EoI	6 th March 2026 5.00 PM
Start Date of Downloading of EoI	6 th March 2026 6.00 PM
End Date of Downloading of EoI	23 rd March 2026 12.00 Noon
Start Date of Submission of EoI (With desired documents, duly attested EoI document, EoI Processing fee, and EMD)	9 th March 2026 9.00 AM
End Date of Submission of EoI	23 rd March 2026 12.00 Noon
Opening of Technical Bid of EoI	24 th March 2026 12.00 Noon
EoI Processing Fee (Online mode only)	Rs. 1,000/- (INR One Thousand Only)
Earnest Money Deposit (EMD)	Rs.1,00,000/- (INR One Lakh Only)
Performance Security Deposit (PSD) (online mode only after empanelment)	Rs. 1,50,000/- (INR One Lakh Fifty Thousand Only)
Period of Empanelment	1 year from the date of the Agreement with the successful Vendor. Extendable up to 3 years
Mode of Submission	CPP Portal (online mode only)
EoI to be sent to	CPP Portal, NCERT
EoI can be downloaded from	Website: https://eprocure.gov.in/eprocure/app

 20/03/26

 [1]


30/01/2026
Jitendra





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Library and Documentation Division
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi -110016
Website: <https://ncert.nic.in/ldd>

EoI No. LDD/2025/001

Dated: 6th March 2026

Expression of Interest (EoI)
For Empanelment of Vendors for Supply of Print Books to LDD,
NCERT, New Delhi

National Council of Education Research and Training (NCERT), New Delhi for its Library and Documentation Centre (LDD) invites EoI from the reputed Publishers/ Booksellers/ Distributors/ Vendors (hereinafter known as Vendor) for empanelment of authorized Vendors for the supply of Print books to the LDD, NCERT for period of One Year, and further extension of contract for two more years will be given on year to year basis subject to satisfactory performance at sole discretion of NCERT.

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Period of Empanelment	1 year from the date of the Agreement with the successful Vendor. Extendable up to 3 years
Mode of Submission	CPP Portal (online mode only)
EoI to be sent to	CPP Portal, NCERT
EoI can be downloaded from	Website: https://eprocure.gov.in/eprocure/app

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4. Eligibility Criteria:

The attested copy of the relevant live/valid certificate/document in support of the information furnished by the vendor must be enclosed with the EoI proposal. Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below:

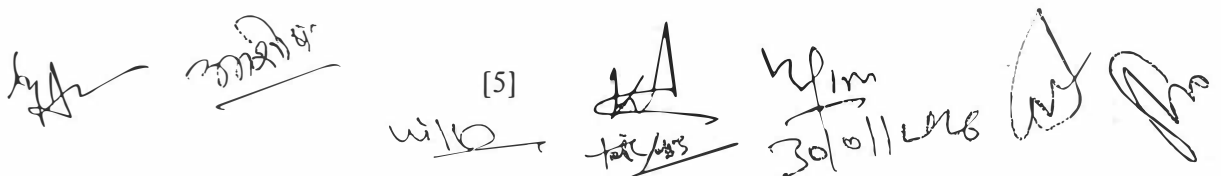
- i. The Vendors should have a GST registrations and Permanent Account Number (PAN) issued by the Income Tax Department.
- ii. The Vendors should have satisfactorily supplied printed books to at least 03 Government Universities-Central/State in the last three financial years ending March 2025 (satisfactory supply certificates and relevant order copies should be enclosed).
- iii. The Vendors should have a minimum annual turnover of Rs. **20 Lakhs** in each of the last three (3) financial years, ending March 2025 (C.A. Certificate should be enclosed).
- iv. The vendors should submit a single highest-value purchase order during any of the last three financial years (ending in March 2025) for the supply of printed books by universities/ research institutions under central/state government. The value of the single highest-value Purchase Order (as declared in Annexure III) will be considered for evaluation. (A purchase order and certificate from the respective organization for the satisfactory supply of ordered books should be attached for that particular order.)
- v. The Vendors should submit Income Tax Return (ITRs) for the last 3 financial years (ending March 2025) (Self-attested copy should be enclosed)
- vi. The Vendors should submit the Profit and Loss Account and Balance Sheet for the last 3 financial years (ending March 2025) (Certified copy duly attested by a Chartered Accountant should be enclosed)
- vii. The vendors should be distributors, dealers, stockiest, executives, and preferred agents for publishers. (The valid authority letters duly issued by at least 3 international reputed publishers should have been enclosed).
- viii. The Publishers / Booksellers / Distributors / Vendors should not be ever being debarred/ blacklisted from any Government Organization/Govt. Funded Organizations. (Furnish an affidavit raised on Non-Judicial stamp paper of Rs. 100/- in this regard).
- ix. All documents should be stamped appropriately and signed by the authorized signatory of the vendor. Without a signed and stamped proposal, it will not be entertained.
- x. **Non-submission of any prescribed supporting documents, including required statutory or mandatory certificates, shall render the application/proposal liable for summary rejection, and such applications/proposals shall not be taken into consideration for evaluation under the EoI.**

