



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक - C, आई एन ए, नई दिल्ली - ११००२३ भारत

Manav Adhikar Bhawan, Block – C, INA, New Delhi 110023 INDIA

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E-mail : nhrnga@nic.in

Website : www.nhrc.nic.in

No. D-16/1/2021-Lib

Dated:25.11.2025

Last Date for Submission of Tender	11.12.2025 up to 5:00 PM
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Notice Inviting Tender (NIT)

For empanelment of Book Vendor(s) for supply of Book(s) and other Publication(s) in the Library of the National Human Rights Commission (NHRC) for **three years** from the date of empanelment.

The National Human Rights Commission (NHRC) intends to engage the services of reputed Law Publishers/Book Sellers (hereinafter referred to as 'vendor') for preparation of separate panels of vendors for the supply of the following categories of books and other publications of the NHRC Library for a period of three years from the date of empanelment. Any inquiry regarding this NIT may be made from the Deputy Documentation Officer (Telephone No. 011-24663461) on any working day (Monday to Friday, except public holidays) between 10:30 AM and 04:00 PM.

S.No	Name of the Books
1	Law Books (Indian Publications)
2	Law Books (Foreign Publications)
3	General Books (Indian Publications)
4	General Books (Foreign Publications)
5	Indian Reprint of Foreign Books
6	Central Bare Acts/Rules
7	State Bare Acts/ Rules/ Manuals
8	Manual of Central Acts/ Rules
9	Manual of State Acts/ Local Laws
10	Swamy's / Nabhi's Publication

11	Govt. / Institutions Publication/ Reports
12	Journals, periodicals and other books / Reports on Internationally reputed
13	Excise & Custom Manual (Centex Publications)
14	Income Tax Act / Rules (Taxman Publications)
15	Hindi Books
16	English Fiction

1. Tender

The interested bidders may submit their bids/quotations (under the Two-Bid System, i.e., Technical Bid and Financial Bid) in a sealed envelope superscribed in bold letters as '*Quotation for Empanelment of Book Vendors for Supply of Books and Other Publications in the Library of National Human Rights Commission (NHRC)*', addressed to the Under Secretary (General Administration), National Human Rights Commission, Manav Adhikar Bhawan, Block 'C', G.P.O. Complex, I.N.A., New Delhi-110023.

The bids/quotations, duly accompanied with all required documents, shall be dropped in the Tender Box placed at the Reception of NHRC i.e. at Manav Adhikar Bhawan, Block 'C', G.P.O. Complex, I.N.A., New Delhi-110023, on or before **11.12.2025 up to 5:00 pm**, as per the instructions contained in this Tender Notice. Quotations received unsealed or after the due date and time shall be summarily rejected.

(i) The terms and conditions given below must be carefully read and accepted in full. A categorical statement confirming acceptance of all terms and conditions should be made in the quotation.

(ii) The bidders are expected to examine all instructions, proformas, terms and conditions, and specifications contained in the tender documents. Failure to furnish all information required under the tender documents or submission of incomplete/incorrect documents will be at the bidder's own risk and may lead to rejection of the bid in full.

2. Bids:

2.1 Technical Bid

The Technical Bid shall contain the following documents:

i. **Checklist/Declaration** - The Declaration (Annexure-I), duly filled and signed by the authorized signatory of the bidding firm, should be enclosed in the Technical Bid envelope along with other prescribed documents/information as mentioned in this Tender Notice.

ii. **Copies of PAN and GST** - The bidder must ensure compliance with all statutory requirements pertaining to taxes, such as valid PAN, GST Registration, etc., as applicable, and furnish copies of the same. If any bidder claims for exemption from GST under any relevant category/provision, supporting document be provided.

iii. **Experience** - The bidder must have at least three years' experience in the relevant field and should provide a complete list of clients **clearly mentioning the dates (period of services)**, including their addresses and contact numbers, along with supporting documents.

