



**An Avant-Garde International University
(Ministry of External Affairs, Government of India)
Chabilapur Road, Rajgir, Nalanda-803116**

Tender No: NU/LIB/104

Date: 26th February, 2025

**SUBJECT: EXPRESSION OF INTEREST FOR EMPANELMENT OF BOOKS SUPPLY TO THE
NALANDA UNIVERSITY, RAJGIR, FOR TWO YEARS (2025-26)**

Nalanda University, is an Avant-Garde International University under the aegis of the Ministry of External Affairs, Government of India. The University has currently has six schools: School of Historical Studies, School of Buddhist Studies, Philosophy and Comparative Religions, School of Ecology and Environment Studies, School of Languages and Literature/Humanities, School of Management Studies and School of International Relations and Peace Studies. It also has two centers: The Center for Bay of Bengal Studies and Center for Conflict Resolution and Peace Studies.

The University invites Expression of Interest (EOI) for **“Empanelment of Vendors for Supply of Books to the Nalanda University Library”** from the registered vendor(s) / supplier(s) / distributor(s) in India. The interested bookseller firm, distributor, or publisher may respond in the prescribed format given at the end of this document as Annexures. This empanelment will be valid for a period of **two** years from the date of approval of the empaneled suppliers list.

There shall not be any pre-bid meeting. Any correspondence over EOI may be sent within 10 days of the web publication of EOI and addressed to the following:

**The Registrar,
Nalanda University,
Rajgir, Dist.: Nalanda,
Bihar – 803 116.
Email: registrar@nalandauniv.edu.in / deputylibrarian@nalandauniv.edu.in**

Important Dates:

Date of Publishing of the Expression of Interest: 1/3/2025 at 10.00 AM

Last date of the submission of the Expression of Interest: 21/3/2025, 5.00 PM

Date & Time of opening of technical bid: 24/3/2025, 11.00 AM

Instruction for applicants, terms and conditions, and application formats are as follows:

INSTRUCTIONS FOR APPLICANTS

- i. Interested vendors/distributors/suppliers should submit the application form in sealed envelopes super-scribing – “Application for Empanelment for the Supply of Books” to avoid the bid being declared invalid.
- ii. The response should be signed by the authorized signatory of the Vendor (s) bearing his/her full name and status, clearly indicated below the Signature, along with the official seal of the firm.
- iii. The EOI is a two bid system. The Technical Bids (Annexure-II) are to be opened first for fulfilling the requirement. The financial bids of only technically qualified firms will be opened for the purpose of empanelment after due intimation. Bidders are advised to submit two separate **sealed envelopes** super-scribing. Technical Bid for the envelope containing Annexure -II with supporting documents & superscribe Technical Bid and another separate **sealed** envelope with superscribe “Financial Bid”. Both envelopes shall be enclosed in a third sealed envelope with superscribe “Expression of Interest for Empanelment in Supply of Books to NU Library” Rajgir.
- iv. Incomplete and conditional applications will not be considered. At any given point of time, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of the term of the contract, making the firm concerned liable for legal action, besides termination of empanelment.
- v. Strict discipline is expected to be maintained in the application for empanelment. No canvassing or repeated communication should be made. If they fail to maintain this discipline, the applicants are liable to be blacklisted by the university.
- vi. Responses received after the deadline will not be considered. No bookseller firm, distributor, or publisher will be allowed to withdraw after the submission of applications.
- vii. The shortlisted vendors will be informed after successfully completion of the evaluation process.
- viii. The firm should submit an **Earnest Money Deposit (Bid Security) of ₹.50,000/- (Rupees Fifty thousand only)** along with the application through email and submit hardcopy. The EMD should be made through National Electronic Funds Transfer (NEFT) and mention the details of the Unique Transaction Reference (UTR) no. in the Bid Forwarding Letter and Technical Bid. The Bid Security will be returned to all the unsuccessful firms after the finalization of the empanelment procedure. The offers without Bid Security, shall be rejected.

