**ENLISTING OF SUPPLIERS OF BOOKS/JOURNALS

Advt No. 12/2013 Date: 01.07.2013**

Indian Institute of Science Education and Research Thiruvananthapuram is an educational and research institute established by the Ministry of Human Resource Development (MHRD), Govt. of India. The Institute is awarding five year integrated BS-MS degree in addition to Integrated PhD and Ph.D degrees in Mathematics, Physics, Chemistry, Biology and inter-disciplinary areas. The Institute intends to enlist suppliers who fulfill the requirements/eligibility mentioned below for supply of books/journals to its Library. Interested book suppliers/subscription agencies are invited to send in their applications in the prescribed format to the Registrar on or before **19th July 2013**. Format of the application can be downloaded from the institute website (www.iisertvm.ac.in).

The applications should accompany proof/evidence of all items mentioned in the requirements/eligibility and in the application form.

**Requirements/eligibility for Book Suppliers:**

1. 5 years’ experience in supply of books in the field of Science and research to reputed Science Libraries. Preference shall be given to direct importers of books and authorized distributors/dealers of the publisher.Direct importers of books should have valid Certificate of Importer Exporter Code ( IEC) issued by the Director General of Foreign Trade (DGFT).
2. Be a registered and active supplier of at least 5 libraries of national repute (e.g IISERs, IISc, IITs, IIMs, NITs, VSSC, CSIR & Research Laboratories, Universities).
3. Membership in any of the following
	1. Good Offices Committee
	2. Federation of Publishers and Booksellers Association of India
	3. Any other State/National Association of Book Suppliers
4. Firm should have PAN issued by the Income Tax Department, Govt. of India.
5. Firm should have filed Income Tax return of last 4 consecutive years.
6. Should have annual turnover of more than Rs. 2 Crore in last 3 consecutive years.
7. Ready to pay Rs.10,000 (Ten Thousand Only) as refundable deposit, if selected as approved book supplier.
8. Firm is not been de-listed in the last three years by any of the institutes/Universities or Government organization.
9. Should have an outstanding past performance in supply of books to the IISER Thiruvananthapuram (This condition is applicable, only if the firm was an approved supplier of the IISER Thiruvananthapuram).
10. Should be a registered firm in India.

**Requirements/eligibility for Subscription Agencies:**

1. 5 years’ experience in supply of Journals/e-journals/databases in the field of Science and research to reputed Science Libraries.
2. Be a registered and active supplier of at least 5 libraries of national repute (e.g IISERs, IISc, IITs, IIMs, NITs,VSSC,CSIR & Research Laboratories, Universities).
3. Membership in any of the following
	1. Good Offices Committee
	2. Federation of Publishers and Booksellers Association of India
	3. Any other State/National Association of Book Suppliers
4. Should have annual turnover of more than Rs 10 Crore in last three consecutive years.
5. Firm should have PAN issued by the Income tax department, Govt. of India.
6. Should have filed Income tax return of last 4 consecutive years.
7. Firm is not been de-listed in the last three years by any of the institutes/Universities or Government organization.
8. Ready to pay Rs.10,000 (Ten Thousand only) as refundable deposit, if selected as approved subscription agency.
9. Should have an outstanding past performance in supply of journals/e-resources subscription to IISER Thiruvananthapuram (This condition is applicable, only if the firm was an approved supplier of the IISER Thiruvananthapuram).
10. Should be a registered firm in India.

The enlistment of suppliers shall be based on their status determined from the information furnished in the application form and also by confirming the authenticity and suitability.

The decision of the Institute regarding enlisting of the suppliers shall be final. Institute reserves the right to shortlist the applications.

Application in the prescribed format along with the supporting documents are to be sent to:

The Registrar
Indian Institute of Science Education & Research (IISER) Thiruvananthapuram
1st Floor, Computer Science Building
College of Engineering Campus
Thiruvananthapuram- 695016

Superscribe the envelope with “*Application for enlisting of suppliers of books*” or “*Application for enlisting of suppliers of journals*” as the case may be.

 Registrar