



**EMPANELMENT OF VENDORS / SUPPLIERS FOR SUPPLY OF PRINT BOOK(S)
TO THE NALANDA UNIVERSITY LIBRARY**

TENDER NOTICE

1	Date of Advertisement	24.07.2017
2	Last date of receipt of applications	14.08.2017 at 3 PM
3.	Date and time of opening applications.	16.08.2017 at 3 PM
4.	Application Fees: Rs. 1000/-	DD Drawn in favor of Nalanda University, payable at Rajgir
5.	Security deposit: Rs. 50,000/- Security deposit shall be submitted only after the selection of empanelment of vendors.	DD Drawn in favor of Nalanda University, payable at Rajgir

NU invites the expression of interest for ‘Empanelment of vendors for supplies the printed books’ in prescribed format from the reputed Suppliers/Vendors in India to NU library’.

Nalanda University, Rajgir is an Institution of National Importance, established by an Act of the Indian Parliament (i.e. The Nalanda University Act 2010) and supported by the East Asia Summit participating countries. The Nalanda University Library is aiming to become an apex resource centre with print and innovative digital services. The library stands committed to supporting intellectual inquiry, research and the lifelong learning needs of the university community. The university has at present three Schools i.e. Historical Studies, Ecology and Environment Studies, and Buddhist Studies, Comparative Religion and Philosophy. The university has also planning start to other Schools such as School of Languages and Literature, School of International Relations and Peace Studies, School of Information Sciences and Technology and School of Economics and Management

The university proposed to initiate for the registration of book supplier(s)/vendor(s) and they must sign an agreement bond prescribed by the library. There are several terms and conditions regarding price proof, currency of the publication, discount, delivery period of books, penalties etc which are to be accepted by the vendors. Hence, the bond will include an undertaking of the vendors that they will supply only with the terms and conditions of Nalanda University Library. Empanelment vendor(s) is/are expected to supply all the books of various publishers against the purchase order of the Nalanda University Library.

Interested Suppliers/Vendors shall submit in the prescribed format given at Annexure – I along with one copy each of the requisite documents. Tender form along with detailed terms & conditions can be downloaded from the website: www.nalandauniv.edu.in are also required to submit application processing fee i.e. Rs. 1000/- (Rupees One Thousand) in the shape of Demand Draft in favour of Registrar, Nalanda University. The application processing fee once paid is neither refundable nor adjustable for other tenders. The application in sealed cover which should be clearly super-scribed as “Application for Empanelment of Vendors for supply of printed Books” should reach latest by 14.08.2017 up to 3 PM to the University Librarian, Nalanda University, Rajgir – 803116, Bihar either by Speed Post/Registered Post.

TERMS AND CONDITIONS FOR EMPANELMENT OF BOOKS SUPPLIERS / VENDORS AT NALANDA UNIVERSITY LIBRARY

1. General

- 1.1 The competent authority reserves the right to approve or reject any or all the applications of vendors, without assigning any reason, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- 1.2 Any book supplier found blacklisted by any Government institution within a period of last three years would not be entertained by the Nalanda University for empanelment.
- 1.3 Nalanda University reserves the right to cancel empanelment vendor, if the submitted affidavit for not having been blacklisted / delisted for minimum three (3) years by any of the Institutes or Universities or Government organization in India is found to be false at any stage.
- 1.4 The supplier should be a member of GOC (Goods Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Associations in India).
- 1.5 The supplier should be the registered as a vendor with minimum of five libraries of nationally reputed organizations (e.g. Central University, IITs, IMs, NITs etc.). Supplier must produce at least one copy of the latest purchase order from each client of the libraries and five satisfactory certificates from nationally reputed organizations.
- 1.6 The supplier shall have average annual turnover of his/her firm of Rs. 1 crore for the last three consecutive years.
- 1.7 The supply of the books commissioning should be done by the supplier at Nalanda University.
- 1.8 University will be at liberty to use appropriate metrics and weightage in evaluating the applications for completing the entire process for the empanelment of vendors/supplier for supply the print books.

2. Security deposit

- 2.1 A security deposit of Rs.50,000/- (Rupees fifty thousand only) shall be deposited by the empanelled Vendor/Supplier with Nalanda University. This amount will be retained by Nalanda University without any interest liability till the duration of the agreement.
- 2.2 The security deposit will be forfeited in case Vendor/Supplier fails to comply with the terms and conditions of this agreement.

3. Delivery of books

- 3.1 At the first instance the empanelled Vendors/Suppliers will be sent a email query with list of books required and the Vendors having books as per the list in their ready stock of books / in the market should respond within two working days or any suitable date as mentioned by the library. On receipt of the same, the Vendor will be placed with supply

order by the University Librarian. The priority of the order will be in accordance with the order of the reply, i.e. the Vendor who responds first will be given first priority (First come first served) / or previous supply record to NU Library.

