

Annexure-I

**Expression of Interest (EoI)**

**Empanelment of Publishers/ Suppliers/ Booksellers for supply of Books to the Indian Pharmacopoeia Commission (IPC) Library, Ghaziabad, U.P.**

Indian Pharmacopoeia Commission (IPC), an autonomous institution of the Ministry of Health & Family Welfare, Government of India, invites 'Expression of Interest (EoI)' from the reputed Agencies/ Firms for Empanelment of Publishers/ Suppliers/ Book Sellers for supply of books to the Library and Information Division of IPC. The Library is seeking Publishers/ Suppliers/ Booksellers who can supply a wide range of books related to the subject area of Drugs and Pharmaceutical Sciences and other related areas.

The Publishers/ Suppliers / Booksellers, intending to supply books on the subjects mentioned below to the IPC Library, may apply for registration of their agency/ firm in the prescribed **Proforma** and **Annexures** attached along with the terms and conditions laid down by the Library. This empanelment initially for the period of two (02) years, from the date of empanelment that can be extended further on satisfactory performance with the approval of competent authority.

The subject area of interest on which the books are required by the IPC library are as follows:

- Drugs & Pharmaceutical Sciences
- Microbiology, Biotechnology
- Pharmaceutical Chemistry and Analytical Chemistry
- Medical Devices and Instrumentation
- Pharmacognosy
- Research & Development
- Library & Information Science
- Pharmacovigilance , Materiovigilance
- Hindi, Administration and other related subjects.

The duly filled in application form along with all supporting documents as mentioned in terms and conditions are required to be submitted latest by 12.03.2025, till 17:00 hrs in a sealed envelope superscribing "**Application for Empanelment of Publishers/Suppliers /Booksellers for supply of books**" to the Address given below:

The Secretary-cum-Scientific Director  
Indian Pharmacopoeia Commission  
Ministry of Health & Family Welfare, Govt. of India  
Sector-23, Raj Nagar  
Ghaziabad- 201002, Uttar Pradesh.

Applications can also be submitted, through e-mail with all necessary documents (soft copy) to library-ipc@gov.in.

### Terms and Conditions for Empanelment

Detailed terms and conditions for empanelment of publishers/ suppliers/ book sellers for supply of books to the IPC Library are as follows:

1. Interested publishers/ suppliers/ book sellers must submit their 'Expression of Interest (EoI)' for empanelment and application form along with all required details and documents to IPC Library. The application form should be duly filled, signed, and submitted within the stipulated deadline.
2. Interested publishers/ suppliers/ book sellers should submit the enclosed application form (Annexure-II) along with all necessary documents in a sealed envelope superscribing "Application for Empanelment of Publishers/ Suppliers/ Book Sellers for supply Books" to the Secretary-cum-Scientific Director, Indian Pharmacopoeia Commission, Sector-23, Raj Nagar, Ghaziabad- 201002, Uttar Pradesh and also e-mail at: [library-ipc@gov.in](mailto:library-ipc@gov.in) latest by 12.03.2025.
3. The publishers/ suppliers/ book sellers must have experience of minimum three (03) years in supplying of books to the Government Institutions/ Autonomous Institutions/ Public Sector Undertaking Institutions.
4. The suppliers have to submit a copy of the last three (03) years Income Tax Return certificate at the time of registration/ short listing as the library supplier.
5. The book suppliers should have membership of the 'Delhi State Book Suppliers/ Publishers Association, Delhi' or 'Federation of Indian Publishers and Book Suppliers Association (FIPBA), New Delhi' or any other registered book trade association for the Current Year. Self attested copy of the same is required.
6. The Firm/ Agency should not be black listed by any Govt. Institution/ Deptt., etc. In case, any publisher/ suppliers/ book seller found blacklisted by any Government/ Autonomous/ PSUs Institutions then it would not be entertained by the IPC library for empanelment. An undertaking in respect of this should be submitted by the agencies/ firms to the Library.
7. This empanelment will be valid initially for two years and can be extended further depending upon the satisfactory performance of the empanelled Publisher/ Suppliers/ Book Seller at the sole discretion of the Competent Authority.
8. The application forms will be scrutinized and shortlisted by the Competent Authority.
9. The selection will be based on past supply records in reputed institutions, competitive pricing and discount offers, agency/ firm annual turnover etc.

