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Tender Ref. No.: IIT(BHU)/SDLIB/2026-27/Vendor Empanelment/01, Dated: 31.07.2026

Expression of Interest

For

Empanelment of Vendors for the Supply of Books to the
Shreenivas Deshpande Library,
Indian Institute of Technology (BHU), Varanasi, UP. India.

Date of Publishing on the Institute website: 31-July-2026

Last date of submission of the filled Application: 20-Aug-2026

(The document is to be submitted duly signed in ink on each page and with an official seal stamped)

E-mail: prof-in-charge.lib@iitbhu.ac.in



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EXPRESSION OF INTEREST

Tender Ref. No.: IIT(BHU)/SDLIB/2026-27/Vendor_Empanelment/01, Dated: 31.07.2026

Expression of Interest for Empanelment of Vendor for the Supply of Books to the Shreenivas Deshpande Library, IIT(BHU), Varanasi.

1. Schedule:

Field	Details
Name of Organisation	Indian Institute of Technology (BHU), Varanasi-221005
Tender Type	Open
Tender Category	Supply
Type/Form of Contract	NA
Is Multi-Currency Allowed?	No (only INR)
Date of Issue/Publishing	31.07.2026, 05:00 PM
Document Download Start Date	31.07.2026, 05:00 PM
Date and Time for Pre-Bid Conference	NA
Last Date and Time for Clarification of Pre-Bid Queries/Clarifications	NA
Document Download End Date	20.08.2026, 04:00 PM
Last Date and Time for Submission of Bids	20.08.2026, 04:00 PM
Date and Time for Opening of Technical Bids	NA
Physical Sample Receipt End Date	NA
Address for Submission of Bids	Shreenivas Deshpande Library, IIT (BHU), Varanasi – 221005, Uttar Pradesh
Tender Fee	Rs. 5900.00 (Rs.5000 +18% GST) (To be paid through DD / RTGS / NEFT as per the following details:) Account Name: Registrar, IIT (BHU) Bank Name: State Bank of India Branch: IIT (BHU), Varanasi Account Number: 32778803937 IFSC: SBIN0011445
Venue of Technical Bid Opening	Shreenivas Deshpande Library, IIT(BHU), Varanasi – 221005.
EMD	Rs. 50,000 /-
No. of Covers	NA
Bid Validity Days	180 days (from the last date of opening of Financial Bid)
Address for Communication (To send the supporting documents in hardcopy)	Professor-In-Charge, Shreenivas Deshpande Library, IIT(BHU), Varanasi – 221005, Uttar Pradesh, India.
Contact Number	+91-542-716-5803 (Library Office)
Email Address (for any queries)	prof-in-charge.lib@iitbhu.ac.in



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Empanelment of Vendors for Supply of Books to the Shreenivas Deshpande Library, IIT(BHU), Varanasi.

Section -A

The Shreenivas Deshpande Library, Indian Institute of Technology (Banaras Hindu University), Varanasi, invites expression of interest for “Empanelment of Vendors for the Supply of Books” on the prescribed format from reputed vendor(s)/supplier(s)/distributor(s) in India, to the Shreenivas Deshpande Library, IIT (BHU), Varanasi.

Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy each of the requisite documents to “The Prof-In-Charge, Shreenivas Deshpande Library, Indian Institute of Technology (Banaras Hindu University) Varanasi -221005”.

Instructions for vendor(s)/supplier(s)/distributor(s), detailed terms and conditions, and format of response, are as follows:

Instructions:

1. Interested vendor(s)/supplier(s)/distributor(s) should submit their **response in the prescribed format, in a sealed envelope** superscripting – **Expression of Interest for Empanelment for the Supply of Books to the Shreenivas Deshpande Library, IIT (BHU) Varanasi.**
2. The response should be signed by an Authorized Signatory of the vendor(s) bearing their full name and designation, clearly indicated below the signature, along with the official seal of the firm.
3. Incomplete and conditional responses will not be considered. At any given point in time, if any of the documents furnished by the vendor(s)/supplier(s) is found to be false, it would be deemed to be a breach of the terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
4. Strict discipline must be maintained with respect to the expression of interest for empanelment with the Shreenivas Deshpande Library, IIT (BHU) Varanasi. No canvassing or repeated communication should be made with the library; failing which may attract punitive action and will become liable to be delisted by the Institute.
5. Responses received after the deadline will not be considered. No vendor/supplier/distributor will be allowed to withdraw after the submission of applications.
6. The responses will be scrutinized and shortlisted by a committee duly constituted by the Competent Authority of the Institute. The shortlisted vendor(s)/supplier(s) will then be required to be present at the Institute for personal interaction (if the committee decides) on a date, which will be informed by email.
7. The short-listed vendor(s)/distributor(s)/supplier(s) are required to:



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- a. agree to supply as per the Institute's "Terms & Conditions for Supply of Books" as stipulated here, and
 - b. Submit a Security Deposit of Rs. 50,000/- in favour of Registrar, IIT (BHU), Varanasi, which is refundable if the services are found satisfactory as per the terms and conditions.
8. The Committee will recommend a panel of vendor(s)/supplier(s)/distributor(s) to the Competent Authority. The approved panel will be displayed on the Shreenivas Deshpande Library, IIT (BHU), Varanasi Website and the empanelled vendor(s)/supplier(s)/distributor(s) will also be informed by email.
 9. This empanelment will be valid initially for **one year** and may be extended up to **five years**, but one year at a time, depending upon satisfactory performance of the empanelled vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the Institute.

Checklist of Enclosures:

1.	Proof of your membership in any of the associations: (i) Good Offices Committee (GOC) (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI). (iii) Any other State / National Association(s) of book suppliers.	
2.	Copies of the authority letters issued by the publishers, along with details of your distributorship/dealership/stockist/exclusive or preferred agent(s).	
3.	Copy of PAN Card of firm/owner/partners.	
4.	One copy each of Income Tax returns for the last three consecutive years.	
5.	Details of your firm's Sales Tax / GST Registration Number (Copy of GST, CST Certificate)	
6.	Minimum four (04) references from the libraries of reputed Institutes/ Organizations with whom you are already registered, such as the Institutes of National Importance, Government established Research Laboratories (e.g. IITs, NITs, etc.). At least one reference from the IITs Library.	
7.	Details of the annual turnover of the firm for the last three consecutive years with documentary evidence.	
8.	Affidavit on a non-judicial stamp paper of Rs. 100/- of not having black-listed for a minimum of three (03) years by any of the Institutes, Universities, or Government organizations in India.	
9.	Demand Draft of Rs. 5900.00 (Rs 5000 + 18% GST) in favour of "The Registrar, IIT(BHU), Varanasi-221005" as processing fee.	



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Empanelment for supply of books will be governed by the following “Terms and Conditions” (w.e.f. 2026)

Section-B

1. General

- i. The Director, IIT (BHU), Varanasi, reserves the right to approve or reject any or all vendors. The Director's decision shall be final in all matters relating to acceptance, rejection, and arbitration.
- ii. Shreenivas Deshpande Library, IIT (BHU), Varanasi reserves the right to add and/or drop any vendor to/from its empanelled list, and/or to place purchase order(s) with any vendor(s) at any time, with the approval of Competent Authority.

2. Pre-order Inquiry

- i. If the library sends a “Pre-order Inquiry” by email to all the empanelled vendors, for the required list of books to know the following details, in accordance with these approved “Terms & Conditions”:
 - a) Availability (In stock/procurable/whatever may be the availability condition)
 - b) Shipping time (in weeks), strictly in weeks only
 - c) Unit Price (in Original Currency)
 - d) Validity period of price information provided
- ii. The empanelled vendors must respond with the details inquired for, within five (05) working days from the date of receipt of the “Pre-order Inquiry”, by email only.
- iii. All the details inquired for must be provided. If any field is left blank, the response will not be considered.