The following are the Nalanda University bank Account Details
(Purpose: Earnest Money Deposit / Security Deposit)

1. Account Name / Payee Name	:	Nalanda University
2. Account Number	:	00000037646810882
3. Name of Bank	:	State Bank of India
4. Branch Address	:	Dharmashala Road, Rajgir
5. IFSC Code	:	SBIN0003499
6. MICR CODE	:	803002501

- ix. This empanelment will be valid initially for Two years from the date of start empanelment and Nalanda University, Rajgir reserves the right to curtail or to extend the validity of empanelment on the same discount rates and terms and conditions for such period as may be mutually agreed subject to satisfactory performance of the empaneled vendor(s) / supplier(s) / agent(s) / distributor(s), at the sole discretion of the University.
- x. After the award of empanelment, in case of falling to adhere to the stipulated terms, conditions and procedure, it will render termination of empanelment and/or blacklisting of the firm and/or forfeiture of the security deposit, as decided by the Competent Authority of Nalanda University, Rajgir within two months.

**TERMS & CONDITIONS FOR EMPANELMENT OF
BOOK SUPPLIERS / VENDORS AT NALANDA UNIVERSITY LIBRARY, RAJGIR, BIHAR.**

GENERAL

- i. 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 regarding acceptance/rejection/arbitration.
- ii. Nalanda University Library reserves the right to add and/or drop any vendor to/from its empaneled list and/or to place a purchase order(s) with any vendor(s) at any time, with the approval of the Competent Authority.

ELIGIBILITY CRITERIA

(Proof / supporting documents to be enclosed in support of below eligibility criteria)

- i. The bookseller firm, distributor, or publisher shall be in the business for at least 5 (five) years (Registration certificate from appropriate Government authority must be submitted as a proof)
- ii. The firm must have been empaneled for supplying books to any National Level Institutions like Central University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions during the last five years, reckon from the last date of submission of the EOI. A performance certificate reflecting their conduct & services from the empaneled institutions must be submitted to support this.
- iii. The firm must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI). Membership certificate(s) issued by FPBAI should be submitted.
- iv. The firm should not be blacklisted by any Central / State University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions in the last five years reckon from the last date of submission of the proposal. A Self-Declaration on a non-judicial stamp paper towards Non-Blacklisting as per Annexure-III should be submitted.
- v. The firm must be an authorized distributor/dealer/supplier from five reputed publishers with recent authorization certificates have to be submitted.
- vi. The supplier must have permission from Reserve Bank of India to remit foreign exchange for the purpose of supplying the books for the University Library.

- vii. The firm must have five direct business accounts with foreign publishers for supplying books in India (shall not consider the foreign publisher registered their Office in India, that means India Ltd.). A letter/certificate from a foreign publisher that the firm/vendor has a direct foreign account with them.
- viii. The firm should have an annual turnover of at least ₹.20.00 Lacs in each financial year of 2021-22, 2022-23 & 2023-24. Copies of Audited Profit & Loss Accounts and Balance Sheets duly certified by a Chartered Accountant in support of turnover, & ITRs of the above-mentioned financial years shall be submitted.
- ix. Nalanda University, Rajgir reserves the right to cancel the empanelment of vendor, if the submitted affidavit over blacklisted/delisted for a minimum of five (5) years by any of the Institutes or Universities or Government organizations in India is found to be false at any stage.
- x. The Institute will be at liberty to use appropriate metrics and weightage in evaluating the applications for completing the entire process for the empanelment of vendors/suppliers for supplying the print books.

All other documents, as required in terms of the EOI, to claim eligibility.

FINANCIAL BID

The Discounts should be quoted on the Financial Bid (Format as per **Annexure - I**). The bidders are advised to quote their Discounts against Publications and submit them as the Financial Bid. No overwriting or cutting is permitted in the Financial Bid Form. If the same is found, the EOI will be rejected entirely, and the Earnest Money Deposit (EMD) will be forfeited.

EARNEST MONEY DEPOSIT (EMD)

- i. Earnest Money Deposit (EMD) of ₹. 50,000/- (Rupees Fifty thousand only) should be deposited through NEFT with the following Bank details and mention the UTR No. and date of transaction details in the Bid Forwarding Letter and Technical Bid.

Account Name / Payee Name	:	Nalanda University
Account Number	:	00000037646810882
Name of Bank	:	State Bank of India
Branch Address	:	Dharmashala Road, Rajgir
IFSC Code	:	SBIN0003499
MICR CODE	:	803002501

- ii. Any EOI not accompanied by EMD shall be rejected. EMD will bear no interest.
- iii. The EMD shall be forfeited if a firm withdraws his/her proposal during the validity period of the proposal.
- iv. The EMD of non-empaneled firms shall be returned within 30 days after completion of the empanelment process.