iv. **List of Government Clients** - The bidder should have experience in providing services to Ministries/Government Offices/Departments/PSUs/Autonomous bodies and must submit a list of such clients along with the name, designation, telephone number, and mobile number of the contact person, supported by documentary proof.

v. **Income Tax Returns & Turnover** - The bidder should have an annual turnover of not less than ₹50 Lakh for FYs 2021-22, 2022-23 and 2023-24. Copies of Income Tax Returns (ITRs) and Audited Accounts for these FYs must be furnished.

vi. **Undertaking on Blacklisting** - The bidder should submit a declaration in the format at Annexure-II (duly signed by the authorized signatory) stating that the firm has not been blacklisted by any Ministry/Department/Government Office.

vii. **Bid Security Declaration** - In lieu of Bid Security/EMD, the bidder must submit a signed Bid Security Declaration as per Annexure-III.

The Technical Bid containing the above documents must be sealed in a cover superscribed as: **"Technical Bid for Empanelment of Vendors for Supply of Books and Other Publications in NHRC."**

The Technical Bids will be opened for evaluation. Only those bidders who qualify in the Technical Evaluation will have their Financial Bids opened for further consideration.

2.2 Financial Bid

The Financial Bid shall contain the discount offered (in percentage of the printed price) by the bidder, strictly in the format prescribed at Annexure-IV (Part-I & Part-II). The discount percentage, once quoted, shall be final and must be written both in words and figures.

i. The Financial Bid should be submitted in a separate sealed cover superscribed as:

"Financial Bid for Empanelment of Vendors for Supply of Books and Other Publications in NHRC"

ii. The discount percentage must be quoted strictly in Part II of Annexure-IV (in figures and words) only against the respective publications/books that the bidder wishes to supply, and the same must be tick-marked in Part I of Annexure-IV. **For the publications/books that the bidder does not wish to supply, the respective column must be left completely blank**, as any doubtful mark or failure to quote the discount strictly in the prescribed format may render the financial bid or the bid as a whole liable for rejection.

Both the separate sealed envelopes containing the **Technical Bid** and **Financial Bid** must be placed inside a larger sealed cover superscribed as:

“Quotation for Empanelment of Book Vendors for Supply of Books and Other Publications in the Library of National Human Rights Commission (NHRC)”

3. TERMS & CONDITIONS

3.1) The bidder shall specifically mention the category of books/other publications for which empanelment is sought, along with the discount offered (in percentage) on the printed price of Law Books, Central Bare Acts/Rules & State Bare Acts, General Books, Government/Institutional Publications/Reports, Hindi Books, English Fiction, Journals, Periodicals, etc.

3.2) The bidder shall be required to provide the latest books/items, for which empanelment is sought, on *Approval Basis* as and when they are published, so that the same may be placed before the Library Committee for consideration. Payment shall be made against bills raised by the vendor for supply of approved books, in accordance with the maximum discount offered by the vendor, and as per the decision of the Commission.

3.3) Bidders applying for General Books (Indian Publications) shall also provide the latest editions of such books on *Approval Basis* for placing before the Library Committee for approval.

3.4) Submission of a bid shall not confer any right on the bidder for empanelment with the Commission.

3.5) The decision of the Commission on all matters connected with or incidental to empanelment shall be final and binding on all empaneled vendors and shall not be open to challenge on any ground.

3.6) Empanelment shall not, *ipso facto*, confer any right on any vendor to lay claim against the Commission.

3.7) The Commission reserves the right to call for any information and records, and to inspect the premises of any bidder, before or during the period of empanelment.

3.8) The Commission reserves the right to procure Books/Publications from vendors not empaneled with it, if any publication is urgently required at short notice, on GOC conversion rates.

3.9) For supply of foreign books, only authorized distributors/agents of the publishers shall be considered for empanelment. Discounts shall be applicable on RBI conversion rates, and where such rates are not available, SBI conversion rates shall apply.

