



All India Institute of Medical Sciences, Guwahati
(A statutory body under the aegis of Ministry of Health and Family Welfare, Govt. of Assam)
Changsari, Kamrup– 781101, Assam

Advt. No. 10-13/2024-25/AIIMS/GHY/LIB/Books/590

Dated: 02-06-2025

REGISTRATION & EMPANELMENT OF BOOK-SUPPLY VENDOR(S)/SUPPLIER(S)
DETAILED REQUIREMENTS FOR REGISTRATION & EMPANELMENT OF BOOK-SUPPLY
VENDOR(S)/SUPPLIER(S)

For registration and empanelment as book supply vendor/supplier, any interested vendor(s) / supplier(s) / retailer(s) / distributor(s) shall submit a hardcopy application (duly signed, sealed stamped Annexure I, II & III) by post along with all the following documents within **21 (twenty-one)** days from date of publication of advertisement. It is mandatory to submit all the following documents for registration and empanelment. Applicants need to refer to the Terms & Conditions of supply of printed books (enclosed below as Annexure-I) and endorsed on the same as ACCEPTED with a signature of the applicant along with date and the stamp of the firm.

- a) A detailed introductory application on printed letter-head of the vendor / supplier / retailer / distributor,
- b) Copy of appropriate, latest and valid certificate relating to registration number/trade license obtained from government agencies,
- c) Copy of PAN/TAN, GST number,
- d) Age of the vendor/supplier/retailer/distributor, i.e. since how long the entity is in library document supply business. The minimum requirement would be at least three consecutive years of business in library document supply. Appropriate proof, like copies of orders received from different libraries and supplies made, needs to be furnished,
- e) Experience of supplying printed books/journals to central library of at least three (03) peer institutes (i.e. medical institutes/institutes of national importance/central and state universities) to which the vendor/supplier/retailer/distributor has supplied printed books/journals in the last three years. The vendor/supplier/retailer/distributor shall submit copies of certificates to that effect from these institutes,
- f) Copies of Quality Assurance Certificates
- g) Proofs from publishers for whom the vendor/supplier/retailer/distributor is an authorized vendor/supplier/retailer/distributor,
- h) Copy of Performance Certificate from clients
- i) Copy proof of vendor's/supplier's/retailer's/distributor's audited turnover for the last three years,
- j) Affidavit duly certified by the notary that the vendor has never been blacklisted or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.
- k) Duly filled Vendor Profile Form (enclosed below as Annexure-II) along with all required documents pertaining to that form to be submitted,
- l) This is a notice for registration/empanelment of vendors/contractors in AIIMS Guwahati for a period of 3 years.
- m) Account Payee Demand draft worth **Rs. 1000/- (Rupees One Thousand) only, drawn in favour of AIIMS Guwahati, payable at the State Bank of India, AIIMS Guwahati Branch (IFSC code : SBIN0064360)**, must be attached along with the application. This is a mandatory and non-refundable fee, and the application cannot be submitted without payment of the same.
- n) The applicant's signature with the firm's stamp must be in the application. Unsigned applications & applications without stamp of the firm are liable to be rejected.

o) For any clarification with respect to the procedure for registration/empanelment, please contact on following E-Mail id: admin_office@aiimsguwahati.ac.in (CC: central_library@aiimsguwahati.ac.in)

p) Clarification can be sought to registered/empanelled vendors as and when the need arises.

Mere submission of the above documents does not necessarily qualify any entity to be registered and enlisted as a book supply vendor/supplier of AIIMS Guwahati. Submission of any false, manipulated or doctored document/s will be summarily rejected, and such application/s will not be considered under any circumstances. Even if such document/s are detected at any later stage, registration and empanelment of that particular entity will be terminated immediately.

Only shortlisted vendor(s)/supplier(s)/retailer(s)/distributor(s) will be intimated and no interim enquiry will be entertained.

A combined document of the coloured scanned copies of the above listed required documents needs to be sent to the E-Mail id : admin_office@aiimsguwahati.ac.in with the subject as ***“Name of the applicant - Supporting documents for Registration & Empanelment of Book-Supply Vendor(s)/Supplier(s) 2025- AIIMS Guwahati”***

Interested book supply vendors / suppliers / retailers are requested to submit application (Hardcopy) for registration and empanelment as book supplier/vendor. Application, along with all required documents, must reach the ***Assistant Administrative Officer (i/c), AIIMS Guwahati, Changsari, Kamrup– 781101, Assam***, within **21 days** from the date of publication of this advertisement.

sd/-

Assistant Administrative Officer (i/c),

AIIMS Guwahati



All India Institute of Medical Sciences, Guwahati
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Sub: Terms & Conditions for the supply of Books to the Central Library, AIIMS Guwahati

Following are the Terms & Conditions for supply of books to Central Library, AIIMS Guwahati:

