



INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

WALMI Campus, Belur Industrial Area, Near High Court, PB Road
Dharwad – 580 011, Karnataka

LIBRARY

18th August 2022

Ref. No.: IITDh/LIB-ACQ/VE/2022-23/01

Advertisement for Registration / Empanelment of Vendors for Supply of Print / Non-Print Documents to Central Library, IIT Dharwad

Annexure – I

Instructions for the Applicants

The following are the instructions for applicants for supplying the Print / Non-Print Documents and the Proforma Application available on the Institute's website.

1. Interested Vendor/Distributor/Supplier(s) must submit their response in the prescribed format, in a sealed envelope super-scribing - '***Kind Attention: Library Officer, Application for the Registration / Empanelment for the Supply of Print / Non-Print Documents.***'
2. The application must be signed by an Authorized Signatory of the Vendor(s), with his / her full name and status, clearly specified below the signature and the firm's official seal.
3. Strict discipline is expected to maintain concerning application for empanelment. No canvassing or repeated communication should not be made with the Institute / Library Committee Members. Failure to keep this discipline makes the application(s) liable to be rejected by the Institute.
4. Applications received beyond the due date and time will not be scrutinized and automatically rejected.
5. Applications that are incomplete or conditional will not be evaluated.
6. Without the Empanelment Registrations Fees, the application will not be considered for the Vendor Registration / Empnalement
7. At any given point in time, if any of the documents furnished by the Vendor/Distributor/Supplier(s) is found to be untrue, it would be deemed a breach of contract terms, making the firm concerned liable for legal action besides termination of empanelment.
8. The applications will be scrutinized and shortlisted for empanelment by Domain Experts. The Shortlisted Vendor/Distributor/Supplier(s) will be informed by e-Mail or regular post for further procedure.
9. The IIT Dharwad reserves the right to approve or reject any of all the Vendor/Distributor/Supplier(s), whose decision will be final in all cases regarding Acceptance/Rejection/Arbitration.
10. The shortlisted Vendor/Distributor/Supplier(s) for empanelment must agree to supply as per the Institute "Terms & Conditions for Supply of Print / Non-Print Documents (*Annexure-II*)."