

**NOTICE INVITING TENDER FOR EMPANELMENT OF
VENDORS FOR SUPPLY OF BOOKS TO CENTRAL
LIBRARY, CENTRAL UNIVERSITY OF TAMIL NADU**



Tender No.2021-22/10

Date of Issue: 26.10.2021

Date of closing: 11.11.2021

Central University of Tamil Nadu

Neelakudi Campus

Thiruvarur-610 005

Empanelment of Vendors for Supply of Books to Central Library of CUTN, Thiruvarur-610005

The Central University of Tamil Nadu invites applications for “Empanelment of Vendors for the Supply of Books” in the prescribed Format from reputed publishers/distributors/suppliers/agency established in India, to its Central Library.

This empanelment will be valid for a period of **two years** from the date of final approval of empanelled suppliers list and it may be further extendable at the sole discretion of the University. Interested publishers/distributors/suppliers/agency may submit the applications along with one copy each of the requisite documents to The Librarian, Central Library, Central University of Tamil Nadu.

Last Date for Submission of Application: 11.11.2021 by 3.00 P.M.
Date and time of Opening of Tender : 11.11.2021 by 4.30 P.M.

Instructions for applicants, detailed terms and conditions, application format are as follows:

1. Instructions for applicants:

- i. Interested vendors/distributors/suppliers should submit **application form in sealed envelopes** super-scribing – “Application for Empanelment for the Supply of Books”.
- ii. The application should be signed by an 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. Incomplete and conditional applications will not be considered.**
- iv. 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 firm concerned liable for legal action, besides termination of empanelment.
- v. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the central library. Failing to maintain this discipline, the applicants are liable to be black-listed by the University.
- vi. The received application(s) after the due date and time will not be considered.
- vii. The applications will be scrutinized and shortlisted for empanelment by the University Committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- viii. The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the University’s “Terms & Conditions for Supply of Books (Print)” as stipulated hereunder.

2. Eligibility for Empanelment for applicants:

- i. The publishers/distributors/suppliers/agency must be member in the Good Offices Committee/Federation of Publishers' And Bookseller's Associations in India. (Attach documentary proof)
- ii. They must be completed minimum three years in the relevant field like supply of books and journals (Attach documentary proof)
- iii. Average annual turnover of **Fifty lakhs** for the last three consecutive financial years i.e 2017-18,2018-19 and 2019-20. (please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed).
- iv. Any publishers/distributors/suppliers/agency blacklisted by any government

institutions within a period of last three years would not be considered by the University for the Empanelment. A separate undertaking must be submitted by publishers/distributors/suppliers/agency.

- v. The vendors/publishers must be registered with IT and statutory registrations.
- vi. The application processing fee **Rs.500/-(Non-Refundable)** and Security Deposit of **Rs. 20,000/- (Refundable)** must be submitted along with application by demand draft in favour of “Central University of Tamil Nadu” payable at Thiruvarur.
- vii. Security Deposit will be returned to the empaneled vendor/s without any interest, whatsoever, after completion of empanelment period.

3.The empanelment for supply of books (print) will be administered by the following “Terms and Conditions”.

General:

- i. The competent authority of Central University of Tamil Nadu 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.
- ii. CUTN, Thiruvarur does not bind to place the purchase order to the approved vendor.

Pre-order Inquiry

- i. The Library will send a “Pre-order Inquiry” via an Email, to all the empanelled Vendors, for the required list of books in prescribed format to know the following details, in accordance with these approved "Terms & Conditions":
 - Availability (Yes/No)
 - Currency Symbol, Unit Price (in Original Currency), Conversion rate and Discount rate.
 - Shipping time (in weeks).
- ii. The empanelled vendors have to respond with the details inquired for, within Seven (7) working days from the date of receipt of the “Pre-order Inquiry”, by Email only.

Purchase Orders:

- i. The Central Library will place purchase orders with the empanelled vendor(s) who offers best and prompt services. However, order will be placed on maximum discount rate basis
- ii. Supply of books has to be made strictly against the purchase order only.
- iii. Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- iv. Any clarification/query regarding the purchase order should be sought from the Central Library within 03(three) working days of receipt of the order.