5. TECHNICAL PROPOSAL DETAILS:

The vendor has to furnish the desired information as per **Annexure-I** and attach all the relevant certified/attested documents, etc., in support of the information, as well as the EoI document with the seal and signature of the authorized signatory. The above should be submitted for participation in the EoI. The vendor must also fill up Annexure-II, Annexure-III and Annexure-IV and submit them along with EoI.

6. EOI Validity Period:

The EOI shall remain valid for 180 days from the date of opening of the EoI proposal.

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7. EOI Evaluation and Empanelment of Vendors

10 (Ten) Vendors based on technical qualification and highest value order as submitted in Annexure III, according to the clause 4(iv) shall be considered to empanel for supply of books and other documents. However, Secretary, NCERT reserves all the rights to increase or decrease the number of vendors for empanelment without assigning reasons thereof.

The criteria for short-listing of the eligible vendors for empanelment will be as follows;

- i) The vendors satisfying the terms and conditions as mentioned in clause 4. The vendors qualified based on all clauses shall be evaluated further based on value of single highest value Purchase Order to be submitted.
- ii) The Purchase Order issued to the vendor during any of the last three financial years (ending March 2025) will be considered for evaluation.
- iii) A purchase order without the certificate of satisfactory supply issued by the concerned organization will not be considered for evaluation.
- iv) Merit for vendors having complied with the above condition and executed the single highest value order for the supply of printed books will only be prepared.
- iv) The top 10 vendors from the above merit list will be empaneled, subject to fulfillment of the other desired conditions of the EoI.

8. Notification of Empanelment:

LDD, NCERT will notify the eligible vendors of the appointment to supply the books on the above criteria by mail or registered letter. The empaneled Vendor will have to send its acceptance and execute the agreement with Secretary, NCERT within the stipulated time (one week), failing which the vendor placed in the next merit list may be considered for empanelment.

9. Order, Supply, Payment, Etc. For Printed Books

A. Order Process-

- i. The purchase order will be E-mailed to the empaneled vendor.
- ii. The books must be supplied strictly per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through e-mail as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Librarian through e-mail: library-nie@ncert.nic.in within seven days from the date of issue of the purchase Order.

B. Supply of Printed Books-

- a. Consignment and mode of dispatch of the books should be adhere to Library and Documentation Division, NIE Campus, NCERT, Sri Aurobindo Marg, New Delhi.
- b. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.
- c. The purchase order will be inclusive of freight charges, loading-unloading, packing-forwarding, transit insurance, etc.). which means no extra charges will be given for the supply of books
- d. Every supply should be accompanied by a Delivery Challan/Bill bearing the items' details, including quantity, unit price, and total price.

C. Time Frame for Supply and Cancellation

- i. The Vendor will have to supply the desired Printed Books within the stipulated time limit (6 weeks for Foreign Titles and 1 Week for Indian Title) from the date of issue of the Purchase order. However, it may be noted that the Vendor may sometimes have to deliver the books against the instant orders.
- ii. In case of delay in delivery of books due to be procured from abroad or Print on Demand, the Vendor has to inform and seek prior (as and when the supply is issued) permission from the librarian for grant of extension in the period of supply time, stating the valid reasons for such extension.
- iii. Books must be in good and acceptable condition and not remaindered. LDD, NCERT will not accept any defective books; if supplied, they must be replaced immediately without extra charges even after processing in the Library records.