EOI Tender Pricing

EOI form may be downloaded from University website: www.nalandauniv.edu.in / Central Public Procurement Portal (CPPP). Non-refundable tender fee in shape of DD/pay order for ₹ 2000/- (Rupee Two thousand only) shall be drawn in favour of Nalanda University, payable at Rajgir & enclosed with the EOI proposal.

VALIDITY OF THE PROPOSAL

The proposal shall remain valid for 90 days from the last date of submission.

AWARD OF OFFER

- i. On receiving the supply order from the University, the supplier should process it immediately. Advance payment, if any, should be made by the supplying firm to the publisher on behalf of the Nalanda University, Rajgir (as indenting party), and invoice / bill should be raised for payment along with the following documents.
 - (a) Remittance proof, (proof of payment to actual publisher and not intermediary)
 - (b) Publisher's price proof,
 - (c) Copy of the order placed to publisher, and
 - (d) FDR to the tune of 10% of the order amount as security deposit.

The invoice should be raised in favour of Librarian/Deputy Librarian, Nalanda University, Rajgir, quoting the GSTIN no and HSDN code of books on the invoice.

- ii. In the case of foreign publisher(s), the exchange rate shall be the bank rate as notified by the RBI on the date of billing.
- iii. No air charges or additional cost including handling/ packing/posting services shall be entertained by the Nalanda University.
- iv. For the supply of books, one or more vendor/s will be empaneled. The highest discount quoted by a firm for individual category publications (*Foreign Publications, Indian Publications - Single copy and Indian Publications - Multiple copies – as per Financial Proposal*) will be offered to all technically qualified vendors. Those vendors who accept the offer will be empaneled for the supply of books.
- v. The vendor/s should accept the offer within ten (10) days from the date of receipt of the "Letter of Offer," failing which the offer will be canceled.
- vi. The empanelment period will be two years from the date of empanelment.
- vii. The preference will be given to the local vendors, subject to qualifying the technical and financial bid requirements.
- viii. All the terms and conditions will be applicable to the selected panel list of vendors.

PERFORMANCE SECURITY

- i. The EMD of empaneled vendor shall be automatically converted into Performance Security.
- ii. In case of non-supply of any title of three consecutive purchase orders, the Performance Security shall be forfeited, and the Vendor shall be blacklisted for two years in addition to the termination of the empanelment.
- iii. Performance Security shall be returned to the empaneled vendor/s without interest after two years of the empanelment period.

EXHIBITIONS

A library may arrange for book exhibitions at the publishers or prospective books suppliers' cost. The University will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc., to obtain book recommendations.

PRE-ORDER INQUIRY

The Library may send a "Pre-order Inquiry" by email to all the empaneled vendors to find out the price of the books. If they are not available with the vendors, all detailed inquiries must be provided within the time limit defined by the library. If any field is left blank, the response will not be considered.

PURCHASE ORDERS

- i. As finalized by the Library, the Library will place purchase orders with the empaneled vendor(s) based on performance and their links with the publishers and distributors. The fixed discount agreed by the vendors will be applied.
- ii. The book supply has to be made strictly against purchase orders only.
- iii. Sending an acknowledgment of the receipt of the purchase order, which is taken as an acceptance of the purchase order, is mandatory by email only.
- iv. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

TIME-FRAME FOR SUPPLY

- i. A maximum of thirty (30) days - for Indian/Foreign titles (if available in India) from the date of issue of the purchase order.
- ii. A maximum of sixty (60) days - for foreign titles (if not available in India) from the date of issue of the purchase order.
- iii. For urgent requirements, the above time frame may not be considered.
- iv. If the requested title(s) is "Out of Print" (OOP), "Out of Stock" (OOS), or "Print on Demand" (POD), sufficient valid documentary proof should accompany with the request letter for extension of time.