3.10) The empanelment shall normally remain valid for **three years** from the date of empanelment with the Commission and may be renewed further on mutual consent, subject to satisfactory performance of the vendor(s) and approval of the Competent Authority in the Commission.

3.11) The vendor shall not engage the services of any sub-contractor or transfer the contract to any other person.

3.12) The selected empaneled vendor shall be solely responsible for complying with all statutory requirements and obligations.

3.13) In the event of breach/non-compliance of any clause/terms, refusal to continue providing services, delay/default, or failure to provide satisfactory service, the Commission reserves the right to impose a penalty, as deemed appropriate, depending on the gravity of the fault.

3.14) The successful bidder shall convey acceptance of empanelment and all terms & conditions within seven (07) days of receipt of the empanelment letter.

3.15) Quotations/bids not in conformity with the instructions contained in this notice are liable to be rejected. However, the Commission reserves the right to accept or reject any bid in full or in part, or reject all bids without assigning any reason. The decision of the Commission in this regard shall be final and binding on all bidders.

3.16) The Commission reserves the right to terminate the empanelment at any time without assigning any reason.

3.17) The vendor shall furnish an undertaking/declaration to the effect that any defective books (binding, printing, pagination errors, missing pages, etc.) shall be replaced free of cost at the earliest possible.

3.18) Payment shall be made on submission of bills. The Commission shall deduct TDS under Section 194C of the Income Tax Act, 1961, or any other applicable rules/regulations as amended from time to time.

3.19) The empaneled vendor shall furnish complete contact details, including the address of its office/workshop, landline number, mobile number(s), and the name of the contact person.

3.20) Hypothetical or conditional tenders shall not be entertained. Once submitted, a tender shall not be withdrawn or altered. If withdrawn or altered at any stage, the Commission may take appropriate action, as deemed fit.

3.21) Overwriting, over-typing, or erasing of figures rendering them doubtful or ambiguous shall not be permitted and shall render the tender invalid.

3.22) In case the empaneled vendor fails to supply any order book/publication within the stipulated time, the National Human Rights Commission Library shall be at liberty to procure the required book/publication from the open market as per their availability. The empaneled vendor shall not have any claim/ objection in this regard.

3.23) In case where the empanelled vendor fails to supply the subscribed items, the Competent Authority reserves the right to impose a penalty and/or levy interest on the advance amount, as may be deemed fit.

Enclosed: Annexure-I,II,III & IV

Digitally signed by

VISHNU S.P.
[Major Vishnu SP]
Under Secretary (GA)

Date: 25-11-2025

14:34:11

Annexure-I**Checklist / Declaration***(To be kept in Technical Bid Envelope)***M/s:** _____ (Name of the bidder/vendor/firm)

Sr. No.	Documents to be furnished with the bid	Whether enclosed (Yes/No)	Page No.
1	Complete address of office/workshop/firm, Landline & Mobile No(s), and name of contact person		
2	Income Tax Returns for FYs 2021-22, 2022-23 and 2023-24		
3	Turnover for FYs 2021-22, 2022-23 and 2023-24 (Attach documentary proof)		
4	Experience: List of clients, i.e., libraries of Ministries, Government Offices, Departments, PSUs, and Autonomous Bodies, to whom services/books have been provided in support of claiming experience of three years in the field. The bidder must clearly mention the dates (period of services) for the same , including their addresses and contact numbers, along with supporting documents.		
5	Copy of GST Registration (as per applicability & relevant Government rules). In case of exemption for any category, submit supporting documentary evidence for the same.		
6	Copy of PAN Card		
7	Declaration stating that the bidder has not been blacklisted by any Ministry/Department/Organization (Annexure-II)		
8	List of client i.e. libraries of Ministries, Government Offices, Departments, PSUs, and Autonomous Bodies where services/books are currently being supplied along with Performance/Acknowledgement Certificates from these clients, including their addresses and contact numbers, along with supporting documents		
9	Bid Security Declaration (Annexure-III)		
10	Certificate/Undertaking by the bidder for acceptance of all Terms & Conditions of the NIT in full and agreement to adhere to applicable rules & regulations		
11	Declaration/Undertaking to replace defective books free of cost (binding, printing, pagination errors, missing pages, etc.)		

