



राष्ट्रीय डिजाइन संस्थान हरियाणा National Institute of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सांविधिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

Ref. No. NIDH/ LIB/14/3/Vol-1/ 6251

Dated: 10.04.2024

Quotation Invitation Letter for purchase of printed books

Sir/Madam,

The National Institute of Design, Haryana is an Institute of National Importance imparting knowledge in the field of Design Education & Research under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India.

The NID, Haryana intends to purchase printed books for its Resource Centre as detailed below and quotations for the same are invited on or before 26.04.2024 as per enclosed formats in Annexure I & II

List of Books:

Please see detailed list attached as **Annexure III**

The terms and conditions for supply of books are:

1. Books ordered should be supplied/returned within a period of 30 days in the case of Indian publications and 6 weeks in case of foreign publications. The bill is to be raised by the supplier at the conversion rate prevailing on the date when the books are finally invoiced against order or procured from abroad. RBI Exchange rate should be clearly indicated on the invoice.
2. Minimum discount on the original price of books and reports is as below:
 - a) Indian Publications: 23%
 - b) Foreign Publications: 20% with bank conversion rate
 - c) In case of short discount or no discount publications. It will be the responsibility of bookseller to satisfy the Institute that the publications are really short discounted or no discounted books. The Bills will also carry the currency conversion rate and certificate to the effect that the publications are "No Discount or Short-discount publications."
3. The supply should be free of freight charges.
4. The prices in the invoice should indicate both original currencies and in INR
5. Mandatory enclosures with Invoice:
 - a) A copy of publisher's/distributor's invoice as price proof
 - b) A currency conversion proof with date
 - c) Registration with FPBAI
 - d) Registration with GOC
 - e) PAN/GSTIN registration
 - f) Declaration regarding past experience with Institutions of National Importance.

एन आई डी हरियाणा, राष्ट्रीय राजमार्ग 44, ग्राम उमरी, कुरुक्षेत्र, हरियाणा - 136131, भारत

NID Haryana, National Highway 44, Village Umari, Kurukshetra, Haryana - 136131 India

फ़ोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in यूआरएल url: www.nidh.ac.in



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6. The Supplier shall append the following declaration on the bills:-
 - (a) Only latest editions have been supplied and these are not remainder titles.
 - (b) Income Tax Permanent Account No. (PAN) of the Supplier.
 - (c) The prices have been correctly charged in accordance with the Publisher/Importer/Distributor's invoices and Publishers' catalogues.
 - (d) As far as the price verification of books is concerned it should be "only from publishers' catalogue", "original invoice of publishers" or "publishers' website". Price verification should not be done from the supplier site.
7. If a bookseller fails to comply with 2 consecutive orders for the supply of books and publications within reasonable time, which are in print, will be debarred from supplying books to the Library.
8. In case of unforeseen delay in supply, the concerned vendor should send a request for extension of time with reasons and proof for delay in supply at least 05 working days before the due date of supply. Competent Authorities decision would be final to provide extension or cancel the order.
9. Defective publications, whenever noticed, will be replaced by the bookseller immediately. The cost of book to be refunded in case the publication is unavailable.
10. If the above-mentioned terms & conditions are accepted, the acceptance letter with the documents mentioned along with the annexures may be sent within 15 working days from the issuing date of this notice/enquiry.
11. Incomplete and conditional responses will not be considered.
12. Responses received after the deadline will not be considered.

13. **NOTES**

- a) NID, Haryana will evaluate all the options as per terms & conditions mentioned above and reserve the right to award the contract for the most feasible and cost-effective option.
- b) NID, Haryana reserves the right to accept or reject any or all Quotation without assigning any reasons.

Thanking You.

Mayuri RB
Head Librarian



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Annexure I

GENERAL DETAILS FOR THE SUPPLY OF PRINTED BOOK(S):

Sl No	Details	Details and Supporting Annexure Number
1.	Name of the Firm (Please attach Registration Certificate)	
2.	Postal Address of the Firm a. Telephone Number b. Mobile Number c. Fax Numbers d. Email addresses e. Website, if any:	
3.	Kind of Proprietorship a. Name and address of Directors / Managing Directors / Proprietor: b. If partnership, name and address of partners:	
4.	Are you a member of GOC (Good Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Association in India) or any other state/national association of booksellers	
5.	Are you a distributor / dealer / stockist / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership / stockiest / exclusive or preferred agency	