3. Purchase Orders

- i. The library will place purchase orders with the empanelled vendor(s) on a rotation basis.
- ii. The purchase orders will be placed with the empanelled vendors based on the shortest turnaround time (T1) in case of pre-order inquiry, as committed by the vendor against the pre-order inquiry placed by the Library, also keeping in view their past performance and their links with the publishers and distributors, as finalised by the Library.
- iii. Supply of books must be made strictly against the purchase orders only.
- iv. Sending an acknowledgement of receipt of the purchase order, which is taken as an acceptance of the purchase order, is mandatory, by email only.
- v. Any clarification/query regarding the purchase order should be sought from the library within five (05) days of receipt of the order.

4. Time frame for supply



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- i. The turnaround time committed by the vendor (in case of pre-order inquiry) at the time of pre-order inquiry is considered in the first place. Otherwise, 4 weeks in case of Indian publication & 8 weeks in case of foreign publication are the set, general maximum time frames for meeting the supply.
- ii. If the requested title(s) are “Out of Print” (OOP), “Out of Stock” (OOS) or “Print on Demand” (POD), sufficient valid supporting documentary proof should accompany the request letter for extension of time.
- iii. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockist should be furnished within the due date of supply.
- iv. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a request for extension of time with reasons, at least five (05) working days before the due date of supply.
- v. If the provided reason for delay is justified with adequate proof, e.g., communication from publisher/publisher's distributor or stockist, the library may consider extension of time as it may deem fit.
- vi. The supply should be free of freight charges. Supply must be made only by the Postal Service or the Courier Service. Every supply should be accompanied by a delivery challan clearly bearing the details of the items and titles supplied, their quantity and price.

5. Place of Supply

Books or items ordered should be supplied to **“The Shreenivas Deshpande Library, Indian Institute of Technology (Banaras Hindu University), Varanasi - 221005.”**

6. Conditions for cancellations of the released purchase orders

- i. If the empanelled vendor(s) to whom the order has been placed, fails to supply the entire order or any part thereof, within the stipulated time without sending any written communication to the Library regarding delay or inability to supply the ordered title(s), then the order will stand cancelled and the Institute reserves the right to drop the vendor from its empanelled list after providing the vendor an opportunity to represent the case.
- ii. The decision to accept the supply of cancelled titles is at the sole discretion of the library, and the decision of the Competent Authority shall be final in this regard.
- iii. In case the vendor(s) regret supplying the titles mentioned in the P.O. for any reason, then the P.O. will be cancelled, and a fresh P.O. will be placed with the next available vendor(s).

7. Edition specifications

- i. The latest editions of the books must be supplied.



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- ii. By default, paperback editions/Indian editions of books should be supplied.
- iii. In case of unavailability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the library, regarding supply of the available editions in lieu of the default.

8. Discount

The Institute follows the discount pattern given in the table below. The vendor should offer a maximum discount on the published/printed price for all books in English/Hindi, of Indian or foreign origin, and in no case less than the following discount percentages under the categories given below, on the current edition of a book.

Sr. No	Publications type/Number of copies purchased	Indian Title/Indian imprint of foreign title (Discount % on Printed/Publisher's price)	Foreign Title (Discount % on Printed/Publisher's price)
1	Less than three copies purchased	20%	25%
2	Three or more copies purchased	25%	27%
3	Reference books such as encyclopedias, handbooks, etc.	30%	25%
4	(Govt./ society publications/short discount/no discount publications)	Publisher's price - (discount earned) + 5% handling charges on net amount (vendor should submit an open publisher's invoice along with a certificate in this regard)	

9. Invoicing Procedure and Conversion Rates

- i. The Invoice should bear the firm's IT PAN.
- ii. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- iii. A revenue stamp should be affixed to the original bill and should be signed by an authorized signatory.
- iv. The invoice should be raised in favour of **The Prof-In-Charge, Shreenivas Deshpande Library, Indian Institute of Technology (Banaras Hindu University), Varanasi - 221005.**
- v. One invoice should be raised against one purchase order (P.O.) only. Titles from different POs should not be combined and should not be supplied on a single invoice.



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- vi. The prices in the invoice should be indicated in the original currency. The vendor will have to submit bills for foreign books converted to Indian rupees at the bank exchange rate set by IIT (BHU) on the date of the purchase order.

