

राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)

राष्ट्रीय राजमार्ग-8, बांदरसिन्दरी, किशनगढ़-305817

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Central University of Rajasthan

(A Central University Established by an Act of Parliament)

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Empanelment of Vendors for Supply of Printed Books to Library, CURaj

The Central University of Rajasthan Library invites the expressions of interest for "Empanelment of Vendors to supply Printed Books" in prescribed format from the reputed Booksellers/ vendors/ suppliers/ agents/ distributors in India to Library, Central University of Rajasthan.

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format given at the end of this document, along with one copy each of the requisite documents to "The Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305 817. The sealed cover should reach latest by 30-06-2017 up to 5 PM in the University Library either by Speed Post/Registered Post. The Envelope should be marked with "Application for Empanelment of Vendors for supply of printed Books"

1. Eligibility Criteria for Empanelment

- The bidders should be a bookseller/ distributor/ vendor/ dealer/ stockist/ executive/ preferred agent of the publishers. Please submit the current authority letters issued by the publishers.
- The bookseller/vendor/publisher/distributor should submit the copy of their last three consecutive years IT return and PAN/TAN number in the prescribed application form along with the address proof.
- In the event of suppliers/distributors not being a publisher, they would provide a list of publishers to whom they represent.
- The bidders should have satisfactorily supplied books to any 3 central universities or Institutes of National Repute.
- The bidder should have a minimum annual turnover of Rs.100 Lakhs (1 crore) in a financial year and an average of 300 lakhs/3 crores for last 3 consecutive financial years (certificate should be attached from CA/Balance Sheet).
- The bidders should not be ever been debarred / blacklisted for doing business from any Government Organization. If No, Please furnish self-declaration of an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).
- In the case of no supply of any title of 3 orders the vendor will be blacklisted and their security deposit be forfeited.
- Submission of DD of worth Rs. 1000.00 towards application processing fee drawn in favour "Registrar, Central University of Rajasthan" (application process fee is non-refundable).

2. Terms & Conditions

I. General

- The Honourable Vice Chancellor, Central University of Rajasthan reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

- Library, Central University of Rajasthan reserves the right to place a purchase order(s) with any vendor(s) from its empanelled list or others at any time, with the approval of Competent Authority.

II Pre-order Inquiry

The Library will send a "Pre-order Inquiry" by email, to anyone of its empanelled Vendor, for the required list of books to know the following details, in accordance with these approved "Terms & Conditions":

- Availability of books (In stock/procurable/whatever may be the availability condition)
- Shipping time (in weeks), strictly in weeks only.
- Unit Price (in Original Currency)
- Validity period of price information provided.
- The empanelled vendors have to respond with the details inquired for, within a week from the date of receipt of the "Pre-order Inquiry", by email only.
- All the details inquired for must be provided. If any field is left blank, the response will not be considered.

III Purchase Orders

- The librarian will place a purchase order with the empanelled vendor.
- The purchase order will be placed with the empanelled vendor based on the pre-order inquiry placed by the Library and also keep in view their past performance and their links with the publishers and distributors, as finalised by Library.
- Supply of books has to be made strictly against the purchase order only.
- Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order is mandatory, by email only.
- Any clarification/query regarding the purchase order should be sought from the Library within five days of receipt of the order.

IV Time-frame for supply

- The order shall remain valid for a period of six weeks for foreign publications and four weeks for Indian publications from the date of order. The order will be treated as cancelled after mentioned period.
- If the requested title(s) is out of print, out of stock or print on demand, sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
- In the case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockist should be furnished within the due date of supply through letter/e-mail.
- In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a request for an extension of time with reasons, at least, one week before due date of supply.
- If the provided reason for delay is justified with adequate proof e.g., communication from publisher/distributor/stockist, the Library may consider extension of time as may deem fit.
- The supply should be free of any freight charges.
- Supply must be made either by Postal Services or Reputed Courier Service only.
- Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

V Place of Supply

- Books or items ordered should be supplied at free of cost to "Library, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305 817

VI Conditions for cancellations of the released purchase order

- If the empanelled vendor to whom the order has been placed, fails to supply the entire order or any part of the order thereof, within the stipulated time without sending any written communication to the Library regarding delay or his inability to supply the ordered title(s), then the order will stand cancelled and the Institute reserves the right to drop the vendor from its empanelled list.
- The decision of accepting supply of cancelled titles is at the sole discretion of the Library shall be final in this regard.
- In case the vendor regrets to supply the titles mentioned in the purchase order due to any reason, then the purchase will be cancelled and a fresh purchase order will be placed with the next available vendor. In such case, the library/University reserves the right to drop the vendor from its empanelled list.