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6.	Is the firm an Income Tax payee? If so, please submit self-attested copies of Income Tax Returns for the preceding three years along with Copies of PAN/TAN numbers of the partners / owners.	
7.	Banker's details (A certificate issued by the banker may attached) a. Bankers Name b. Address c. Bank Account No. d. Name of the Account Holder e. Date of the opening f. RTGS g. NEFT NO.	
8.	Details of at least one copy of the latest purchase order from each nationally reputed client	
9.	Do you have an account with the foreign reputed publishers for importing books directly through them (Please Attach documentary proof)	
10.	Details of legal dispute(s) with client(s), if any. (Yes/No) . If yes, please provide the details litigations history.	
11.	Whether, the terms and condition given in Invitation letter are acceptable: Yes or No	
12.	List of Clients	



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Annexure II

Declaration

- I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application are true to the best of my/our knowledge and that I/we shall be bound by the acts of duly constituted attorney. If any information provided by us is found incorrect, wrong or misleading, National Institute of Design, Haryana is authorized to blacklist our firm/company/agency and debar us in participating in any type of tender/bid in future.
- I / We also hereby declare that all matters related to National Institute of Design, Haryana shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of NID Haryana.
- Mr/Ms. whose signatures are appearing below, is / are the authorized representative(s) of the firm.
- I / We also 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 have read and understood all the “Terms and conditions” of Library, National Institute of Design, Haryana, as mentioned in this document and consciously agree to abide by them.
- I hereby certify that the above firm is neither blacklisted by any Centre/State/Public Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.

Signature of Partners / Proprietors:

Place:

Date (with Firm's stamp):

**A separate Annexure IV is to be executed on non-judicial stamp paper of Rs. 100/- which shall be submitted by the selected vendor for issuing of Purchase Order.*

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Annexure III

List of Books:

S.No.	Title	Author	Publisher	Qty
1.	Saris of India: Bihar and West Bengal	Martand Singh & Rita Kaur Chisti	Om Publication	03
2.	Saris of India: MadhyaPradesh	Martand Singh & Rita Kaur Chisti	Univ of Washington	03
3.	Khadi: The Fabric Freedom	Martand Singh	Lustre	03
4.	Woven Textiles of Varanasi	Jaya Jaitley	Niyogi Books	03
5.	Baluchars: The woven Narrative Silks of Bengal	Jasleen Dhamija	Niyogi Books	03
6.	V & A Pattern: Indian Florals	Rosemary Crill	Victoria & Albert Museum	03
7.	Textile Motifs of India	Pepin Van Roojen	Agile Rabbit	03
8.	Resurgence: Revival of Indian Embroideries	Viloo Mirza	Aryan Books International	03
9.	Guerilla Furniture Design	Will Holman	Storey Publishing	01
10.	Furniture Design - An Introduction to Development, Materials and Manufacturing	Stuart Lawsaon	Laurence King Publishing Ltd	01
11.	Human Factors and Ergonomics in Consumer Product Design - Uses and Applications	Waldemar Karwowski	Human Factors and Ergonomics in Consumer Product Design - Uses and Applications	01
12.	Occupational Ergonomics - A Practical Approach	Theresa Stack, Lee T. Ostrom, and Cheryl A. Wilhelmsen	John Wiley & Sons Inc.	01
13.	The Elements of User Experience: User-Centered Design for the Web and Beyond	Jesse James Garrett	New Riders	01
14.	Universal Design Hand Book	Wolfgang F. E. Preiser	McGraw Hill Professional, 2001	02
15.	Disabled Village Children	David Werner	The Hesperian Foundation	02



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16.	Inclusive Design: Design for the Whole Population	J Clarkson	Springer	02
17.	Inclusive Design: Implementation and Evaluation	Jordana L. Maisel, Edward Steinfeld, Megan Basnak, Korydon Smith, M. Beth Tauke	Inclusive Design: Implementation and Evaluation	02
18.	Inclusive Design for Products: Including your missing 20% by embedding web and mobile accessibility	Jonathan Hassell	Rethink Press Ltd	02
19.	Vastra Vigyan evam Paridhan Parichay	Dr. Manju Paatni	Star Publications	01
20.	Graphic Design (in Hindi)	Narendra Singh	Rajasthan Hindi Granth	01
21.	Prachin Bharatiya Beshbhusa	Roshan ulkaji	NBT	01
22.	Bharat ki Samakalin Kala	Pran Nath Mago	NBT	01
23.	Bhartiya Chitrakala	C ShibrumMurty	NBT	01
24.	Mithila Lokchitra	Krishna Kumar Kasyap	NBT	01
25.	Paschim Europe ki Chitrakala	Ashok Mitra	NBT	01
26.	Hamara Hasta Shilpa	M B Narayan Rao	NBT	01
27.	Amar Chitra Katha Set Of 37- Hindi books			01 set