



**Directorate of Enforcement  
Government of India  
6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.**

**F.No. DD(A)/MISC/Publication/2018/**

**Date: 10.08.18**

**Invitation for Expression of Interest for Empanelment of Book Suppliers**

Directorate of Enforcement invites applications from book suppliers / agencies with minimum five years of experience of supplying book in Central / State Govt. Offices for Hq. Office, Directorate of Enforcement. A list of usually required books are detailed below. Suppliers are requested to submit the list of books available to them with discount offered. Last date of submission of Registration form is 30/08/2018 ( 2.00P.M.).

The following books are generally required for office use / trainees/ Library

Sl.No.	Name of books	Offer of Discount
1.	Different books of Swamy's Publication for office use	
2.	Law Books on PMLA & FEMA	
3.	Diff. law books, Bare Act, Rules	
4.	Other Books for Library	

## TERMS AND CONDITIONS FOR EMPANELMENT OF BOOK SUPPLIERS

### IN THE HQ OFFICE, DIRECTORATE OF ENFORCEMENT, NEW DELHI

**I. ESSENTIAL CONDITIONS:** Directorate of Enforcement invites applications in the prescribed format in sealed covers from interested book suppliers based in New Delhi fulfilling the following conditions:

- (1) Suppliers should be in the field of book supply for at least five years.
- (2) They should be serving Central / State Govt. Offices.
- (3) The supplier should have a minimum turnover of Rs. 10 lakhs per annum.

**2. On Empanelment:** The empanelment shall be for a period of two years, which can be curtailed/enhanced depending upon the requirement. Orders will be placed for supply of books only with empanelled book suppliers. The suppliers empanelled shall visit the Hq. Office, Directorate of Enforcement and interact with Admin Section on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collecting requisitions for purchase of books in the requisition format. They may also be directed to supply books which the Directorate would identify through other channels. Suppliers entering the panel, while remaining inactive for a period of one year, may be automatically excluded from the panel.

3. Every bookseller/ Vendor/ Publisher/ Distributor shall have to register with the DIRECTORATE OF ENFORCEMENT within the fix period & date mentioned in the document.

4. The bookseller/ Vendor/ Publisher/ Distributor shall submit the copy of their three current years' IT return and PAN number in the prescribed application form along with the address proof.

5. In the event of suppliers/ distributors not being a publisher, they would provide a list of publishers to whom they represent.

6. All books of foreign origin, priced in foreign currency will be procured on the Bank Exchange Rates adopted by the Indian Nationalized Banks on buying rates on the date of receipt of books along with the bill in triplicate in the DIRECTORATE OF ENFORCEMENT Libraries. The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the Nationalized Banks.

7. No Supplier/ distributor/ publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates so decided, the Directorate of Enforcement shall have the right to procure books/ publications at a higher rate (s) of discount. The Directorate of

Enforcement shall have the right to procure books directly from such suppliers/ distributors/ publishers on the terms and conditions decided by the Directorate of Enforcement.

8. The firm order shall be acknowledged and executed up to the specified date failing which, it would be deemed to be cancelled.

9. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Prints or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verifications.

11. No supplier shall have the sole right to supply books/ publications. Library reserves the right to place order for any book with any of the empanelled suppliers or suppliers/publishers outside the panel.

13. Only latest and economical editions are to be supplied, if not otherwise specified.

15. Mere fulfilment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the Enforcement Directorate in all matters related to empanelment shall be final.

16. Books, if found more than ordered quantity, may be returned even after the supply.

17. Incomplete applications will be rejected.

18. The Directorate's decision in all the matters of procurement of books shall be final and binding on all concerned.

19. Legal disputes, if any, shall be settled in Delhi.

REGISTRATION FORM (Empanelment / Registration of suppliers for supply of Books in  
DIRECTORATE OF ENFORCEMENT, HQ. Office, NEW DELHI).

To,  
The Dy. Director (Admn), Hq. Office  
Directorate of Enforcement,  
6th Floor, Loknayak Bhawan,  
Khan Market, New Delhi -110011.

Sir,

I \_\_\_\_\_, the proprietor of  
\_\_\_\_\_ request you that my firms may be  
considered for registration for supply of books to Hq. Office, Directorate of Enforcement.

Name and Address of the firm:

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Telephone No:..... Fax No:

PAN/TAN No:.....

Annual Financial turn over:..... (Attach copies of Income tax return  
of last three years):

Is the firm a book seller/ Publisher/ Distributor:.....

If distributor, then specify the publishers represented:.....

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Furnish the detail of institutions you supplied the books earlier (Govt / semi govt):.....

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Furnish the list of different category of books supplied with discount offered (Books  
generally required by ED detailed in Page-1 & other books): .....

**Signature with seal**

\_\_\_\_\_

The information and facts given above are correct. I shall be liable to action for any  
incorrectness found at any time. I undertake to intimate any change in the above information.  
I have carefully read the terms and conditions for registration and supply of books to the Hq.  
Office, Directorate of Enforcement and shall abide by them and shall supply the books on  
these terms.

Signature with seal