

# **NATIONAL INSTITUTE OF SOLAR ENERGY**

(An Autonomous Institute under Ministry of New & Renewable Energy, Government of India)



## **EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF SCIENTIFIC / TECHNICAL / TEXT /ADMINISTRATIVE / HINDI / ENGLISH LITERATURE BOOKS TO LIBRARY OF NISE, GURUGRAM**

**Last date for submission of EOI: 09-12-2025 17:00**

National Institute of Solar Energy  
Gurugram-Faridabad Road  
Gwal Pahari, Gurugram – 122003, Haryana, India

Website: [www.nise.res.in](http://www.nise.res.in)

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# NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institute of MNRE, Government of India  
Gurugram-Faridabad Road, Gwal Pahari, Gurugram, Haryana-122003

Reference EOI No: LAB-1605/2/2023-LAB

## **Expression of Interest (EOI) for Empanelment of vendors for Supply of Scientific / Technical / Text /Administrative / Hindi / English Literature books to Library of NISE, Gurugram**

National Institute of Solar Energy (NISE), Gurugram invites Expression of Interest (EOI) for Empanelment of vendors for supply of **Scientific / Technical / Text /Administrative / Hindi / English Literature** books to the Library of NISE, Gurugram from reputed, experienced and financially sound firms initially for a period of two (02) years and further extendable for one (01) year, if found satisfactory.

### **Brief Details of EOI:**

The EOI documents can be downloaded from <https://nise.ewizard.in/> EOI document will be submitted **online** only up to the last date & time of submission of EOI.

### **Critical Dates of EOI:**

Sl. No.	Particulars	Date	Time
1	Date & Time of Publication/ Download of EOI documents	18-11-2025	11:00
2	EOI Submission Start Date & Time	18-11-2025	11:00
3	Last Date of Submission/Receipt of EOI	09-12-2025	17:00
4	Opening of EOI	10-12-2025	11:00

## **1. INTRODUCTION:**

National Institute of Solar Energy (NISE) is an autonomous institute under the Ministry of New and Renewable Energy (MNRE), Government of India. The activities involved at NISE are Research, Design & Development, Performance Evaluation and Reliability Assessment of Solar systems, its Components and Balance of Systems as per National and International Standards. The focus of the institute is the resource assessment, testing, calibration & certification of interactive R&D, design development and demonstration of solar systems, standardization, technology up-gradation, training & skill development, consultancy, incubation of young entrepreneurs and other related works. It stands as the premier National Research and Development institute in the field of solar energy. Despite its prestigious position, it maintains a youthful spirit, continually striving to advance its facilities and stay focused on the latest technological advancements.

## **2. CONTRACT PERIOD:**

The empanelment of vendors is initially for a period of two (2) years and further extendable for one (01) year, if found satisfactory.

## **3. ELIGIBILITY CRITERIA:**

(Proof/ Supporting documents to be enclosed in support of eligibility criteria mentioned below)

- a. The Vendor must be registered under any State or Central Government (attach copy of registration) act as mentioned below:
  - i. Indian Companies Act 1956.
  - ii. Indian Partnership Act 1932. (Please give names of partners)
  - iii. any other act

If the vendor is a Partnership Firm, registered under the Indian Partnership Act, 1932, please state further whether the partnership agreement/deed has been conferred on the partner who has signed the EOI.
- b. The Vendor shall provide Permanent Income Tax Account No. of the Firm with circle/ward and G ST Registration Certificate (duly attested photocopy to be attached).
- c. The vendor must have supplied books in the last three (03) financial years to any of the library of National Level Institutions like IIMs, IITs, NITs, IISERs and Central Universities.
- d. The vendor must be an authorized distributor/ dealer/ supplier of academic and administrative book publishers/ foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, TMGH etc.
- e. The vendor should give self-declaration certificate for acceptance of all terms and conditions of EOI documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**.
- f. The vendor should be neither blacklisted by any government department nor there should be any criminal case registered/pending against the it or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-A**.

#### 4. EXPRESSION OF INTEREST DETAILS:

The EOI Document can be downloaded from institute website [www.nise.res.in](http://www.nise.res.in) and [nise.ewizard.in](http://nise.ewizard.in) EOI to be submitted **online** only latest by Dt 09/12/2025 up to 17.00 .

EOI should be as per the following relevant/ supporting duly signed documents as mentioned in the EOI document.