D. Invoicing Procedure

- i. The Invoice should be submitted in Triplicate.
- ii. All supplies of books and allied documents shall be consigned to **The Head & Librarian, Library & Documentation Division (LDD), NCERT, New Delhi**, unless otherwise specified in the supply order.
- iii. Invoice or bill should be raised in the name of "**The Secretary, NCERT, New Delhi**" or as per information at the time of supply of books.
- iv. Invoice should contain the GST and PAN Number of NCERT Purchase Order Number, Date, etc.
- v. The items in the invoice should be in the same order as given in the Purchase Order.
- vi. The bill/invoice should possess the certificate that no charges have been included other than the cost of the book(s) supplied.
- vii. A separate invoice should be issued against each purchase order.
- viii. The invoice should have the following enclosures-
 - A certified copy of the Publisher's/Distributor's invoice copy or Publisher's online/printed catalogue copy as Price Proof if the price is not printed on the book
 - A currency conversion proof with date.
 - Proof of price and currency conversion should contain a seal and the vendor's authorized signature.

E. Currency Exchange rate-

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in (INR) charged in accordance with the approved date of Exchange.

F. Reserve Bank of India (RBI) rates applicable on the order date should only be followed and indicated on the invoice.

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Discount Structure (Please see Annexure – V)

The minimum discount rates shall be applicable as follows:

S. No.	Category of Books	Minimum Discount Rate
1.	For Books, Indian Author (Text/Reference)	
a.	All types of Books of Indian Authors (Single Vol.) in Hindi Language (i) Paperback (ii) Hardbound, if paperback Books are not available (with Reliable Proof of unavailability of Books)	20%
b.	All types of Books of Indian Authors (Single Vol.) in English (i) Paperback (ii) Hardbound, if paperback Books are not available (with Reliable Proof of unavailability of Books)	20%
c.	All Types of Books of Foreign Authors (Single Vol.) (i) Paperback (ii) Hardbound. If paperback Books are not available (with Reliable Proof of unavailability of Books)	25%
d.	Multi-Volume and all Reference Sources (Encyclopedia, Dictionary, Directories, Handbooks, Year Book, etc.) (Indian/Foreign)	30%
2.	Central / State Government Publications (If not available online free of cost by Govt. Resources)	10% or as per the Availability of the Discount
3.	No Discount Titles/ less Discount Titles: Only accepted by those publications that are unable to provide any discount/ Less Discount (Accepted only after receiving the No Discount certificate / less discount certificate with proof of Supply of books to universities/ research institutions under central/state government	No Discount / less discount as per Availability

G. Payment Term for the Supplied Books:

No advance payment will be made before the supply of printed books is made. Successful vendors have to provide the bills triplicate against the purchase order. Payment is released by the Secretary, NCERT generally within 90 days of the supply of books provided by the Vendor, following the terms and conditions of the Purchase Order, and that the supplied books are in good condition as per the Purchase Order.

10. Other Terms and Conditions-

a. General Terms

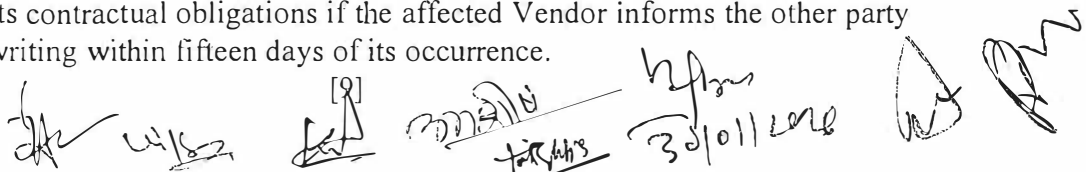
- i. NCERT reserves the right to accept or reject the EOI at any stage, in part or in full, without assigning any reason thereof
- ii. NCERT reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI document in the interest of the NCERT without assigning any reason thereof,
- iii. NCERT reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of the agreement in the interest of the NCERT.
- iv. Conditional proposals will not be considered in any case.
- v. NCERT has all the rights reserved to procure any number of books from any of the empaneled vendors, irrespective of their merit in the Institutional's interest of NCERT.
- vi. Merely getting empaneled does not ensure that NCERT will place the purchase order.
- vii. NCERT has all the rights to procure books from sources other than the empaneled vendors in the interest of the NCERT, as well as online procurement of books as per demand by the department.
- viii. Paperback editions of the books should be supplied if available, and Cheaper Editions, Indian Editions or International Editions should be supplied if available.
- ix. If the above editions are unavailable, only hardbound and original foreign editions should be supplied. A certificate from the vendor should be enclosed along with its invoices in this regard.
- x. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the NCERT shall have the right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the NCERT.
- xi. Please go through the Eligibility Criteria for Empanelment for the supply of printed books to the LDD, NCERT, Central Library/Department, before completing the application form.
- xii. Incomplete EoI, application forms not filled properly or received after the due date and time will not be entertained. The decision of the NCERT in this regard shall be final and binding upon the suppliers.
- xiii. NCERT may issue an amendment/corrigendum to the EOI document before the due date of submission. Any amendment/corrigendum will only be posted on the website (<https://eprocure.gov.in/eprocure/app> or <https://ncert.nic.in/ncertldd/index.html>).

