



THE INDIAN LAW INSTITUTE

(Deemed University)

Bhagwan Das Road, New Delhi – 110 001

NOTICE

Registration for supply of Newspapers/Magazines/ Foreign Periodicals/Journals/Documents

The Indian Law Institute invite online bid for “Empanelment of Vendors for Supply of Newspapers/Magazines/ Foreign Periodicals/Documents” to the Indian Law Institute Library offering the maximum discount for the period of three years (2026- 2028) starting from January, 2026. The tenderer is therefore, expected to quote highest percentage discount offered on MRP of respective document/publication.

1. Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and Indian Law Institute website www.ili.ac.in (for reference only) as per the schedule mentioned in the critical date sheet given herein under:

Published Date /Documents Download	15 Oct 2026 15:00 PM
Bid Document Download / Start Date	16 Oct 2026 11:00 AM
Clarification (If any)	Personally at the Institute
Bid Submission End Date	16 Nov 2026 12:00 PM
Bid Opening Date	17 Nov 2026 12:00 PM

2. Bid Submission: Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Bidders are advised to follow “Instructions To Bidder for Online Bid Submission” provided as Annexure-‘F’

The bidders are expected to go through the instructions, terms & conditions and specifications as mentioned in the tender documents carefully. Failing to furnish all information required as per the tender document, in any respect will be at the tenderer's risk and will result in rejection of the tender.

Terms and conditions prescribed by ILI should also be signed by the proprietors as token of acceptance and be enclosed with the application.



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Terms and Conditions of the Tender:

- All vendors must necessarily submit all the annexures along with Registration form and enclosures listed in **Annexure-A** and the failure to submit any of those enclosures will lead to disqualification and the vendor shall not be considered for empanelment.
- The Bids will be scrutinized and shortlisted by a Committee duly constituted by the Competent Authority of the Institute. If required the shortlisted vendor(s)/supplier(s) may need to be present at the Institute for discussion, which will be informed by email.
- Vendors must indicate the discount rate against the name of the periodical they are willing to offer to the Institute for which they are submitting the bid.
- Provided all other requirements under this call are satisfied, the vendors offering the highest discount rate under each title will be part of the suppliers for that specific periodical.
- Vendors must have a good business record in supply of periodicals and must not be debarred by any university, institutions or college due to any reason for supply of documents.
- The Institute reserves the right to disqualify for misrepresentation/ use of false documents and shall also disqualify the vendor from submitting an bid in the future.
- The documents should be signed by an authorized signatory of the vendor bearing full name and designation, clearly indicated below the signature along with the official seal of the firm.
- Incomplete bids will not be considered.
- This empanelment will be valid for three years subject to the conditions mentioned in this document.
- The Institute authorities reserve the right to approve or reject any or all the vendors, whose decision will be final in all cases.

In compliance with the various requirements and provisions of this document, the Institute reserves the right to add and/or drop any vendor from its empanelled list, and/or to place purchase order(s) with any vendor(s) at any time, with the approval of Competent Authority.

3. Cancellation of Released Purchase Order- If the empanelled vendor with whom a specific purchase order has been placed, fails to submit the performance security within the stipulated time without sending any written communication, then the order will stand cancelled and the Institute reserves the right to drop the vendor from its empanelled list after providing him one opportunity to represent his case.

(Shreenibas Chandra Prusty)
Registrar



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Annexure A

List of Documents

S.No.	Details of Document	Submit (Yes/No)
1.	Copy of PAN Card	
2.	Copy of Registration/Incorporation Certificate of the firm	
3.	Copy of membership Certificate of Associations etc. (National/State Level Professional associations only).	
4.	List of Publishers Represented by the firm, if the firm is a distributor	
5.	List of Universities and Research Institutions which are regular clients of the firm	
6.	Affidavit by vendor for not having been black listed/debarred by any organization/ University/ National Level Institution	
7.	Terms and Conditions prescribed by the university, signed by the Proprietor of the firms a token of acceptance.	
8.	Annexure A-List of Documents to be submitted	
9.	Annexure B-Registration Form for Vendor Empanelment for Supply of Newspapers/Magazines/Foreign Periodicals/Documents	
10.	Annexure C -Quotation Sheet(List of Journals/Documents/Newspapers/Magazines)	
11.	Annexure D- Terms And Conditions For Supply Of Newspapers/Magazine /Foreign Periodicals/ Documents	
12.	Annexure E-Undertaking	