10. Undertaking

Every invoice should certify the following:

- i. The prices charged in this invoice are the actual and current publisher's prices as billed to us and are true and correct.
- ii. The latest editions have been supplied, and they are not remaindered titles.
- iii. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material, viz., CDs, etc., and for other physical conditions. If any defects are detected at any stage, the defective books/CDs shall be replaced free of cost, at the destination of supply.
- iv. **Defective Items & Reverse Pickup:** Reverse pick-up of the defective items is the responsibility of the vendor(s), and the charges are to be borne by the vendor(s) only. Reverse pick-up of the defective items must be arranged within 30 days of receiving intimation from the library.

11. Mandatory enclosures with Invoice

The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- i. In case of a foreign title:
 - a) If the price of the book is not printed, the vendor must submit a publisher's invoice copy of the book as price proof.
 - b) If a foreign title is exclusively distributed by any exclusive Indian distributor, then the vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and the price of the book, along with the invoice of the authorized exclusive distributor, as price proof.
- ii. In case of Indian title: If the price of the book is not printed, then the vendor must submit the publisher's/authorized distributor's invoice copy, as price proof. **Publisher's Catalogue is generally not accepted as proof of price.**

12. Data Privacy and Confidentiality

- i. All information shared by the Library/Institute with the vendor(s)/supplier(s)/distributor(s), including but not limited to book acquisition lists, budget details, purchase order data, bibliographic requirements, and institutional correspondence, shall be treated as strictly confidential.



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- ii. The vendor(s) shall not disclose, publish, transmit, or share any such information with any third party, directly or indirectly, without the prior written permission of the Competent Authority of IIT (BHU), Varanasi.
- iii. This obligation of confidentiality shall survive the termination or expiry of the empanelment and shall remain in force for a period of three (3) years thereafter.
- iv. Any breach of this clause shall render the vendor liable to termination of empanelment and legal action as per applicable law. The vendor(s) should put in place adequate organizational and technical measures to prevent unauthorized access to, or disclosure of, any confidential information received from the Institute.

13. Conflict of Interest Declaration

- i. The vendor(s)/supplier(s)/distributor(s) shall disclose, at the time of submission of the empanelment application and at any subsequent time during the empanelment period, any existing or potential conflict of interest with any employee, officer, or authority of IIT (BHU), Varanasi, involved in the book procurement process.
- ii. A conflict of interest shall be deemed to exist where:
 - (a) any proprietor, partner, director, or key personnel of the vendor firm has a familial, personal, or financial relationship with any member of the Library Committee or purchase decision-making authority.
 - (b) The vendor firm or its key personnel holds any direct or indirect financial interest in any publisher whose books are being procured. Failure to disclose a known conflict of interest shall be treated as a material misrepresentation and shall render the vendor liable to immediate termination of empanelment. The Institute shall not be required to establish any actual loss or damage because of such non-disclosure.

14. Termination of empanelment

The Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel. Such termination shall result in forfeiture of the security deposit in the event of any of the following:

- i. In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.
- ii. If the vendor fails to deliver at least 75% of the supply (in terms of number of titles ordered) during a year.



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- iii. If it is found at any time that the information provided by the empanelled vendor in any form about publications, services and related matters is incorrect and results in losses in any form to the Institute.

The Institute shall also reserve the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by the empanelled vendor(s)/supplier(s).

15. Vendor Performance Evaluation Framework

The library shall conduct a formal performance review of all empanelled vendor(s)/supplier(s)/distributor(s) annually. The review shall be carried out by the Acquisition Section with the permission and guidance of the Library Authority.

- (a) Percentage of titles delivered on time against purchase orders placed;
- (b) Accuracy of supply (correct titles, editions, and quantities);
- (c) Responsiveness to pre-order inquiries and correspondence;
- (d) Rate of defective/incorrect items supplied;
- (e) Compliance with invoice and documentation requirements.

