

Annexure – I

25th September 2025

Advertisement for Registration / Empanelment of Vendors for Supply of Print / Non-Print Documents to Knowledge Resource Centre, IIT Dharwad

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/Authorized Partner(s) must submit their response in the prescribed format, in a sealed envelope super-scribing - *'Kind Attention: The Chairman (Knowledge Resource Centre (Library) Advisory Committee), Application for the Registration / Empanelment for the Supply of Print / Non-Print Documents'*.
2. **Mandatory: Interested Vendor/Distributor/Supplier/Authorized Partner(s) who are duly registered as members on the Government e-Marketplace (GeM) portal shall be eligible to participate in this process. Proof of valid registration on GeM must be furnished at the time of submission and throughout the tenure of the contract. Non-compliance with this requirement shall render the bidder ineligible for consideration or may result in termination of empanelment at any stage, at the sole discretion of IIT Dharwad.**
3. The application must be signed by an Authorized Signatory of the Vendor/Distributor/Supplier/Authorized Partner(s), with his / her / their full name and status, clearly specified below the signature and the firm's official seal.
4. Strict discipline is expected to maintain the application for empanelment. Canvassing or repeated communication should not be made with the Institute / Knowledge Resource Centre (Library) Advisory Committee Members. Failure to keep this discipline makes the application(s) liable to be rejected by the Institute.
5. Applications received beyond the due date and time will not be scrutinized and automatically rejected.
6. Applications that are incomplete or conditional will not be evaluated.

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7. Without the Empanelment Registration Fees, the application will not be considered for the Vendor Registration / Empanelment
 8. At any given point in time, if any of the documents furnished by the Vendor/Distributor/Supplier/Authorized Partner(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.
 9. The applications will be scrutinized and shortlisted for empanelment by Domain Experts. The Shortlisted Vendor/Distributor/Supplier(s) will be informed by the e-Mail for further procedure.
 10. Vendor/Distributor/Supplier/Authorized Partner(s) will be allowed to withdraw after the submission of applications.
 11. The IIT Dharwad reserves the right to approve or reject any of the Vendor/Distributor/Supplier/Authorized Partner(s), whose decision will be final in all cases regarding Acceptance/Rejection/Arbitration.
 12. The shortlisted Vendor/Distributor/Supplier/Authorized Partner(s) for empanelment must agree to supply as per the Institute's Discount Policy (Annexure-II) and Terms & Conditions for Supply of Print / Non-Print Documents (Annexure-III).