

TRIPURA JUDICIAL ACADEMY

(LIBRARY)

NARSINGARH, AGARTALA, PIN-799015, TRIPURA (W)

INVITATION FOR EXPRESSION OF INTEREST TO EMPANEL BOOK SUPPLIERS

Sealed Expression of Interest are invited, as per enclosed proforma (**Annexure "A"**), from Law publishers/ book sellers/vendors for preparation of separate panels for supply of following law books, law journals/reports, general books etc to Tripura Judicial Academy for a period of two years:

- i. Law Books (Indian Publications)
- ii. General Books (Indian Publications)
- iii. Law Books (Foreign publications)
- iv. General Books (Foreign Publications)
- v. Indian Reprint of Foreign Books
- vi. Central Bare Acts/Rules
- vii. State Bare Acts/Rules
- viii. Manual of Central Acts/Rules
- ix. Manual of State Acts/Rules
- x. Swamy's/Nabhi's Publication
- xi. Law Journals/Reports (Indian Publications)
- xii. Law Journals/Reports (Foreign publications)
- xiii. Government Publications
- xiv. Biography/Autobiography (Indian Publications)
- xv. Biography/Autobiography (Foreign Publications)

Sealed Expression of Interest should reach the Tripura Judicial Academy, Narsingarh, Agartala, Tripura (W), Pin-799015, Tripura (W) by hand/Speed Post/ Regd. Post/Courier/ before **5.00 PM on 4th November, 2024**. The sealed envelopes must be superscribed with "Expression of Interest for supply of Law/General Books" with name and address of the vendors.

TERMS & CONDITIONS

1. The Applicant must have experience of at least two years in supply of the aforesaid books etc. to Courts, Law Universities and reputed Law Institutes.
2. The applicant must be an income tax assesses.
3. The applicant must have a good business record in supply of the aforesaid books etc. and must not be blacklisted or debarred by any Court, Government Department, University, Institution, College etc. due to any reason.
4. The applicant should be able to procure books from abroad on request within a period of four weeks.
5. The application should be signed by an authorised signatory of the publisher/book seller/vendor bearing his/her full name and position, clearly indicated below the signature along with the official seal of the firm.
6. Incomplete and conditional applications will not be considered.
7. If, at any point of time, any information furnished or document submitted by the applicant is found to be wrong/false, it would be deemed to be a breach of terms of contract making the applicant liable for legal action besides termination of empanelment.
8. The applicant should specifically mention the items for which he seeks empanelment along with maximum discount offered by them for purchase of Law Books. General Books, Bare Acts/Rules, Law Journals, Manuals etc.
9. The Academy reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice or reason therefor.
10. Submission of the application does not confer any right on any applicant for empanelment with this Academy.
11. The Academy reserves right to call for any information and record and inspect the premises of any applicant at any time.
12. The decision of this Academy on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
13. For supply of foreign books, only authorized publishers/book sellers/vendor(s) or their agents will be entertained for empanelment. Discount to be offered will be applicable on RBI Conversion Rates. If the RBI Conversion rate for any currency is not available, then SBI conversion rates will be applicable.

14. The applicant/vendors are required to provide the latest books/ items for which they seek empanelment on Approval Basis as and when they are published, so that books may be placed before the **Director, Tripura Judicial Academy, Narsingarh** for approval of their purchase. Payment for approved items will be made on bills raised by the vendors against the orders placed. The vendors will have to send the books on approval basis to the library and collect back the books which are not approved at their own cost.

15. Empanelment will not ipso facto confer any right on any applicant/vendor to supply books to the Academy.

16. The Academy reserves right to purchase any material from any other vendor who is not empanelled with it.

17. The panel of law publishers/book sellers/vendors approved for particular items shall be in force for a period of two years.

18. The vendors may be required to supply the books in a short notice of 4 days or lesser time as per the urgency.

19. The “Application Form” can be obtained from the office of the Tripura Judicial Academy or downloaded from the Website of Tripura Judicial Academy i.e. **“<https://tja.tripura.gov.in>”**

20. Applicants are required to send copies of following documents along with their application: -

- i. PAN Card
- ii. GST Registration Certificate
- iii. An undertaking that the applicant has never been blacklisted by any Government Department, Court, University, Institution, College etc.

21. Bill/ Invoice should be submitted in triplicate and addressed to **“The Director, Tripura Judicial Academy, Narsingarh, Agartala, Pin- 799015”**, after receipt of the books in good condition.

Ashutosh Pandey)
Director
Tripura Judicial Academy

TRIPURA JUDICIAL ACADEMY
(LIBRARY)
NARSINGARH, AGARTALA, PIN-799 015, TRIPURA (W)

APPLICATION FORM

**EXPRESSION OF INTEREST FOR EMPANELMENT OF BOOK
SUPPLIERS**

1) Name of the Applicant/Firm:

2) Address:
(Attached documentary proof)

3) Constitution of the Applicant:
Proprietorship/Partnership/Company

4) Name & Address of Proprietor/Partner/Directors of the applicant:

5) Telephone Nos. Off.

i) Res:

ii) E-mail:-

iii) Mobile:

6) Turnover for the last three financial years **(Attached documentary proof)**

Turn over for the 2021-22:

Turnover for the 2022-23:

Turnover for the 2023-24:

7) List of regular clients with the name of contact person and Telephone No.:

Sl. No.	Name of the Regular Client:	Telephone No.	Contact Person
1.			
2.			
3.			
4.			
5.			

(If the space provided is insufficient, a separate sheet may be attached)

8) The items(s) for which empanelment is sought: -

Sl. No.	Name of Books	Please tick
1	Law Books (Indian Publications)	
2	General Books (Indian Publications)	
3	Law Books (Foreign publications)	
4	General Books (Foreign Publications)	
5	Indian Reprint of Foreign Books	
6	Central Bare Acts/Rules	
7	State Bare Acts/Rules	
8	Manual of Central Acts/Rules	
9	Manual of State Acts/Rules	
10	Swamy's/Nabhi's Publication	
11	Law Journals/Reports (Indian Publications)	
12	Law Journals/Reports (Foreign publications)	
13	Government Publications	
14	Biography /Autobiography(Indian Publications)	
15	Biography/Autobiography (Foreign Publications)	

9) Please specify, in words and figures, discount offered, which the applicant will be giving for at least two years, from the date of empanelment, on the items for which empanelment is sought: -

Sl. No	Name of Books	% of discount offered in word	% of discount offered in Figure.
1	Law Books (Indian Publications)		
2	General Books (Indian Publications)		
3	Law Books (Foreign publications)		
4	General Books (Foreign Publications)		
5	Indian Reprint of Foreign Books		
6	Central Bare Acts/Rules		
7	State Bare Acts/Rules		
8	Manual of Central Acts/Rules		
9	Manual of State Acts/Rules		
10	Swamy's/Nabhi's Publication		
11	Law Journals/Reports (Indian Publications)		
12	Law Journals/Reports (Foreign publications)		
13	Government Publications		
14	Biography/Autobiography (Indian Publications)		
15	Biography/Autobiography (Foreign Publications)		

10. Permanent Account Number:

(PAN) of the Applicant allotted under the Income Tax Act

(Attach Photocopy)

11. GST Registration Number:

(Attach photocopy of GST Registration Certificate)

Documents Attached

1. _____
2. _____
3. _____
4. _____
5. _____

Signature: _____

(Authorised Signatory)

Name:

Designation:

Stamp of Applicant