1. Indian publications should be supplied within **6 Weeks** and foreign publications within **10 Weeks**. The order stands automatically cancelled for all unsupplied titles after the expiry of these periods.
2. Books must be in good condition. Mutilated, soiled book/s if supplied has to be replaced without charging any extra cost.
3. Only the latest edition of the book/s shall have to be supplied unless otherwise stated and no remaindered titles shall be supplied. Titles must not be duplicated unless stated otherwise.
4. Paperback editions must be supplied. If the hardbound and paperback editions are of identical prices, in such case only the hardbound edition shall be supplied. Hardbound shall be accepted only if paperback editions are not in print. Indian editions must be supplied wherever available.
5. Discounts: Discount component for books supplied shall be applicable as minimum 20%.
The conversion rates of the foreign currencies should be calculated as per Financial Benchmark India Pvt. Ltd. [FBIL] exchange rates of the billing date.
6. The supplier must furnish the following signed certificate on the body of the bills **“CERTIFIED THAT ONLY THE LATEST EDITION OF THE BOOK/S AND NOT REMAINDERED TITLE/S IS/ARE SUPPLIED AND THE PRICE HAS/HAVE BEEN CORRECTLY CHARGED IN ACCORDANCE WITH THE PUBLISHER’S / IMPORTER’S / DEALER’S INVOICE”**. In case of any price manipulation, if detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall have to be refunded in one instalment.
7. The Supplier must furnish at least one of the following duly signed & stamped documents:
 - i. Price List Downloaded from publisher’s website
 - ii. Price Certificate from publisher
 - iii. Copy of original invoice of Publisher’s billed to the concerned supplier
 - iv. Copy of Printed Price on the Book (Temporary price sticker will not be accepted)
 - v. Photocopy of publisher’s latest catalogue
 - vi. In case a foreign publisher grants rights to an Indian agency to print and sell, the price proof provided by the concerned agency will be accepted, subject to submission of proof of such rights from the original publisher.
8. Supplier must submit two sets of bills. One set should be marked as 1st Set and the other as 2nd Set.
9. Supplier should highlight Title, Price & ISBN in the Price Proof.
10. The Price Proof should be countersigned by the Supplier.
11. The **ORDER NUMBER & ORDER DATE** should be prominently quoted in all bills. The supplier has to mention the ISBN, author, publisher, currency against each billed title. Separate bills should be presented for books supplied against each order when more than one order is served at a time.
12. Acknowledgement of the order should be sent to the undersigned immediately on receipt hereof.
13. The right of cancellation of the order/s is reserved, if warranted, in the interest of the Central Library, AIIMS Guwahati
14. All orders will be emailed to the valid email ID, the supplier has submitted at the time of registration of their firm’s name with the Central Library, AIIMS Guwahati. Change of address should be immediately informed to the undersigned.
15. Billing address: **Central Library, 3rd Floor, Medical College Building, AIIMS Guwahati, Changsari, Kamrup– 781101, Assam**
16. As the payment would be made electronically, the vendor must give the beneficiary (recipient’s) information details as below:
 - (a) BENEFICIARY ACCOUNT NAME.
 - (b) BANK NAME (IFSC CODE)- BRANCH NAME (BRANCH CODE)
 - (c) ACCOUNT TYPE & NUMBER
 - (d) BRANCH FULL ADDRESS

The above TERMS & CONDITIONS may be changed without prior information by the Central Library, AIIMS Guwahati, as and when, deemed necessary.

Librarian, Central Library, AIIMS Guwahati

Vendor Profile

1. NAME OF THE VENDOR /CONTRACTOR / SUPPLIER / RETAILER ETC.									
2. REGISTERED OFFICE ADDRESS OF THE VENDOR / CONTRACTOR / SUPPLIER / RETAILER ETC.									
3. NAME & CONTACT DETAILS OF THE RESPONSIBLE PERSON OR AUTHORIZED REPRESENTATIVE	<div style="border: 1px solid black; padding: 2px;">MOBILE NO.</div> <div style="border: 1px solid black; padding: 2px;">E-mail : </div> <div style="border: 1px solid black; padding: 2px;">Mobile No. : </div> <div style="border: 1px solid black; padding: 2px;">Tel. No. : </div>								
4 TYPE OF BUSINESS <i>[Please tick in appropriate box]</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Supply</td> <td style="width: 25%;">WORKS</td> <td style="width: 25%;">SERVICE</td> <td style="width: 25%;">OTHERS (PL. SPECIFY)</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Supply	WORKS	SERVICE	OTHERS (PL. SPECIFY)				
Supply	WORKS	SERVICE	OTHERS (PL. SPECIFY)						
5 CONSTITUTION (LEGAL STATUS) DETAILS <i>[Please tick in appropriate Box]</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PROPRIETORSHIP</td> <td style="width: 33%;">PARTNERSHIP</td> <td style="width: 33%;">COMPANY REGISTERED</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	PROPRIETORSHIP	PARTNERSHIP	COMPANY REGISTERED					
PROPRIETORSHIP	PARTNERSHIP	COMPANY REGISTERED							
6 STATUTORY INFORMATION <i>[Please submit self-attested copy]</i>	<div style="border: 1px solid black; padding: 2px;">PAN : </div> <div style="border: 1px solid black; padding: 2px;">GSTIN (if any) : </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Registered under Composition Scheme</div> <div style="display: flex; border: 1px solid black;"> <div style="width: 40px; text-align: center; padding: 2px;">Yes</div> <div style="width: 40px; text-align: center; padding: 2px;">No</div> </div> </div> <div style="border: 1px solid black; padding: 2px;">GST Compliance Rating (to be updated periodically)</div>								