- 3.2. Vendor/Supplier shall supply the books exactly as per order placed by Nalanda University within 20 days for Indian Publications and 55 days for foreign publications from the date of receipt of the order. Order letter shall be sent by e-mail / post.
- 3.3 Vendor/Supplier shall supply the paperback volumes/low price editions until specific instructions otherwise are given.
- 3.4 Vendor/Supplier will ensure and provide the latest edition of the books available.
- 3.5 Foreign edition of the books will be supplied only if the books don't have an Indian edition.
- 3.6 Books are to be supplied free of freight charges. No charges of transportation/post will be borne by Nalanda University.
- 3.7. Title(s) which is/are out of stock, out of print, publisher/distributor not traceable available on online portals/shopping such as www.flipkart.com, www.amazon.com etc. such titles(s) shall be supplied by the empanelled vendor(s) at the actual price offered by the online vendors plus actual freight charges. Original bill of online vendors and freight charges shall be submitted
- 3.8 Nalanda University shall provide the gate passes to the vehicles of the staff of Vendor/Supplier in respect of supply / delivery vans.

4. Bills

- 4.1 Bill shall be prepared preferably in the same order as given in the purchase order.
- 4.2 After the supply of ordered books etc the vendor will raise a bill(s) in triplicate mentioning the order number and date to Nalanda University enclosing a copy of Delivery Challan duly bearing 'Received' stamp of Nalanda University library.
- 4.3 On receipt of the bill (s) payment shall be released by Nalanda University to Vendor/Supplier within 45 days through an A/c payee cheque drawn in favour of Vendor/Supplier/Online transfer, net of taxes, if applicable, provided the books supplied are in good condition and there are no discrepancies of any nature.
- 4.4. Payment will be released only after final submission of the bills and any other declaration, if any against the purchase order.

5. Price proof

5.1 Correct price as per publisher catalogue should be charged. Vendor has to submit the price proof (i.e. publisher's catalogue price) / certificate from publisher's authorized distributor / publisher's Indian office / publisher's invoice, as the case may be. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting / forfeiting the Performance Security deposit or both.

6. Exchange rates

6.1 If foreign books are purchased conversion rate of foreign currencies shall be taken from

the “RBI Foreign Exchange Rate” as on date of bill/invoice.

7. Return of damaged books

7.1 Books found with wrong pages/ damaged condition/ old edition other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by supplier at their own cost within 15 days.

8. Penalty

8.1 Timely supply of books forms the crucial part of the order and therefore, supply of books beyond the stipulated date of delivery (including extension granted, if any) will result on imposition of 1% penalty for each week of delay with maximum of 5% penalty on the ordered values of books which are not supplied within the stipulated period as mentioned in terms and conditions. The same shall be deducted from bills/security deposit. If the suppliers are delayed due to reasons beyond the control of Vendor (viz. book out of Print / out of stock / delay from publisher end / overseas transportation issues) no penalty would be imposed.

9. Nalanda University Library reserves the right to cancel the order at any time without assigning any reasons.

10. Discount

10.1 Vendor/Supplier shall give discount minimum of 20% for all publications.

10.2 Only publications of Central/State governments, learned society publication shall be allowed to be purchased at no discount. No discount title shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill. Also in some exceptional cases the vendors charge the library for handling on publishers’ demand. The supplier is expected to work on a margin of 15% on net landed cost. The invoice is to be prepared on the following terms. Published price minus (-) discount earned plus (+) 15% handling charges, documentary evidence to be submitted by the supplier to be library on demand.

10.3 Vendor will have to supply foreign/ Indian Society publications, government publication and no discount titles whenever required.

11. Validity and termination of agreement

11.1 This Agreement shall come into effect the day the agreement is signed by the competent authorities of Vendor/Supplier & Nalanda University and shall remain valid for a period of one year, extendable on year to year basis based on satisfactory performance with mutual consent.

11.2 Subsequent changes/ amendments/ modifications/ additions/alterations as deemed fit may be affected under mutual consultations and decisions taken by the competent authorities of Vendor/Supplier & Nalanda University.

11.3 In case Vendor/Supplier or Nalanda University desires to discontinue with the arrangement as per the agreement, one-month prior notice will have to be given by either party.

11.4 The institute may empanel more than one Supplier and shall be free to purchase books through any one or more of them.

12. The decision of Nalanda University in all the matters of empanelment of Vendors and procurement of books shall be final.

13. Any Legal disputes that may arise during the period shall be subject to the jurisdiction of a court in Rajgir, Patna, Bihar, India.