- v. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor / stockiest should be furnished within the due date of supply.
- vi. In case there is foreseen justifiable delay in book supply, the concerned empaneled firm should send a request with proof of justifiable delay for an extension of time with reasons at least five (05) working days before the due date of supply. Grant of extension of time shall be at the sole discretion of the University, it cannot be claimed as a right and no compensation due to non-grant of extension shall be met by the University.
- vii. Book(s) which is/are out of stock, out of print, publisher/distributor not traceable, but available on online portals/shopping such as www.flipkart.com, amazon.com, etc. such Book(s) shall be supplied by the empaneled vendor(s) at the online Amazon etc. price for the seller plus actual freight charges levied by such online platform seller. Original bills of online vendors and freight charges shall be submitted.
- viii. The supply should be free of freight charges. Supply must be made by Postal Speed Post Parcel / Registered Parcel / Courier Services / Person or any other mode. Every supply should be accompanied by a delivery challan bearing the details of the items, titles in supply, and their quantity and price. The university will not be liable for any loss or damage in transit.

PLACE OF SUPPLY

Books or items ordered should be supplied to **“The Librarian / Deputy Librarian, Nalanda University, Rajgir, Dist.: Nalanda, Bihar – 303 116.”**

EDITION SPECIFICATIONS

- i. Latest editions of books must be supplied;
- ii. By default, paperback editions / Indian editions of books should be supplied. If paperback and Indian editions are unavailable, clarification/permission should be sought, preferably by email from the library regarding the supply of the available editions instead of the default.

INVOICING PROCEDURE AND CONVERSION RATES

- i. The invoice should be submitted in triplicate in the name of The Librarian / Deputy Librarian, Nalanda University, Rajgir, Bihar – 803 116. The invoice should contain the Purchase Order No. and Date.
- ii. One invoice should only be raised against one Purchase Order (P. O.). Titles from different P. O.s should not be combined and supplied under one invoice.
- iii. In the case of foreign publications, the original price in foreign currency shall be mentioned in the invoice along with the Indian price charged under the approved exchange rate.

UNDERTAKING

Every invoice should certify the following:

- i. The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- ii. The latest editions have been supplied, and they are not remaindered titles.
- iii. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material, viz., CDs, etc., and for other physical conditions. If any defects are detected at any stage, the defective books / CDs shall be replaced free of cost at the destination of supply.
- iv. **Defective Items & Reverse Pickup:** Reverse pick-up of the defective items is the responsibility of the Vendor(s), and the charges are to be borne by the vendor(s) only. Reverse pick-up of the defective items must be arranged within 30 days of receiving intimation from the Library.

MANDATORY ENCLOSURES WITH INVOICE

The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- i. **In case of a foreign title:**
 - a. If the price of the book is not printed, the vendor must submit a copy of the publisher's invoice for the book as proof of price.
 - b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then the Vendor must submit a letter from the publisher / authorized exclusive distributor stating the same and the price of the book, along with the invoice of the authorized exclusive distributor, as price proof.
- ii. **In the case of an Indian title:** If the price of the book is not printed, then the vendor must submit a copy of the publisher's / authorized distributor's invoice as proof of price. Publisher's Catalogue will be accepted as proof of price.
- iii. In case of any price manipulation when detected at any stage, the Vendor shall be responsible for the same, and the excess amount charged shall be refunded to the University in one installment.
- iv. Proof of price and currency conversion should be signed and stamped by the vendor.

PAYMENT

- (i) Payment will be made within 45 days of receipt of the consignment in good and safe condition and after submission of the invoice.
- (ii) The payment will be released against the invoice(s) only after supplying the all the books mentioned in the purchase order.

PENALTY

In case of delayed delivery of ordered books beyond seven days, a penalty of 1% per week or part thereof will be levied on the value of books supplied belatedly up to a maximum of 10% of the ordered value.

FORCE MAJEURE:

Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs, the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days, either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the **NALANDA UNIVERSITY, Rajgir's** payment obligations for services successfully performed, provided the same is not affected by a Force Majeure event, shall remain and not be affected by the force majeure event.

CONFIDENTIALITY:

Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party, like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/domain. The Confidential Information as herein above detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five (5) years from the date of termination of this Contract for whatever reason.