The review findings shall be recorded and communicated to the concerned vendor(s) by email. Persistent unsatisfactory performance shall be grounds for termination of empanelment, as set forth herein.

16. Force Majeure

Neither the Institute nor the empanelled vendor(s) shall be held liable for failure or delay in the performance of their respective obligations under these Terms and Conditions, if such failure or delay is caused by a Force Majeure event, i.e., circumstances beyond the reasonable control of the affected party, including but not limited to: acts of God, natural disasters (earthquake, flood, cyclone), pandemic or epidemic declared by a competent authority, war, civil unrest, acts of terrorism, strikes or lockouts not involving the affected party, or action/inaction of any governmental or statutory authority. The party invoking Force Majeure shall:

- (a) notify the other party in writing within five (05) working days of the occurrence of the event, along with documentary evidence;
- (b) make all reasonable efforts to mitigate the effects of the Force Majeure event and resume performance at the earliest.



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If a Force Majeure event continues for a period exceeding sixty (60) days, either party may terminate the agreement by giving fifteen (15) days' written notice, without liability to the other party.

17. Intellectual Property Rights and Authenticity of Supply

The empanelled vendor(s)/supplier(s)/distributor(s) hereby warrants and guarantees that:

- (a) all books supplied against purchase orders shall be genuine, original, legally published editions bearing valid ISBNs, procured through authorized and legitimate channels;
- (b) no pirated, photocopied, illegally reproduced, or unauthorized edition of any publication shall be supplied;
- (c) the supply of books does not infringe upon any copyright, trademark, patent, or any other intellectual property right of any third party.

In the event of any claim, suit, or proceeding brought against the Institute on account of alleged infringement of intellectual property rights arising from books supplied by the vendor, the vendor shall fully indemnify and hold harmless the Institute and its officers, employees, and agents from all costs, damages, and liabilities arising therefrom. Any supply found to be in violation of the above shall be returned at the vendor's cost, and the vendor shall be liable to replacement, penalties, and/or termination of empanelment as deemed fit by the Competent Authority.

18. The Institute reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time. The empanelled vendor(s) may find the update(s) on the IIT(BHU), Varanasi website (<https://www.iitbhu.ac.in/>) and the library website (<https://www.iitbhu.ac.in/cf/lib>) in this regard.

19. All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of the Director, IIT (BHU), Varanasi or his nominee. The decision of the arbitration shall be final & binding on both parties. The empanelment will be interpreted under Indian Laws, and disputes shall be subject to the jurisdiction of the courts at Varanasi.



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**RESPONSE FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO THE
SHREENIVAS DESHPANDE LIBRARY, IIT (BHU), VARANASI**

PLEASE READ THE "TERMS AND CONDITIONS" CAREFULLY BEFORE FILLING THE FORM
(Strike off whichever is not applicable)

1. Name of the Firm:

2. Address(es) of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:

3. Kind of Proprietorship: _____

i. Name and address of Directors / Managing Directors / Proprietor:

ii. If partnership, name and address of partners:



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DECLARATION

1. I/We _____, (Names of proprietor(s)/ partners or shareholders) hereby declare that the information provided in this application form is true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to the Indian Institute of Technology (Banaras Hindu University), Varanasi, shall be treated as confidential, and no information shall be passed on to any unauthorised person without the written permission of the Competent Authority of IIT (BHU), Varanasi.
3. Mr./Ms. _____ whose signatures appear below, is/are the authorised representative(s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts stated above.
5. I/We assure that if empanelled, the firm will serve the Library, IIT (BHU), Varanasi, for a minimum period of one year.
6. I/We have read and understood all the “**Terms and Conditions**” of the Shreenivas Deshpande Library, IIT(BHU), Varanasi, as mentioned in this document, and consciously agree to abide by them.
7. If selected for empanelment, I/we agree to furnish a Refundable Security Deposit of Rs. 50,000/- as a performance guarantee deposit, at the time of personal interaction (if the committee decides).

Signature of Partners / Proprietors :

Place :

Signature of authorised representative of the firm with stamp :

Date :

Authorised Signature of Vendor/Supplier/Distributor with Date and Stamp