To be signed by the Authorized Signatory
of the firm with the seal of the firm.

Note: The financial bids of only those bidders who qualify in the Technical Bid evaluation shall be opened.

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Annexure-II**Declaration**

It is hereby declared that our firm, namely M/s _____, has not been blacklisted by any Government Ministry, Department, Public Sector Undertaking, or Autonomous Body.

To be signed by the Authorized Signatory
of the firm with the seal of the firm.

Annexure-III**BID SECURITY DECLARATION**

I/We, the authorized signatory of M/s _____, participating in NIT No. D-16/1/2021-Lib for the *Empanelment of Book Vendors for supply of Books and other Publications to the Library of the National Human Rights Commission (NHRC)*, do hereby declare that:

a) I/We have availed the benefit of waiver of EMD while submitting our bid against the subject tender, and no EMD has been deposited for the said tender.

b) In the event that I/We withdraw or modify our bid during the period of validity, or if we are awarded the contract and fail to sign the contract or fail to submit the required performance security within the stipulated timeline, I/We shall be suspended from being eligible to bid for or be awarded any future contract(s) of the National Human Rights Commission for a period of two years from the date of such breach.

To be signed by the Authorized Signatory
of the firm with the seal of the firm.

Annexure-IV**Format for Financial****Bid PART-I**

The item(s) for which empanelment is filled:-

S.No	Name of the Books	Please tick
1	Law Books (Indian Publications)	
2	Law Books (Foreign Publications)	
3	General Books (Indian Publications)	
4	General Books (Foreign Publications)	
5	Indian Reprint of Foreign Books	
6	Central Bare Acts/Rules	
7	State Bare Acts/ Rules/ Manuals	
8	Manual of Central Acts/ Rules	
9	Manual of State Acts/ Local Laws	
10	Swamy's / Nabhi's Publication	
11	Govt. / Institutions Publication/ Reports	
12	Journals, periodicals and other books / Reports on Internationally repute	
13	Excise & Custom Manual (Centex Publications)	
14	Income Tax Act / Rules (Taxman Publications)	
15	Hindi Books	
16	English Fiction	

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To be signed by the Authorized Signatory
of the firm with the seal of the firm

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PART-II

Please specify, both in words and figures, the discount offered, which shall remain valid for the entire period of empanelment or any extendable period (if applicable), on the items/categories for which empanelment is sought.

Sl. No.	Name of Books	% of discount offered on Printed price on one Copy		% of discount offered on Printed Price on additional copy	
		In figure	In words	In figures	In words
1	Law Books (Indian Publication)				
2	Law Books (Foreign Publication)				
3	General Books (Indian Publication)				
4	General Books (Foreign Publication)				
5	Indian Reprint of Foreign Books				
6	Central Bare Acts: Published by				
	i. Universal Law Publishing CO. Pvt. Ltd.				
	ii. Lixis Nexis Book Publishers				
	iii. Professional Book Publishers				
	iv. Eastern Book Company				
	v. Law Publishers (India) Pvt. Ltd.				
	vi. Akalank Publications				
	vii. Other Publishers (please specify)				
7	State Bare Acts/Rules/Manuals				
8	Manual of Central Acts/ Rules				
	Manual of State Acts/				

9	Local Laws				
10	i. Swamy's Publications				
	ii. Nabhi's Publications				
11	Government/ Institution Publications, Reports, etc.				
12	Journals, periodicals and other books /Reports on Internationally repute				
13	Excise & Custom Manual (Centex Publications)				
14	Income Tax Act/ Rules (Taxmann Publications)				
15	Hindi Books				
16	English Fiction				

To be signed by the Authorized Signatory
of the firm with the seal of the firm