

**HIGH COURT OF TRIPURA**  
**(JUDGES LIBRARY)**  
**AGARTALA, WEST TRIPURA, PIN-799010**

No.F.18(12)-HC/2024/29604

Date.16.12.2024

**INVITATION FOR EXPRESSION OF INTEREST TO EMPANEL BOOK SUPPLIERS**

Sealed Expression of Interest are invited, as per enclosed Proforma (**Annexure "A"**), from Publishers/Book Sellers/Vendors/ Reputed Suppliers for empanelment as Supplier for supply of the following Law books, Law journals/Reports, General books etc. to the High Court of Tripura for a period of two years:

01. Law Books (Indian Publications)
02. General Books (Indian Publications)
03. Law Books (Foreign Publications)
04. General Books (Foreign Publications)
05. Indian Reprint of Foreign Books
06. Central Acts/Rules
07. State Bare Acts/Rules
08. Manual of Central Acts/Rules
09. Manual of State Acts/Rules
10. Swamy's Publication Books
11. Law Journals/Reports (Indian Publications)
12. Law Journals/Reports (Foreign Publications)
13. Government Publications
14. Biography/Autobiography(Indian Publications)
15. Biography/Autography(Foreign Publications)

Sealed Expression of Interest should reach to the office of the undersigned, by hand/Speed Post/Regd. Post/Courier latest by 15.01.2025 till 05.00 PM. The sealed envelope must be superscribed with "**Expression of Interest for supply of Law/General Books**" with name and address of the vendors.

## TERMS & CONDITIONS

01. The Applicant must have experience of at least two years in supply of the aforesaid books etc. to Courts, Law Universities and reputed Law Institutes.
02. The applicant must be an Income Tax assesses.
03. The applicant must have a good business record in supply of the aforesaid books etc. and must not be blacklisted or debarred by any Court, Government Department, University, Institution, College etc. due to any reason.
04. The applicant should be able to procure books from abroad on request within a period of four weeks.
05. Delivery point will be at the High Court of Tripura. Delivery cost will be borne by the Vendor/Supplier.
06. They should indicate about the discount to be provided by them against the price of the book.
07. The application should be signed by an authorized signatory of the publisher/book seller/vendor bearing his/her full name and position, clearly indicated below the signature along with the official seal of the firm.
08. Incomplete and conditional applications will not be considered.
09. If, at any point of time, any information furnished or document submitted by the applicant is found to be wrong/false, it would deemed to be a breach of terms of contract making the applicant liable for legal action besides termination of empanelment.
10. High Court will have always the right to select any particular Vendor for some particular/Category of book(s) as per their own discretion and no Vendor will have any right to raise any grievance against the same.

11. The High Court reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice or reason therefor.
12. Submission of the application does not confer any right on any applicant for empanelment with the High Court.
13. The High Court reserves right to call for any information and record and inspect the premises of any applicant at any time.
14. The decision of this High Court on all the matters connected with or incidental empanelment shall be final and binding on all and shall not be called in question on any ground.
15. The Applicant/Vendors are required to provide the latest books/items for which they seek empanelment on Approval basis as and when they are published, so that books may be placed before the High Court for approval of their purchase. The vendors will have to send the books to the Judges' library of the High Court of Tripura and collect back the books which are not approved at their own cost.
16. Empanelment will not *ipso facto* confer any right on any applicant/vendor to supply books to the High Court.
17. The High Court reserves right to purchase any material from any other vendor who is not empanelled with it.
18. Tearing/damages/Printing mistake books will not be entertained and all disputes are subject to Agartala jurisdiction only.
19. The panel of law publishers/book sellers/vendors approved for particular items shall be in force for a period of two years.
20. The "**Application Form**" can be downloaded from the Official Website of Tripura High Court i.e. <https://thc.nic.in>

21. Applicants are required to send copies of following documents along with their Application:-

- i) PAN Card
- ii) GST Registration Certificate
- iii) An undertaking that the applicant has never been blacklisted by any Court, University etc.

22. Bill/Invoice should be submitted in triplicate and addressed to “Registrar, (Admn., P & M), High Court of Tripura, Agartala, Pin – 799010” and payment will be made after receipt of the books in good condition.

**Registrar (Admn.,(P.& M.)  
High Court of Tripura  
Agartala**

**HIGH COURT OF TRIPURA  
(JUDGES' LIBRARY)  
Agartala, West Tripura, Pin-799010**

**APPLICATION FORM**  
**EXPRESSION OF INTEREST FOR EMPANELMENT OF BOOK SUPPLIERS**

- 1) Name of the Applicant/Firm:
  
- 2) Address:  
(Attached documentary proof)
  
- 3) Constitution of the Applicant:  
(Proprietorship/Partnership/Company)
  
- 4) Name & Address of Proprietor/Partner/Directors of the applicant:
  
- 5) Telephone Nos. Office:
  - i) Res :
  - ii) E-mail:
  - iii) Mobile:
  
- 6) Turnover for the last three financial years (Attached documentary Proof)  
  
Turnover for 2021-22:  
  
Turnover for 2022-23:  
  
Turnover for 2023-24:

7) List of regular clients with the name of contact person and Telephone No.:

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

8)The item(s) for which empanelment is sought:-

Sl.No.	Name of Books	Please tick <input checked="" type="checkbox"/>
1	Law Books (Indian Publications)	
2	General Books (Indian Publications)	
3	Law Books (Foreign publications)	
4	General Books (Foreign publications)	
5	Indian Reprint of Foreign Books	
6	Central Bare Acts/Rules	
7	State Bare Acts/Rules	
8	Manual of Central Acts/Rules	
9	Manual of State Acts/Rules	
10	Swamy's Publication	
11	Law Journals/Reports (Indian Publications)	
12	Law Journals/Reports (Foreign Publications)	
13	Government Publications	
14	Biography/Autobiography(Indian Publications)	
15	Biography/Autobiography(Foreign Publications)	

9) Please specify, discount in words & in figures, discount offered, which the applicant will be giving for at least two years, from the date of empanelment, on the items for which empanelment is sought:-

Sl.No.	Name of Books:	percentage of discount in Word	percentage of discount in Figure
1	Law Books (Indian Publications)		
2	General Books (Indian Publications)		
3	Law Books (Foreign Publications)		
4	General Books (Foreign publications)		
5	Indian Reprint of Foreign Books		
6	Central Bare Acts/Rules		
7	State Bare Acts/Rules		
8	Manual of Central Acts/Rules		
9	Manual of State Acts/Rules		
10	Swamy's Publication		
11	Law Journals/Reports (Indian Publications)		
12	Law Journals/Reports (Foreign Publications)		
13	Government Publications		
14	Biography/Autobiography(Indian Publications)		
15	Biography/Autobiography(Foreign Publications)		

10) Permanent Account Number:

(PAN) of the Applicant allotted under the Income Tax Act  
(Attach Photocopy)

11) GST Registration Number:  
(Attach Photocopy of GST Registration Certificate)

**Documents Attached**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature: \_\_\_\_\_

(Authorized Signatory)

Name:

Designation:

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Stamp of Applicant