b. Termination for insolvency

In the event of any legal dispute, conflict, or non-compliance with the terms and conditions of the agreement, the Performance Security Deposit shall be liable to be forfeited, in full or in part, as deemed appropriate by The Secretary, NCERT.

c. Force Majeure

- i. Should any force majeure circumstance arise, each contracting Vendor should be excused for the non-fulfillment or the delayed fulfillment of any of its contractual obligations if the affected Vendor informs the other party in writing within fifteen days of its occurrence.

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- ii. Force Majeure shall mean fire, flood, natural disaster, or other act such as war, turmoil, sabotage, explosion, epidemics, quarantine restriction, strikes, and lockouts, i.e., beyond the control of either party.

d. Penalty Clause

In case of delayed delivery of the books beyond the stipulated period, a penalty of 0.5% of the cost of the order per week or part thereof up to a maximum of 10% will be levied on the value of the books supplied belatedly. However, if the Vendor seeks additional time beyond the stipulated time, the Vendor has to send a written request with valid reasons for such extension to the librarian for consideration. The LDD, NCERT may or may not grant an extension in the interest of the NCERT.

e. Arbitration/Jurisdiction

The NCERT Resolution of Disputes: -

1. The NCERT and Successful Bidder(s) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with any job assignment by the NCERT to Successful Bidder(s) under in contract Agreement.
2. If, after thirty (30) days from the commencement of such informal negotiations, the NCERT and Successful Bidder(s) have not been able to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution through the formal mechanism specified in below clause.
3. The dispute resolution mechanism to be applied pursuant to clause above shall be as follows: -

a. A dispute or difference arising between the NCERT and Successful Bidder(s) relating to any matter arising out of or connected with the contract assigned to the Successful Bidder(s) for execution under Contract Agreement shall be referred to the sole **arbitration appointed with mutual consent of both the parties (Bidder & NCERT) failing which by the Honorable High Court of Delhi**. The award of the Arbitrator shall be final and binding on the parties of the contract subject to the provision that the Arbitrator shall give reasoned award. The place of Arbitration shall be Delhi and the Jurisdiction of the Courts will be Delhi only.

b. The Indian Arbitration and Conciliation Act, 1996, the rules thereunder and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

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ANNEXURE-I

LDD, NCERT VENDOR EMPANELMENT FORMAT FOR LIBRARY (PRINTED BOOKS)

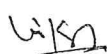
To
The Secretary
NCERT, NIE Campus,
Sri Aurobindo Marg, New Delhi-110016

Sir,

In response to your advertisement for empanelment of Publishers/Booksellers/Distributors/ Vendors for supply of printed books at your Library, please I, the authorized signatory on behalf of the firm, hereby furnish the desired information, EoI processing fee (Rs. 1000/-) along with the relevant certified documents.