TERMINATION OF EMPANELMENT

The University shall be at liberty to terminate the empanelment of an empanelled vendor(s)/ supplier(s) without any prior notice and drop the said firm from its panel, which will result in forfeiture of the security deposit in case of the occurrence of any of the following events:

- i. In case of breach of any terms of the agreement or unsatisfactory/inefficient working on the part of the Vendor.
- ii. If the Vendor fails to deliver at least 75% of the supply (in terms of the number of titles ordered) during a year.
- iii. If at any time, it is found that the information provided by the empanelled Vendor in any form about publications, services, and related matters are incorrect and results in losses in any form to the University. The University shall also reserve the right to claim the amount of loss incurred by the University, based on the available invoices submitted by that empanelled vendor(s) / supplier(s).

INTEGRITY

The vendors, as per the undertaking given, will not try to influence or gratify any official, or use any other unfair means in securing the purchase of books. Such action of firm will also debar the firm from participating in other tenders floated or floated by the purchaser, and suitable action will be initiated against such defaulters.

CLAUSE FOR LOCAL VENDOR

The eligibility criteria mentioned in the tender document may be relaxed for the Local Vendor(s) who are based in Bihar. The preference will be given to the local vendors, subject to fulfilment of terms and conditions of EOI.

DISCOUNT

- i. The University has laid down a bench mark discount against different publications in the Financial Bid format. The firm / seller / distributor/publisher are required to offer the maximum possible discount in respect of each item of book in each category.
- ii. Government Publication or Professional Societies Publications may be purchased at no discount. Only freight charges will be applicable.
- iii. Firm / seller / distributor/publishers are free to opt for all categories of books. In case of any operational difficulty, they can opt for a specific area /discipline or languages books.

DISPUTE RESOLUTION

In the event of any dispute or differences arising under this agreement, the decision of the Competent Authority, Nalanda University shall be final and binding on both the parties.

APPLICABLE LAW

Any legal disputes shall be subject to the jurisdiction of the Courts of Law, Patna, jurisdiction only.

Sd/-
Registrar

FINANCIAL BID

Date of Submission of Financial Bid:	
Expression of Interest for: Empanelment of Vendors for Supply of Books to Nalanda University Library, Rajgir, Dist.: Nalanda, Bihar.	
Name of the Firm:	
Correspondence Address:	
Tel / Mob No.:	
Email Id:	

Publications	University's benchmarks discount percentage (In figures)	Maximum percentage (%) of discount offered by the book supplier firm. (in figures)	Percentage (%) of Discount (in words)
1	2	3	4
English Medium Books (Foreign/Indian)	20%		
Books in Indian Languages	20%		
Books in Foreign Languages other than English	10%		
Short Discount Titles (To be handled on case-to-case basis)	-		
No Discount Titles (a maximum of 10% handling charges on request)	-		
Learned Societies Publications/ Other Institutional publications	10%		
Multi-volumes sets of Foreign/ Indian English Medium Books	30%		
Reference Sources (Foreign/Indian)	20%		
Publications acquired from on-line store) e.g. Amazon, Flipkart, etc.) in any language (a maximum of 10% handling charges on request may be paid over and above the actual amount paid by the vendor in procuring such books)	-		

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the EOI document.

Place:
Date:

(Signed by the Bidder)

TECHNICAL BID

Date of Submission of Bid:		
Tender for: Empanelment of Vendors to Supply Books to Nalanda University Library, Rajgir, Dist.: Nalanda, Bihar.		
Name of the Firm: Correspondence Address: Tel/ Mob No.: Email Id:		
Copies of all supporting documents duly signed and stamped by the bidder in support of the below particulars		
Sl. No.	Particulars	Details
1	Particulars of EMD (Rupees) : UTR No & Date:	₹. 50,000/-
2	If exempted from the deposit of EMD, submit valid documents supporting this.	
3	The firm must have supplied books during the last five years from the last date of submission of the proposal to any National Level Institutions like Central University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions. A letter of approval from at least five institutions and five satisfactory certificates mentioned above must be submitted to support this.	
4	The firm must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI). Membership certificate issued by FPBAI should be submitted.	
5	The firm should not be blacklisted by any Central/State University, IIMs, IITs, NITs, IISc., IIIT, IISERs, NISERs, and Government Institutions in the last five years from the last date of submission of the proposal. A Self-Declaration on a non-judicial stamp paper towards Non-Blacklisting as per Annexure-III should be submitted.	
6	The firm must be an authorized distributor/dealer/supplier of the five publishers. Recent authorization certificates from five reputed publishers have to be submitted.	
7	The firm must have five direct business accounts with foreign publishers for supplying books (shall not consider the foreign publisher registered their office in India). Copies of direct business accounts (only foreign currency transactions) must be submitted.	
8	The firm should have annual turnover in each financial year of 2021-22, 2022-23 & 2023-24. Copy of Audited Profit & Loss Accounts and Balance Sheets duly certified by a Chartered Accountant in support of this, along with ITRs of the above financial years.	₹. 20.00 Lacs