Signature of the authorized signatory of the firm/ company/ organization/

Name

Seal



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Annexure B

Registration Form for Vendor Empanelment for Supply of Newspapers/Magazines/Foreign Periodicals/Journals/Documents

We _____ the Proprietor(s)/others
(Please specify) _____ of the firm/company
submit the following particulars of the firm for registration as vendor/supplier to the Indian Law
Institute, Library.

1. Firm's Name: _____
2. Address: _____
3. Mobile: _____
4. Email: _____
5. Proprietor's Name _____
6. Address: _____
7. Mobile: _____
8. Email: _____
9. Nature of Business:
 - i. Vendor ☐
 - ii. Supplier ☐
 - iii. Others (Please Specify) _____
10. Type of Establishment: Proprietary ☐ Ltd. Company ☐
11. Date of Establishment _____
13. Financial Turnover (Per annum) _____
14. PAN/TAN No. _____
15. GST Registration No. _____
16. TIN No. _____
17. Name as given in the PAN Card _____
18. Please select the relevant category and also attach documentary evidence:
 - Direct importer of foreign books? Yes ☐ No ☐



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- Authorized distributor and stockiest of foreign publications and multi volume sets? Yes ☐ No ☐

- Sole distributor of Foreign/Indian publications? Yes ☐ No ☐

19. Are you a Member of Federation of Publishers' and Booksellers' Association of India

(FBAI)? (If yes, attach a copy of membership.) Yes ☐ No ☐

20. Are you supplying books and journals to the Supreme Court/High Courts/ any National Law University and other academic institutions in law Yes ☐ No ☐

21. List of regular clients with the name(preferably legal institutions) with contact person and telephone No :

S. No	Name of the Regular Client	Name of the Contact Person	Telephone No.
1			
2			
3			
4			

22. Affidavit by vendor for not having been black listed/debarred by any organization/ University/ National Level Institution.

23. Any other relevant information

*** All entries in the form should be legible and filled clearly on the letterhead of the firm. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.**



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Annexure C

Quotation Sheet- List of Journals /Documents

S.No	Title	Subscription Price	Discount
1	Australian Law Journal		
2	Journal of Internet Law		
3	Journal of World Trade		
4	Law Reports		
5	Current Legal Problems		
6	Hamlyn Lecture Series		
7	India: A Reference Annual		
8	India's Who's Who		
9	International Law Reports		
10	Law Reports of Commonwealth		
11	Lloyds Law Reports		
12	Reports of Patent Design and Trademark Cases		
13	Statesman Year Book		
14	Supreme Court Yearly Digest		
15	United States Supreme Court Reports		
16	Yearbook of Commercial Arbitration		
17	Local Law of all States and Union Territories		



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NEWSPAPERS & MAGAZINES

	Name	Price	Discount(if any
1.	Business Standard		
2.	Economic Times		
3.	Hindu		
4.	Hindustan Times		
5.	Indian Express		
6.	Nav Bharat Times		
7.	Pioneer		
8.	Times of India		
9.	Tribune		
10.	India Today (Magazine)		
11.	Outlook (Magazine)		
12.	Swarajya		
13.	The Open magazine		



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Annexure-D

Empanelment of Vendors for Supply of Newspapers/Magazine /Foreign Periodicals/ Documents

1.Terms And Conditions For Supply Of Newspapers/Magazine /Foreign Periodicals/ Documents

- i. The purchase orders will be placed with the empanelled vendor(s) whose bid application is complete in all respect and provide maximum discount rate basis.
- ii. The Documents must be supplied within 21 days of placing the purchase order/date of Publication
- iii. The journals supplier has to supply the documents in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged Printed Journals due to any reasons during transportation, etc. If any journals/s found damaged, the recovery for the same will be adjusted from outstanding payment/pending bills of the book supplier.
- iv. The supply of the Journals should be regular and replacement of missing issue is the sole responsibility of the vendor without additional cost.
- v. The documents i.e. periodicals should be consigned to the Librarian, Indian Law Institute, Bhagwandas Road ,New Delhi -110001