Sl. No	Description	Details
1.	Request for EOI No.	<b>LAB-1605/2/2023-LAB</b>
2.	EOI Type	Open EOI (E-Wizard)
3.	EOI Category	Service
4.	Scope of Work	Expression of Interest (EOI) for empanelment of vendors for supply of <b>Scientific / Technical / Text / Administrative / Hindi / English Literature</b> books to Library of NISE, Gurugram
5.	EOI Average Annual financial turnover declaration	MSME is exempted to submit Average Annual financial turnover of last three (03) financial years (FY 2021-22, 2022-23, 2023-24)
6.	Place of submission of EOI Application	The scopes of work to be EOI are available in the complete EOI documents, which can be viewed /downloaded from E wizard Portal <a href="https://nise.ewizard.in/">https://nise.ewizard.in/</a> . The EOI should be submitted along with all relevant/supporting duly signed documents. No claim shall be entertained on account of disruptions of internet service being used by bidders. Applicant are advised to upload their EOI well in advance to

		avoid last-minute technical snags.  All Corrigendum/Amendment/Corrections, if any, will be published on institute website <a href="http://www.nise.res.in">www.nise.res.in</a> . and E-wizard Portal <a href="http://nise.ewizard.in/">nise.ewizard.in/</a>
7.	Period of validity of quotation	EOI shall be valid for at least 120 days from the last date of EOI submission.
8.	Last date & time of submission of EOI	17:00 Hrs. on 09/12/2025
9.	Time of starting of work	Within 15 days upon the acceptance of Purchase Order
10.	Note	(i) A copy of Certificate of Incorporation. (ii) A copy of Power of Attorney/Authorization issued by the LLP in favour of the individual to sign the EOI on behalf of the LLP and create liability against the LLP. (iii) Attested copies of the constitution of their concern, GST registration certificate and copy of PAN Card.

The EOI applications with incomplete information will be rejected.

For any query/clarification related to EOI, applicant may contact NISE Library at:-

**ADDRESS:**

**(LIBRARY IN CHARGE)**  
**NATIONAL INSTITUTE OF SOLAR ENERGY, GURUGRAM**  
**19<sup>th</sup> MILESTONE INSTITUTIONAL AREA,**  
**GAWAL PAHARI, GURUGRAM-122003,**  
**GURUGRAM, HARYANA.**  
**E-mail- [library@nise.res.in](mailto:library@nise.res.in)**  
**Ph No- 0124 - 2853127**

**5. EOI EVALUATION:**

Screening of EOIs shall be carried out as per eligibility criteria mentioned in this document and technical parameters submitted and requirement sought by NISE. A committee will verify the documents submitted by the vendor and decide the empanelment of vendor.

**6. NOTIFICATION OF EMPANELMENT:**

NISE Gurugram will notify the eligible applicants for empanelment to supply of Scientific / Technical / Text /Administrative / Hindi / English Literature books based on above mentioned criteria by registered letter/email. The successful applicants should accept the contract within 15 days from the date of receipt of notification, failing which it will be awarded to next eligible applicants.

**7. PAYMENT TERM FOR SUPPLIED BOOKS:**

No advance payment will be made in any case. Original invoice should be sent and payment shall be released generally within 90 days, only after receipt of the consignment and acceptance by NISE, if the books are in good condition and there are no discrepancies of any nature.

## 8. SCOPE OF WORK:

### a) Enquiry on availability of books:

1. The library may place an enquiry with all the empaneled vendors for the required titles and number of copies of each thereof, by email.
2. Within fifteen (15) days of receipt of the email, the vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price, by reply email only or as per requirement.

### b) Order Process:

1. Purchase orders will be sent to the empaneled vendor through email or as applicable.
2. Supply of books has to be made strictly against and as per the purchase orders.
3. The vendor should acknowledge the receipt of purchase order preferably by email, which is taken as an acceptance of the purchase order.
4. Any clarification/query regarding the purchase order should be sought from the library within seven (07) days of receipt of the order.
5. Vendor should send the supply position/ status of the books with-in fifteen (15) days from the date of the purchase order; else the order should be treated as cancelled and transferred to another vendor.

### c) Supply:

Consignee and Mode of Dispatch of books should be sent to the address mentioned below:

**“THE LIBRARY IN-CHARGE, NATIONAL INSTITUTE OF SOLAR ENERGY, GURUGRAM, 19<sup>TH</sup> MILESTONE INSTITUTIONAL AREA, GWAL PAHARI, GURUGRAM-122003, HARYANA”, E-mail- [library@nise.res.in](mailto:library@nise.res.in). Ph No- 0124 – 2853127 by Speed Post Parcel/Registered Parcel/Courier.**

The charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. The supply should be free of freight charges. Every supply should be accompanied by a delivery challan/bill, clearly bearing the details of the items and titles in supply, their quantity and price.