**APPLICATION FORM FOR ENROLMENT AS VENDOR FOR THE SUPPLY OF
PRINT BOOK(S) TO THE NALANDA UNIVERSITY LIBRARY**

A. APPLICATION FORM:

Sl. No.		
1.	Name of the Firm	
2.	Postal Address of the Firm a. Telephone Number b. Mobile Number c. Fax Numbers d. E-mail addresses e. Website, if any:	
3.	Kind of Proprietorship a. Name and address of Directors / Managing Directors / Proprietor: b. If partnership, name and address of partners:	
4.	Are you a member of GOC (Good Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Association in India). (Please attaché a copy of your registration letter)	
5.	Are you a distributor / dealer / stockist / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership / stockist / exclusive or preferred agency	
6.	Is the firm an Income Tax payee? If so, please submit self attested copies of Income Tax Returns for the preceding three years along with copies of PAN/TAN numbers of the partners / owners.	
7.	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name b. Address	

	c. Bank Account No. d. Name of the Account Holder e. Date of the opening f. RTGS g. NEFT NO h. IFSC Code i. GST No.	
8.	Please attach minimum five (5) references of the libraries of nationally reputed Organizations (e.g. IITs, IISc., NITs, IIMs, Central Universities) with whom you are already registered. Supplier must produce at least one copy of the latest purchase order from each client of the libraries and five satisfactory certificates from nationally reputed organizations.	
9.	Please provide the annual turnover of the firm for the last three consecutive years with documentary evidence i.e. Trading, P & L Account, Balance Sheet & Income Tax Return	
10.	Please provide an affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted / de-listed for minimum three (3) years by any of the Institutes or Universities or Government organizations in India.	
11.	Do you have direct import license? (Please attaché a copy of the same)	
12.	Do you have an account with the foreign reputed publishers for importing books directly through them (Please furnish documentary proof)	
13.	Experience in the field of supplying books. (Please mention number of years)	
14.	Details of legal dispute(s) with client(s), if any. (Yes/No). If yes, please provide the details litigations history.	
15.	Whether, the terms and condition given at annexure are acceptable to you in totality: Yes or No	

DECLARATION

- I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. If any information provided by us is found incorrect, wrong or misleading, Nalanda University is authorized to blacklist our firm/company/agency and debar us in participating in any type of tender/bid in future.
- I / We also hereby declare that all matters related to Nalanda University shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of Nalanda University, Rajgir.

- Mr. whose signatures are appearing below, is / are the authorized representative(s) of the firm.
- I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
- I / We assure that if empanelled, the firm will serve the University for a minimum period of one year.
- I / We have read and understood all the “Terms and conditions” of Library, Nalanda University, Rajgir, as mentioned in this document and consciously agree to abide by them.
- If selected for empanelment, I/we agree to furnish a refundable security deposit of Rs. 50,000/- as performance guarantee deposit, at the time of personal interaction.

Signature of Partners / Proprietors:

Place:

Date (with Firm’s Seal):

A format of the terms and conditions to be executed on non-judicial stamp paper of Rs. 100/- shall be submitted along with application form.

Document Check List

Sl. No.	Document	Please put tick mark and provide documentary proof attached at Annexure No.
1.	Registration certificate of the firm / Proof of date of establishment of the firm	
2.	Address proof of firm	
3.	Registration certificate of GOC (Good Office Committee) / FPBAI (Federation of Publisher’s and Bookseller’s Association in India).	
4.	Any other State/ National Association (s) of books suppliers	
5.	Authorization letter from publisher for distributor/dealer/stockist/exclusive or preferred agent	
6.	Self-attested copies of Income Tax Returns for the preceding three years	
7.	Copies of PAN/TAN numbers of the partners / owners.	
8.	Banker’s details (A certificate issued by the banker may be	

	attached) a. Bankers Name b. Address c. Bank Account No. d. Name of the Account Holder e. Date of the opening f. RTGS g. NEFT NO h. IFSC Code i. GST No.	
9.	Five satisfactory performance certificates from nationally reputed organizations.	
10.	Five copy of the latest purchase order (one copy of each client) from the clients of the libraries.	
11.	Annual turnover of the firm for the last three consecutive years with documentary evidence i.e.	
	I. Trading & P & L Account,	
	II. Balance Sheet,	
	III. Income Tax Return	
12.	Affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted / de-listed for minimum of three (3) years by any of the Institutes or Universities or Government organizations in India.	
13.	Direct import license	
14.	Account with the foreign reputed publishers for importing books directly through them	
15.	List of clients	
16.	Details of legal dispute(s) with client(s), if any. (Yes/No). If yes, please provide the details litigations history.	