10. The shortlisted Publishers/ Suppliers/ Book sellers are required to strictly agree to supply the books as per the terms and conditions stated herein in the EoI.
11. The publishers/ suppliers/book sellers have to attach documentary evidence i.e. a copy of publisher's invoice for the **price proof** in case of foreign publications and where price of the publications are not printed on books. price proof should contain signature and seal of the supplier.
12. The rates of foreign currencies will be as per the Good Office Committee (GOC) Conversion Rates on the date of bill/invoice for Indian Pharmacopoeia Commission (IPC).
13. All books supplied must be new, of good quality, and free from any defects such as missing page, damage to the cover, pages, or binding. Only the latest edition of books must be provided unless otherwise instructed. Any defective or incorrect books supplied will be replaced promptly at no additional cost to the library
14. The Publisher/ Suppliers/ Book seller must quote the prices of the latest publications and please mention the admissible **discount** offered, if any.
15. The Publisher/Supplier/Bookseller must ensure the safe and timely delivery of books to the library's specified address. The supplier shall bear all delivery-related costs.
16. RTGS/NEFT/PFMS details need to be furnished by the Publishers/ Suppliers/ Bookseller with the proposal on the letter head of Supplier's Firm/Agency.
17. The shortlisted publisher/ suppliers/ book seller will be informed through an email, upon which they will have to send their acceptance through e-mail.
18. The Library reserves the right to cancel the order or return the Book(s) at any stage. If the information is not found correct, no claim of the Publisher/ Suppliers/ Book Seller will be accepted in this regard.
19. No claims for compensation or reimbursement of costs will be entertained by the Library in relation to the submission of the EoI.
20. Indian Pharmacopoeia Commission has right to reserve for any changes in the terms and conditions in the future.

I agree to abide by the above terms & conditions

**Signature of Proprietor/ Head with Rubber Stamp**

Annexure-II

**PROFORMA FOR EMPANELMENT OF PUBLISHERS/ SUPPLIERS/ BOOKSELLERS FOR SUPPLY OF BOOKS TO THE INDIAN PHARMACOPOEIA COMMISSION(IPC) LIBRARY FOR TWO (02)YEARS.**

1. Name of the Firm/ Agency: .....
2. Year of Establishment: .....
3. Annual Turnover: .....
4. PAN Number: .....
5. Premises Address of the Firm/ Agency: .....  
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6. Permanent Address of the Firm/ Agency: .....  
.....
7. Name of the Contact Person: .....
8. Landline Telephone Number: ..... 9. Mobile Number: .....
10. Current Membership No. (DSBPA/FIPBA): .....
11. Membership of any other registered trade agency/organization (if yes, Name of the organization with registration number): .....
12. The Agencies/ Firms of Publishers/ Booksellers has to submit a copy of the last five years Income Tax Return Certificate for empanelment as the library suppliers. (Attach all proof).

**Declaration:** The information provided above is true and correct to the best of my knowledge and belief. I shall be liable for any action in case of incorrect or false information at any time. I undertake to intimate any change in the above information. I have carefully read the terms and conditions for empanelment and supply of Books to the IPC Library, and I agree to abide by them during the course of supplying books. I further confirm that I have not been debarred by any Institutions for supply of Books. I am fully aware that the IPC Library will not entertain any interim correspondence and my application is liable to be summarily rejected if it is found to be incomplete and/or lacking the required supporting documents.

**Signature of Proprietor/ Head with Rubber Stamp**

INDIAN PHARMACOPOEIA (IP) Official Book of Drug Standards in India	IP REFERENCE SUBSTANCES (IPRS) AND IMPURITIES Official Physical Standards for Assessing the Quality of Drugs	NATIONAL FORMULARY OF INDIA (NFI) Reference Book to Promote Rational Use of Generic Medicines	PHARMACOVIGILANCE PROGRAMME OF INDIA (PvPI) WHO Collaborating Centre for Pharmacovigilance in Public Health Programmes and Regulatory Services
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