



INDIA ISLAMIC CULTURAL CENTRE

87-88, Lodhi Road, New Delhi-110003

Notice Inviting Submission of Letter of Intent (LOI) for Empanelment of Experienced Book Suppliers / Vendors for IICC Library

The India Islamic Cultural Centre invites Letters of Intent (LOI) from reputed and experienced book suppliers/vendors for the supply of books to the IICC Library. Interested vendors are requested to submit their willingness along with the required documents for empanelment as approved suppliers of library books.

The empanelment aims to ensure the procurement of authentic, high-quality academic, research, reference, and general publications for the Library of the Centre.

Scope of Supply

The empaneled vendors shall supply the following categories of books:

- Reference Books
- Government Publications
- Indian Publications
- Foreign Publications

All books supplied must be original, authentic, and of the latest available editions unless otherwise specified. Pirated, photocopied books shall not be accepted under any circumstances.

Eligibility Criteria

Interested vendors/book suppliers must fulfill the following eligibility conditions:

1. The vendor must be a registered firm/company with valid supporting documents, including:
 - GST Registration Certificate
 - PAN Card
 - Trade License / Registration Certificate
 - Establishment Details
2. The vendor should have a minimum experience of 2–5 years in supplying books to libraries, preferably academic, institutional, or research libraries.
3. The vendor must submit references from reputed institutions/libraries where similar supplies have been made.



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4. Authorization letters from publishers/distributors should be provided to ensure authenticity of supplied books.
5. Preference will be given to vendors having membership of the Federation of Book Publishers in India or equivalent recognized bodies.
6. The vendor should not have been blacklisted by any Government Department, Autonomous Body, University, or Public Institution.

Ordering Procedure

- Orders shall be placed through approved title lists or Purchase Orders issued by the IICC Library.
- Vendors must clearly indicate availability, edition, price, discount, and delivery period in their quotations.

Delivery Schedule

- Indian Publications: Within 15 days from the date of issue of Purchase Order.
- Foreign Publications: Within 30 days from the date of issue of Purchase Order.

Failure to supply books within the stipulated period may attract a penalty of 0.5% per week delay.

Discount and Pricing

Vendors are required to offer competitive discounts as per prevailing norms:

- Indian Publications: Generally, between 10% to 25%
- Foreign Publications: As per publishers' norms

No additional charges such as packing, forwarding, postage, or courier charges shall be payable by the Centre.

Packaging and Delivery

- Books must be properly packed to prevent damage during transit.
- Delivery shall be made at the IICC Library premises during working hours (10:00 AM to 5:00 PM, Monday to Saturday)
- Damaged, defective, or incorrect books shall be replaced by the vendor free of cost.



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Invoice and Documentation

The invoice submitted by the vendor must contain complete bibliographic details including:

- Title and Author
- Publisher
- ISBN
- Edition and Year
- Price details (MRP, discount, net price)
- GST Details
- Purchase Order Number
- Vendor's seal and authorized signature

Payment Terms

- Payment shall be released only after verification, acceptance, and accessioning of books by the library.
- No advance payment shall be made.

Ethical and Professional Conduct

The vendor shall:

- Maintain confidentiality of library records and procurement details.
- Ensure professional conduct in all dealings with the Centre.
- Avoid overcharging or supply of pirated/unauthorized editions.

Termination of Empanelment

The empanelment may be terminated by the Centre if the vendor:

- Consistently fails to supply more than 25% of ordered titles;
- Supplies pirated, damaged, or incorrect books;
- Indulges in overpricing or unethical practices;
- Violates the terms and conditions of the Centre.



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Letter of Intent (LOI) Submission

Interested agencies are invited to submit their Letter of Intent (LOI) along with the following documents:

- Company Profile, including registration details and a valid Trade License.
- Certificate of Incorporation/Registration.
- Permanent Account Number (PAN) Card.
- Goods and Services Tax (GST) Registration Certificate.
- References from reputed institutions, universities, libraries, or organizations where similar book supply services have been successfully executed.
- Authorization Letter(s) issued by the concerned publisher(s)/authorized distributor(s), confirming the agency's authorization to supply publications and ensuring the authenticity of the books supplied.
- A self-certified declaration stating that the agency has not been blacklisted or debarred by any Government Department, Public Sector Undertaking (PSU), Autonomous Body, or other statutory authority.

The completed Letter of Intent, together with all supporting documents, may be submitted either:

- By Email: sultanqabooslibrary.iicc@gmail.com; or
- By Post/Hand Delivery: In a sealed envelope superscribed: "**Letter of Intent for Empanelment of Book Suppliers**"

Last Date for Submission: 24 / 08 /2026

Address for Submission:

The Secretary

India Islamic Cultural Centre (IICC)

87-88, Lodhi Road

New Delhi – 110003

Phone: 011-43535337



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General Terms and Conditions

- The India Islamic Cultural Centre (IICC) reserves the right to accept or reject any or all Letters of Intent, wholly or partially, without assigning any reason whatsoever.
- Incomplete applications, or those received after the prescribed closing date and time, shall not be considered.
- Submission of a Letter of Intent does not confer any right to empanelment.
- Only shortlisted agencies shall be contacted for further evaluation or empanelment.
- The decision of the Competent Authority of IICC in all matters relating to the empanelment process shall be final and binding on all applicants.

Shahidul 06/8

Secretary

India Islamic Cultural Centre

New Delhi