VII Edition specifications

- Latest editions of books must be supplied unless it is specified
- Paperback editions of books should be supplied unless it is specified
- Indian editions of books should be supplied unless it is specified
- In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the University library regarding supply of the available editions

VIII Discount

The discount structure for the vendor/distributor will be as follows.

- For Indian publisher book (paper bound), the library should get 20% discount if the cost is less than Rs. 1000/- and 25% if the cost of the book is more than Rs. 1000/- . And library should get 25% discount for Indian hard bound book. For foreign publishers' books, the library should get 20% for paper bound book and 25% for a hard bound book. For Government/Society publication the discount structure will be vary.

IX Invoicing procedure and Conversion Rates

- The Invoice should bear the firm's TAN/ PAN.
- Pre-receipted invoice are to be submitted in triplicate (3 copies), a revenue stamp should be affixed on the original bill and should be signed by authorised signatory.
- Invoice should be raised in favour of Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer-305 817, Rajasthan.
- One invoice should be raised against one purchase order (P. O.) only. Titles from different purchase orders should not be combined and supplied in one invoice.
- The prices in the invoice should be indicated in original currencies.
- In the case of foreign publication, price in foreign currency generally in the currency of the country of publication may be mentioned.
- All books of foreign origin, priced in foreign currency will be procured on the bank exchange rates adopted by the Indian Nationalized Banks on buying rates on the date of invoice of books along with the bill in triplicate.
- The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the nationalised bank
- All the documents including publisher's invoice, in the case of foreign books and in the case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support/proof of price verification otherwise the price of book/document will be as printed on the book.
- The payment will be made on satisfactory delivery and receipt of books good conditions at CURaj library.

- No two invoices will be submitted for a single purchase order. If any vendor(s) submit the two invoices for single purchase order, then the vendor will be blacklisted and their security deposit is forfeited.

X Undertaking

Every invoice should certify the following:

- The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- The prices charged are as per the publishers/ importers/ distributors invoice and latest catalogue.
- The latest editions have been supplied, and they are not remaindered titles.
- The books supplied against this purchase 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 later, the defective books/ CDs shall be replaced free of cost, at the destination of supply.
- Defective Items or wrongly supplied book(s) & Reverse Pickup: Reverse pick-up of the defective items or wrongly supplied book(s) is the sole responsibility of the respective vendor and the charges are to be borne by the same vendors only. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from Library, otherwise the library will not be responsible for the same book(s).

XI Mandatory enclosures with Invoice

- A copy of publisher's catalogue/ publisher website/ distributor's invoice
- A currency conversion proof with the date.
- The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the nationalised bank .
- Every price proof and currency conversion proof should contain seal and authorised signature of the vendor.

XII 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 and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- In case of breach of any terms of an agreement, or unsatisfactory / inefficient working on the part of the vendor.
- If the vendor fails to deliver at least 75% of the supply (in terms of number of the titles ordered) during a year.
- If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the University. The University shall also reserve the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).
- If any vendor submits two invoices/bills for a single purchase order, then the vendor will be blacklisted and their security deposit be forfeited.

XIII Caution Deposit

- The short-listed vendor(s)/distributor(s)/supplier(s), has to deposit the caution money of Rs. 25,000.00, if they enlisted in the empanelment of book vendors with CURaj library. The caution amount should be deposited in the account of "Registrar, Central University of Rajasthan, through Cheque/DD/others". The caution deposit will be returned at the time of withdrawing membership from the empanelment list from the Central University of Rajasthan Library.

XIV Others

- The University reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Honourable Vice Chancellor, Central University of Rajasthan. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Ajmer/Jaipur.

3. Instructions

- The response should be signed by an authorised signatory of the vendor bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- Incomplete forms will not be considered.
- At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- No canvassing or repeated communication should be made with the Library, failing which may attract punitive action and will become liable to be de-listed by the Institute.
- Responses received after the deadline will not be considered.
- No vendor/supplier/distributor will be allowed to withdraw after submission of applications.
- The responses will be scrutinised and shortlisted by a Committee duly constituted by the Competent Authority of the Institute.
- The shortlisted vendors/suppliers will then be required to be present at the Institute for personal interaction on a date, which will be informed by email.
- The short-listed vendor(s)/distributor(s)/supplier(s), at the time of personal interaction, are required to: agree to supply as per the Institute's "Terms & Conditions for Supply of Books".
- The Committee will recommend a panel of the vendor(s)/supplier(s)/distributor(s) to the Competent Authority. The approved panel will be displayed on CURaj Website and the empanelled vendor(s)/supplier(s)/distributor(s) will also be informed by email.
- This empanelment will be valid initially for one year and may be extended up to four Years (depending upon the satisfactory performance of the empanelled vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the Institute).