9	Copy of PAN, GST Registration & latest GST Filing Copy should be submitted.	
10	Bid Forwarding Letter as per the format in Annexure –VI	
11	Power of Attorney / Authorization Letter, if a bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder)	
12	It was duly signed and stamped of the entire bid document along with its addendum/corrigendum, if any.	
13	Annexures I, II, III, IV, V & VI should be duly signed and sealed on the firm's Letter head.	

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

(Signed by the Bidder)

Date:

UNDERTAKING

To,

EOI enquiry No _____

For supply of _____

Sir,

1. I, Shri _____, on behalf of M/s. _____, having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of two years from the date of award of the contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office of _____ to supply _____. The rates quoted by me/us for the items tendered are specified against each. It is certified that quoted rates are the lowest for any university/institution in India and not higher than the MRP / prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per the university requirements. The decision of the Office of Nalanda University (hereinafter called the said Purchaser) as regards the quality and specification of the article shall be final and binding on me/us.
4. We agree to the tender conditions under which we shall forfeit the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT.
5. We hereby undertake to pay the penalty as per the terms and conditions of the contract for the delayed supply of the ordered items.
6. We agree to accept the amount of the bill to be paid by the purchaser after the completion of all codal formalities. Should any amount of the bill found by the purchaser/auditors to have been over-paid, the amount so found shall be refunded by me/us.
7. We hereby supply the items during the validity of the tender as per the direction given in the supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

Signature:

Name & Designation:

Date:

Name & Address of the Firm:

Seal:

UNDERTAKING ON FRAUD AND CORRUPTION

I/We, M/s. do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for the supply of..... under tender reference no.....Dt. We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of proprietor/Partner/Director Designation:

Seal:

SELF-DECLARATION ABOUT NON-BLACK LISTING

(On a non-judicial stamp paper)

Date: _____

To
The Registrar,
Nalanda University,
Rajgir, Dist.: Nalanda,
Bihar – 803 116.

Sub: Tender for 'Empanelment of Vendors for Supply of Books to Nalanda University, Rajgir,'

Sir,

In response to EOI under reference, I/We hereby declare that our firm is not blacklisted/debarred and not declared ineligible for any reason by any National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, State / Central Universities, and Government Institutions in last five years from the last date of submission of the proposal.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, my/our performance security may be forfeited in total, and the empanelment offer, if any, to the extent accepted may be canceled.

Yours faithfully,

(Name & Signature with the Stamp of the Vendor)

BID FORWARDING LETTER
(On the Letterhead of the Bidder)

Date: _____

To
The Registrar,
Nalanda University,
Rajgir, Dist.: Nalanda,
Bihar – 803 116.

Sub: Tender for 'Empanelment of Vendors for Supply of Library Books to the Nalanda University, Rajgir'.

Sir,

I/We hereby confirm and declare that, I/We have carefully studied the tender documents therein and undertake myself / ourselves to abide by the terms and conditions laid down in the tender document. The payment details are as follows:

- | | | |
|--------------------------------|---|--------------------------|
| 1. Account Name / Payee Name | : | Nalanda University |
| 2. Account Number | : | 00000037646810882 |
| 3. Name of Bank | : | State Bank of India |
| 4. Branch Address | : | Dharmashala Road, Rajgir |
| 5. IFSC Code | : | SBIN0003499 |
| 6. MICR CODE | : | 803002501 |
| 7. Earnest Money Deposit (EMD) | - | Rs.50,000/- |
| 8. UTR No. | - | |
| 9. Transaction date | - | |

I/We also keep the offer open 90 (Ninety) days from the opening date of financial bids.

Yours faithfully,

(Name & Signature with the Stamp of the bidder)