2. Invoicing Procedure

- i. Invoice is to be submitted in triplicate (3 Copies).
- ii. The Institute requires the vendors to submit a **security /FDRs (100% of Total Value)** against advance payment.
- iii. Invoice should be raised in the name of The Librarian, Indian Law Institute, Bhagwandas Road, New Delhi
- iv. The invoice should contain all relevant details viz., our order no.& date, ISSN, the title of the resource and/or journal(s), volume/issue no., subscription period.
- v. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- vi. Price proof of the documents need to be attached along with the invoice (if selected)
- vii. Bills for foreign documents must be raised according to the RBI/Government Bank conversion rates prevailing on the date of the bill.

3. Payment Terms



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- i. The advance payment for the Journals will be made on a yearly basis. For the year **2027**, the payment shall be made after the vendor deposits **Security/FDR equivalent to 100% of the total value**. For the year **2028**, the advance payment shall be made in **2027**, subject to the submission of the requisite Security/FDR (100 % of total value).
- ii. The procurement of Journals/Periodicals for the year 2026 will be on an **invoice basis**, i.e., payment shall be made only after receipt and verification of the supplied periodicals. The selected suppliers shall be required to deposit **10% Performance Security of order value** for the supply of Journals/Documents for the year 2026.
- iii. Payment for Newspapers and Magazines shall be released on a monthly basis, upon completion of each month, subject to verification of supply.
- iv. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Institute.
- v. No payment on account of costs of commuting, delivery and no separate traveling/ delivery charges shall be admissible.

4. Penalty for Non Supply during Empanelment:

If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written and justified reason, (e.g., communication from publisher/publisher's distributor or stockiest,) to the Librarian, regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged the penalty at the rate of **5% of subscription amount of that Periodical**.

5. Termination of Empanelment:

- i. The Institute shall be at liberty to terminate the empanelment of an empanelled vendor in any of following situations
 - In case of breach of any terms of agreement, or unsatisfactory/inefficient Performance on the part of the vendor.
 - If the vendor fails to deliver atleast 75% of periodical titles ordered for subscription.
 - If the vendor fails to fulfill two consecutive purchase orders within stipulated time mentioned/agreed by the vendor.
 - If at any time, it is found that the information provided by the empanelled vendor in any form about publications, services, costs etc. and related matters is incorrect and result in losses in any form to the University.



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- ii. Non-performance in terms of efficient fulfillment of purchase orders will be a consideration in future exercises of empanelment.
- iii. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Registrar, Indian Law Institute, Delhi or his nominee.

The Institute reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, at any time.

(Shreenibas Chandra Prusty)
Registrar

Signature of the authorized signatory of the firm/ company/ organization/

Name

Seal



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Annexure-E

UNDERTAKING

I/We undertake that:

1. I/We_____ shall participate actively in the supply of newspapers, magazines, foreign periodicals/journals/documents to the Indian Law Institute and agree to the display and sale of latest relevant documents at the library of the faculty/department whenever the Indian Law Institute, Library System organize such event(s).
2. The Information given above is correct any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of periodicals /journals/documents to the ILI, Library System as amended from time to time and agree to supply books to ILI, Library on the term and conditions prescribed by the University.
4. I/We shall be liable to action as deemed fit by the university for any Misrepresentation or suppression of fact, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.
5. I/We are not debarred/black listed / defaulter from any University.

Signature of the authorized signatory of the
firm/ company/ organization/

Name

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Date_____

Place_____



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Annexure-F

Registration for supply of Newspapers/Magazines/ Foreign Periodicals/Journals/Documents

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

I. REGISTRATION

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- b. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f. Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.



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II. SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- a. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- b. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

III. PREPARATION OF BIDS

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.



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IV SUBMISSION OF BIDS

- a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable.
- d. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- e. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- g. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.

V. ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Registrar, Indian Law Institute at email library@ili.ac.in
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk at 0120 40010 02 / 05