Application form for Enrolment of Vendors for Supply of Printed Books

(Strike off whichever is not applicable)

To
Registrar
Central University of Rajasthan
Bandarsindri, Kishangarh, Ajmer, Rajasthan
PIN: 305817

SN	Details	Response
1	Name of the Firm	
2	Date of Establishment (attach proof)	
3	Address (attach proof)	
	E-Mail	
	Mobile No.	
	Telephone (Landline) No.	
	Fax.	
	Website	
4	Constitution of Firm (Please tick ✓)	Proprietor/ Partnership/ Directors/Managing Directors of Company
5	Name of the Owner (s)	1. 2. 3.
	E-Mail	1. 2. 3
	Mobile Number	1. 2. 3
6	If you are an authorised distributor of any publisher, please provide name(s) of Publisher(s) whom you represent (Attach Separate sheet)	
7	List of Regular clients with the name of Contact Person(s) and Phone/ Mobile Nos. (Please attach Satisfactory Supply Certificate from at least three Libraries of Universities/ Govt. Institutions out of which at least one should be from a Central University. Separate sheets may be used for the list of regular clients)	1. 2. 3. 4. 5.
8	Membership details of National or State Level Booksellers and Publishers Association : (Attach proof)	1. 2. 3. 4. 5.

9	Details of Demand Draft for Application Fees of Rs.1,000 (Rupees One Thousand Only) in favour of Registrar, Central University of Rajasthan (Non Refundable)	1. Demand Draft No. : 2. Date of Issue : 3. Issuing bank :
10	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years. (attach proof)	1. 2014-2015 : 2. 2015-2016 : 3. 2016-2017 :
11	Annual Turnover of the firm for the last 3 consecutive financial years (attach proof of CA certified balance sheet)	1. 2014-2015 : 2. 2015-2016 : 3. 2016-2017 : Total : Average :
12	PAN TAN (Copy Attached)	PAN: TAN:
13	Bank Details of vendors/Suppliers distributors	(a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (saving/Current) :
14	Are you a distributor/ dealer/ stockist/ executive/ preferred agent of the publishers?	If so, please submit the most recent authority letters issued by the publishers.
15	Do you have the direct import license?	If Yes, please attach a copy of the same
16	Execution of Highest single order along with price (attach proof)	
17	Do you have satisfactorily supplied books to any 3 Central University or Institutes of National importance in last 2 Years (Certificate should be attached)	1. 2. 3.
18	Have your firm ever been debarred/ black listed for doing business from any Government organisation	If no, if No, Please furnish self-declaration of an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).

DECLARATION

1. 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.
2. I/We also hereby declare that all matters related to Central University of Rajasthan shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of Central University of Rajasthan.
3. Mr. _____,
whose signatures are appearing below, is/are the authorized representative(s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.
5. I/We assure that if empanelled, the firm will serve the Library, Central University of Rajasthan for a minimum period of one year.
6. I/We have read and understood all the "Terms and Conditions" of Library, Central University of Rajasthan, as mentioned in this document and consciously agree to abide by them.
7. If selected for empanelment, I/we agree to furnish a Refundable Security Deposit of Rs. 25,000/- as performance guarantee deposit, at the time of personal interaction.

Signature of Partner/Proprietor/director
(Seal of the Firm)

Place:

Date:

Check List of enclosures

SN	Details	Please put tick mark and provide documentary proof for the claim
1	Proof of date of establishment of the firm	
2	Address proof of firm	
3	Your membership in a GOC/FPBAI/Others	
4	Any other State / National Association(s) of books suppliers	
5	Authorisation letter from publisher for distributor / dealer / stockist / exclusive or preferred agent	
6	Direct Import Licence Certificate	
7	Please enclose a copy of TAN/PAN card of the firm / owner / partners.	
8	Please provide details of your firm's Sales Tax Registration No. (Attach: copies of, GST, CST Certificate)	
9	Is the firm an Income Tax payee? If so, please attach one copy each of Income Tax returns of last three consecutive years.	
10	Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence (balance sheet/certificate audited by CA)	
11	Proof of highest price of single order executed in last three years	
12	References to the Libraries of reputed institutes/ organizations with whom you are already registered such as institutes of national importance, the government established research laboratories (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.), etc.	
13	Bank Details	
14	Please provide an affidavit on a non-judicial stamp paper of Rs. 100.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organisations in India.	
15	Demand Draft for Application processing fees of Rs.1,000	