### d) Time frame for supply, and cancellations:

- (i) The vendor has to execute all the supplies within the stipulated time which is sixty (60) days in case of foreign publications and fifteen (15) days in case of Indian publications from the date of issue of purchase order. However, it may please be noted that at times the vendor will have to deliver the books against instant orders.
- (ii) In case of delay in delivery of books due to Out of Print (OUP) or Print on Demand (POD), the vendor has to inform and seek permission from the Officer In-charge, Library for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.
- (iii) Books must be in good condition and original copy. NISE Gurugram will not accept

defective books. If supplied, those have to be **replaced within thirty (30) days, in case of International Books and fifteen (15) days National Publication** without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books have been replaced. No interim or part payment will be made with respect to books short delivered or delivered defective books.

## 9. TERMS AND CONDITIONS:

### a) Termination for Insolvency

- (i) The NISE Gurugram may at any time terminate the Contract by giving a written notice to the vendor, without compensation, if the vendor becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- (ii) The courts of Gurugram alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Gurugram Court shall have jurisdiction in the matter.

### b) Force Majeure

- (i) Should any force majeure circumstances arise, each of the contracting vendors should be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected vendor within fifteen (15) days of its occurrence informs in a written form the other party.
- (ii) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

### c) Arbitration

In the event of any dispute or difference arising under this EOI, the Director General, NISE Gurugram or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

### d) Penalty Clause:

In case of delayed delivery of any books beyond fifteen (15) days, **a penalty of minimum 0.5% per week and maximum 10% of book value** or part thereof will be levied on the value of books supplied belatedly.

## 10. OTHER CONDITIONS

- a) NISE Gurugram reserves the right to accept or reject the EOI in part or in full, without assigning any reason thereof.
- b) NISE Gurugram reserves the right to relax / amend / withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- c) NISE Gurugram reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.

- d) Conditional EOI will not be considered in any case.
- e) NISE Gurugram reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.
- f) Paperback editions of books should be supplied, unless specified otherwise.
- g) Indian editions of books should be supplied, unless mentioned otherwise.
- h) In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library, regarding supply of the available editions
- i) Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Gurugram.
- j) NISE Gurugram reserves the right to place the order to overall lowest applicants or split the order to more than one applicants at the respective lowest price.

**NISE Gurugram may issue amendment/corrigendum to EOI documents before due date of submission of application. Any amendment/corrigendum to the EOI issued by NISE Gurugram will be posted on NISE website. For the applicant, submitting application on downloaded EOI document, it is 'applicants' responsibility to check for any amendment/corrigendum on the website of NISE or check the before submitting their duly completed application.**

**ANNEXURE – A**

**EXPRESSION OF INTEREST FORM FOR VENDORS**

**Reference EOI No.: LAB-1605/2/2023-LAB**

1.	Name of the Firm/ Agency with complete Postal Address: Name, Designation, Address, Tel. No. and E-mail ID of Authorized Person of Firm/ Agency to deal with	
2.	Please specify as to whether the Applicant is the Sole Proprietor/ Partnership Firm/ Pvt. Ltd. (Attach copy of PAN)	
3.	Permanent Income Tax Account No. of the Firm with circle/ward and G ST Registration Certificate (dully attested photocopy to be attached).	
4.	Name of the reputed National Level Institutions like IIMs, IITs, NITs, IISERs and Central/ State Universities. Where you have supplied books in last five years. (Attach copies of purchase orders for each institution)	
6.	Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level Annexure-B	
7.	Authorized suppliers of academic /scientific book publishers (Attach copy authorization letter of Publishers)	
11.	Any other information Applicant wants to provide in support of their experience	

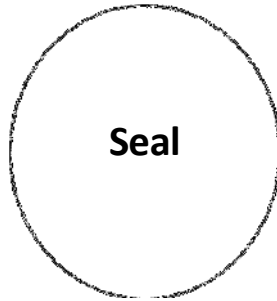
(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

**Declarations:**

I/We ..... (Names of partners/ proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in EOI document.

Place:

Date:



Signature of the Applicant:

Name, Address of the Applicant:

Telephone No.:

E-mail

**ANNEXURE – B**

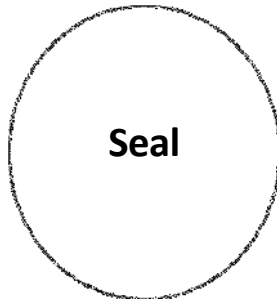
**CERTIFICATE**

**(To be provided on letterhead of the firm)**

I hereby certify that the **above firm** neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case is registered/pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

**Date:**



**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.**