Time-frame for supply:

- i. 35 days (maximum) – for Indian/ Foreign titles (if available in India).
- ii. 60 days (maximum) – for Foreign titles (if not available in India).
- iii. The Books should be consigned to The Librarian, Central Library, Central University of Tamil Nadu, Thiruvarur-610005.
- iv. If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- 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 a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to The Librarian, CUTN explaining the same and seeking an additional required time to supply the same, at least 07(seven) working days before the supply due date.
 - vii. If provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Competent Authority may consider extending the supply time as may deem fit.
 - viii. The supply should be free of freight charges.
 - ix. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The representatives of vendors/suppliers will be responsible to arrange the books in the distribution room as per requirement of the office.
 - x. All books must be supplied within the mentioned period, failing which, the order will automatically stand canceled and no supply will be accepted against the orders after the expiry of the period.

Conditions for cancellations of the released purchase orders:

- i. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to The Librarian, CUTN regarding delay or its(their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged liquidated damages at the rate of 2% of the total value per week and maximum 10% of the total value of the order.
- ii. Thereafter, the University reserves the right to cancel the order and place the empanelled vendor(s) in its blacklist after providing them an opportunity to represent their side.

Edition specifications:

- i. Latest editions of books must be supplied
- ii. By default, Indian editions and Paperback edition must be supplied.
- iii. In case of unavailability and Indian editions, supply of the available editions in lieu of the default is accepted.

Discount:

- i. Discount for foreign publications and Indian publications should be mentioned separately by the supplier.
- ii. Additional discount for reference and 10 years old edition books

Invoicing Procedure:

- i. Invoice is to be submitted in triplicate (3 Copies).
- ii. Invoice should be raised in the name of The Librarian, Central University of Tamil Nadu.
- iii. The invoice should contain the Purchase Order Number, Date and Department, ISBN, Titles, Author, Quantity and Price details. The items in the invoice should be in the order of the purchase order.
- iv. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
- v. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- vi. The prices in the invoice should be indicated in original currencies.

Mandatory enclosures with Invoice:

- i. For price verification book seller shall produce the publisher's invoice under which he purchased the book. A copy of the publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.
- ii. A currency conversion proof with date as per **RBI**.
- iii. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

Defective Items & Reverse Pickup:

- i. 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.
- ii. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from Library.

Price:

- i. The Price charged in the bills shall be the published price as printed on the book and where the price is not printed, it should be according to the price proof submitted.
- ii. Increase of price by rubber stamp or pasting labels or by superimposing or paper or changing page or otherwise, shall not be allowed. Any such action will be treated as irregular and price of the title with such irregularities will be disallowed. It may lead to the black listing and cancelation of empanelment
- iii. Photocopies of publishers/ importers / distributors invoice indicating title, author, ISBN, foreign currency, clearly may be accepted as price proof.

Payment Terms

- I. Bills/Invoices submitted in all respects shall be processed and paid within 30 days from the date final supply and submission.
- II. All payments shall be transferred NEFT/RTGS only and publishers/distributors/suppliers/agency shall submit their bank details along with their bills/invoices.

Termination of empanelment:

- i. A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:
 - a) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
 - b) 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.
 - c) If the vendor fails to deliver even, at least 70% of the supply (in terms of number of titles) during the year.
 - d) Also, If the empanelled vendor fails to supply the entire order or any part of the order within the stipulated time, **without sending any written communication** to the library regarding delay or its (their) inability to supply the ordered titles(s), then the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4. Other Terms and Condition:

- i. 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.
- ii. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the CUTN, Thiruvarur shall have the right to procure books/publications on higher discount rates.
- iii. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by CUTN, Thiruvarur.
- iv. The book supplier shall deliver the books/documents to CUTN premises at their own expenses. No freight for to and fro transportation shall be paid by the Central Library, CUTN.
- v. In case of urgency, the vendors need to deliver the books under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the books within stipulated time, the vendor will be blacklisted by the competent authority of the University.
- vi. The book supplier has to supply the new books in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged books due to any reasons during transportation, etc. If any book/s found damaged, the recovery for the same will be adjusted from outstanding payment/pending bills of the book supplier. Penalty will be imposed for failure of delivery on stipulated time.
- vii. In case of books of international edition, quotation in foreign currency (US\$/British Pound, Euro) will be acceptable. Excess copies of book(s) will have to be taken back from the University, at the own responsibility of the vendor. The University will have no liability for these returnable books. Billing will be done on the basis of final challan with receipted quantities of books.
- viii. The book supplier has to submit the bill only on the basis of receipted. On delay of any payment, no claim of interest or any charge will be entertained by the Central Library, CUTN.
- ix. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Registrar, CUTN or his nominee. The decision of the arbitration shall be final & binding on both the parties.
- x. Appeal against any terms & conditions shall, however, lie with the Vice Chancellor, CUTN, Thiruvarur whose decision shall be final. The dispute, if any, shall be subject to the jurisdiction of Courts at Thiruvarur. Any other jurisdiction mentioned in the quotations or invoices of the book supplier shall be invalid and shall have no legal sanctity.
- xi. In case, any other information/clarification is required, The Librarian, Central Library, CUTN may be contacted at Telephone No. 04366-277293 on any working day (Monday to Friday) during 09.45 A.M. to 5.45 P.M..
- xii. The sealed applications/quotations, complete in all respects, should be submitted to The Librarian, Central Library, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur-610005 latest by **11th November 2021 by 3.00 P.M**

The Librarian
Central University of Tamil Nadu
Neelakudi Campus, Thiruvarur-610 005
Tamil Nadu



தமிழ்நாடு கेंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF TAMIL NADU
Neelakudi Campus, Thiruvarur- 610 005

**APPLICATIONS FORM FOR EMPANELEMENT OF AGENCY FOR SUPPLY
OF INDIAN PRINTED BOOKS TO CENTRAL LIBRARY, CUTN**

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(PLEASE READ THE 'TERMS AND CONDITIONS' CAREFULLY BEFORE FILLING THE FORM)(Strike off whichever is not applicable)

1. Name of the Organisation:
2. Complete postal address:
:
Telephone Numbers.....
Fax number :
e-mail address, website :
3. Kind of Proprietorship (please \sqrt) Proprietorship/Partnership/Company
 - i. Name and address of Authorized person :
:
.....
:
4. Year of starting of the Firm with Registration Number/Date.....
.....
5. Are you a member of Good Offices Committee (G.O.C.)/Federation of Publishers' and Booksellers' Association of India Yes/No. If Yes, attach a copy of the Membership Certificate
6. Are you a distributor / dealer / stockiest / exclusive / preferred Agent? If so, attach the authority letter(s) issued by the publishers in support of your claim
7. PAN No.Attach Copy of IT PAN.....

8. Provide minimum 03 (three) references of the reputed Institutes/University/ organizations with whom you are already registered/empanelled such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., NITs, IIMs., Central Universities).
9. Please provide details of the annual turnover of the firm for the last three consecutive financial years with documentary evidence such as audited statement of accounts or statement of turnover certified by Chartered Accountant for the last three consecutive financial years.
10. Please provide an affidavit on a non-judicial stamp paper of Rs.50.00 for not having black-listed for minimum 03(three) years by any of the Institutes or Universities or Government organizations in India.

Signature of Authorized Person:

Place

Signature of Authorized representative of the firm:

Date (with Firm's Seal):



Annexure-II

தமிழ்நாடுக் கீயமலிசா மலிடியாலய
CENTRAL UNIVERSITY OF TAMIL NADU
Neelakudi Campus, Thiruvarur- 10 005

DECLARATION

1. I/We (Names of Authorized Person) 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 CUTN, Thiruvarur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
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 firm, affecting the accuracy of the facts, stated above.
5. I/We have read and understood all the “**Terms and Conditions**” of CUTN, Thiruvarur as mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person:

Place

Signature of Authorized representative of the firm:

Date (with Firm's Seal):

PROFORMA FOR FINANCIAL BID (Books)

1. Name of the Firm:

Address & Telephone Number:

.....PAN No.:.....

2. Discount Offered:

Sl. No.	Type of Books	Rate of Discount (Only flat discount rate to be quoted)
1.	Indian Publications/ Indian Reprints of Foreign Publications	
2.	Foreign Books Publications having price in Foreign Currencies	
3.	Books Published by Govt./ NGO/ Non-profit organizations / Low Discounted Books etc.	
4.	Books other than print format i.e. CD/DVD and other Electronic media	
5.	Any other charges to be levied (Please specify)	

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....