Please fill up the following if opted for payment receipt through Electronic Clearing Service (NEFT/ RTGS)

7 PARTICULARS OF BANK ACCOUNT

- A. NAME OF THE BANK ACCOUNT:
- B. BRANCH OF THE BANK:
- C. ADDRESS OF THE BANK BRANCH:
- D. BANK ACCOUNT NUMBER
(Enclose a cancelled cheque leaf)
- E. TYPE OF THE BANK ACCOUNT
(Saving/Current/Other(Pl. Specify)
- F 9-Digit Bank Branch Code
- G IFS Code of the Bank Branch

DECLARATION

I/We hereby declare that the particulars are given above are correct, complete and true to knowledge. I/We willing/not willing to accept the payment through ECS/NEFT/RGTS. If the electronic transaction / transfer is delayed or not effected at all for reasons of incomplete or incorrect information, I/ we shall not hold the Institute responsible. I/We shall abide by the Institutes' rules & regulations under any circumstances.



Signature of Authorized Representative

Name : _____

Designation : _____

Date: _____

Certified that the Bank particulars as mentioned above are correct.

(_____)

Signature of Bank Manager

Date :

Seal

Name :



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APPLICATION FORM FOR VENDOR REGISTRATION/ EMPANELMENT FOR PRINTED BOOKS AND JOURNALS

To,

The Assistant Administrative Officer
 (i/c), AIIMS Guwahati,
 Changsari, Kamrup– 781101, Assam

Sub: Registration/Empanelment of Vendors

Dear Sir,

Please refer to your Advertisement No.published
 infor Registration/ Empanelment of vendor / supplier / retailer /
 distributor.

Vendor / Supplier / Retailer / Distributor Name Details			
Vendor / Supplier / Retailer / Distributor Name			
Status (Proprietorship/ Partnership/JV/Company etc.)			
Vendor/Contractor Type (Retailer / Supplier/Supply- cum-Service Provider)			
Office Location			
Address			
City		Pin Code	
State		Country	
Telephone		Fax Number	
Company Email		Company Website	

Organization profile			
Sl. No.	Particulars	Sl. No.	Description
1	Primary Business Details	1.	
		2.	
		3.	
		4.	
		5.	
2	List of Items / Services	1.	
		2.	
		3.	
		4.	
3	List of Authorization	1.	
		2.	
		3.	
		4.	
4			
5			
6			
7	Any Other Information that supplier may like to provide		

Contact Details of Board of Directors/Partners/Proprietor/Management				
Contact Person	Designation	Email	Mobile	Telephone

Details			
PAN Number		Company TAN Number	
GST Number			
Any Other			

***Copies of Certificates must be provided.**

Registered with Other Establishments					
Establishment Name	Registered Since	No. of Orders executed in last 03 years	Highest Order Value in last 03 years	Items for which registered	Remarks

Financial Details			
Financial Year	Turn Over in (Lacs)	Profit/Loss in Rs.	Remarks
2024-25			
2023-24			
2022-23			

Fee Details	
Bank Name	
Branch Name	
Payment Type	Demand Draft
Demand Draft No	
Demand Draft Date	
Amount	INR 1000.00

	Document Submitted (Tick in the relevant Column)	
Tick (✓)	Document	
	Demand Draft of Rs. 1000/- in favour of AIIMS Guwahati (As Processing Fee)	
	Copy of appropriate, latest and valid certificate relating to registration number/trade license obtained from government agencies,	
	Copies of Audited Balance Sheets and Profit & Loss account for last three financial years	
	Copy of PAN Card	
	Copy of GST number	
	Copy of TAN (Tax Deduction or Collection Account Number) Registration Certificate	
	Copy of Orders Executed	
	Experience certificate	
	Copies of Quality Assurance Certificates	
	Copy of Authorized Distributor/Dealer Valid Authorization Certificate	
	Copy of Performance Certificate from clients	
	Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	
	Duly Signed Terms & Conditions for registration/empanelment as mentioned in Annexure I.	
	Duly Signed Declaration	
	An index Sheet mentioning S. No. of all the documents submitted with their corresponding page number in the document submitted for registration/empanelment to the Institute.	
	Total No. of documents submitted (to be specified in figures as well as in words)-	
	Total No. of Pages Submitted (to be specified in figures as well as in words)-	

Thanking you,

Yours faithfully,

For.....