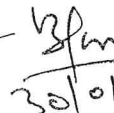
1	Name of the Firm:	
2	Address:	
3	Contact No	
4	Website	
5	Mobile No.: (Authorized signatory)	
6	E-mail address	
7	Date of Establishment of Firm	
8	Name of the Proprietor/Director	
9	Name of Partner(s) (if any)	
10	Registration No. of Federation of Publishers' and Booksellers' Associations in India/ Delhi State Bookseller and Publishers Association (FPBAI/DSBPA), etc. (Please enclose a copy of the Registration Certificate.)	
11	Permanent Account No. and GST : (Attach a Copy of PAN No.)	
12	Do you have satisfactorily supplied printed books to at least 03 universities/ research institutions under central/state government in the last three financial years ending March 2025? If yes, the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (Provide information in Annexure-II)	
13	The Vendors should submit a single highest value Purchase Order during any of the last three financial years (ending on March 2025) for the supply of printed books only to universities/ research institutions under central/state government. (The purchase order and satisfactory performance certificate from the respective organization for the supplied books should be attached for that particular order) Annexure-III	
14	Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):	
	i. 2024-25:	
	ii. 2023-24:	
	iii. 2022-23:	
	Total:	
15	Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) financial years (ending March 2025) along with photocopy of Profit and Loss account and Balance Sheet duly certified by Chartered Accountant	





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30/01/2026



16	Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the valid authority letters issued by the publishers		
17	Details of a non-refundable EoI processing fee in online mode only of Rs. 1,000/- (Rupees one Thousand Only) for empanelment at NCERT, New Delhi		
	Details of Fee		
	i	UTR No.	
	ii	Date	
	iii	For Rs	
	iv	Transaction Date	
18	Details of EMD in online mode only of Rs. 1,00,000/- (Rupees one Lakh Only) for empanelment at NCERT, New Delhi		
	Details of Fee		
	i	UTR No.	
	ii	Date	
	iii	For Rs	
	iv	Transaction Date	
19	Has your firm ever been debarred/blacklisted for doing business with any government organization/Govt. funded organization/Institution? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees One Hundred only).		
20	<u>DECLARATION BY VENDOR</u> I/ We do hereby declare that entries made in this EoI format are true to the best of my/ our knowledge and belief. Deliberately, no information has been hidden or misled. Suppose at any stage during and after empanelment, any information furnished and documents provided in this EoI are found to be incorrect/false/fabricated/concocted/misleading. In that case, the Secretary, NCERT has all the rights reserved to cancel the offer / Empanelment, forfeit the EMD of Rs. 1,00,000/-, and take appropriate action against my/our firm/organization. Further, it is to declare that I have perused all the terms and conditions mentioned in this EoI, and they are clear and acceptable to my /our Firm/Organization. Date: Place: Signature of Authorized Signatory Seal of Firm		

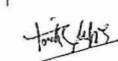
ANNEXURE-II

Sl.	Name of the Client (universities/ research institutions under central/state government)	Order Copy Enclosed	Satisfactory supply certificate enclosed	Order Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				




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30/11/2020




ANNEXURE-III

Details of the single highest value Purchase Order during any of the last three financial years (ending March 2025) for the supply of printed books to a client, i.e., universities/ research institutions under central/state government.

Client Detail	Order Copy Enclosed	Satisfactory supply certificate enclosed	Order Date	Value of Printed Books Supplied (Rs. In Lakh)








ANNEXURE-IV

Document enclosed in support of EoI

Sl. No.	Details (s) of the Document	Number of Pages	Enclosure Page No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

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30/01/2016

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Discount Structure

The discount rates as proposed by the Publishers/Booksellers/Distributors/Vendors

S. No.	Category of Books	Minimum Discount Rate	Discount offered by the vendor
1.	For Books, Indian Author (Text/Reference)		
a.	All types of Books of Indian Authors (Single Vol.) in Hindi Language (iii) Paperback (iv) Hardbound, if paperback Books are not available (with Reliable Proof of unavailability of Books)	20%	
b	All types of Books of Indian Authors (Single Vol.) in English (iii) Paperback (iv) Hardbound, if paperback Books are not available (with Reliable Proof of unavailability of Books)	20%	
c.	All Types of Books of Foreign Authors (Single Vol.) (iii) Paperback (iv) Hardbound. If paperback Books are not available (with Reliable Proof of unavailability of Books)	25%	
d.	Multi-Volume and all Reference Sources (Encyclopedia, Dictionary, Directories, Handbooks, Year Book, etc.) (Indian/Foreign)	30%	
2.	Central / State Government Publications (If not available online free of cost by Govt. Resources)	10% or as per the Availability of the Discount	
3.	No Discount Titles/ less Discount Titles: Only accepted by those publications that are unable to provide any discount/ Less Discount (Accepted only after receiving the No Discount certificate / less discount certificate with proof of Supply of books to universities/ research institutions under central/state government	No Discount / less discount as per Availability	