

Empanelment of Vendors for Supply of Printed Journals/Magazines to Central Library of CUTN, Thiruvavur-610005

The Central University of Tamil Nadu invites applications for “Empanelment of Vendors for Supply of Printed Journals & Magazines” 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.

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 Printed Journals & Magazines”.
- 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 Institute.
- vi. The applications received will be scrutinized and shortlisted for empanelment by the University Committee for every three month. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- vii. The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Printed Journals & Magazines (Print)” as stipulated hereunder.

2. Eligibility for Empanelment for applicants:

- i. The publishers/distributors/suppliers/agency must be member in the Good Offices Committee (GOC)/Federation of Publishers' and Printed Journals & Magazines Seller’s Associations in India. (Attach documentary proof)
- ii. They must be completed minimum three years in the relevant field like supply of Printed Journals & Magazines and journals.(Attach documentary proof)

- iii. Average minimum annual turnover of **Rs.10 lakh** for the last three consecutive financial years. i.e 2018-19, 2019-20 and 2020-21. (please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed).
- iv. Any publishers/distributors/suppliers/agency to be 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 GST, IT and statutory registrations
- vi. The application processing fee **Rs.500/- (Non-Refundable)** and Security deposit of **Rs. 10,000/- (Refundable)** must be submitted along with application by demand draft in favour of “Central University of Tamil Nadu” payable at Thiruvarur.

3.The empanelment for supply of Printed Journals & Magazines (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 agency.

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 Printed Journals & Magazines 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) days of receipt of the order.

Time-frame for supply:

- i. **25 days** after publishing the issues for Indian journals.
- ii. **5 weeks** for Foreign journals
- iii. The Printed Journals & Magazines should be consigned to the Librarian, Central Library, Central University of Tamil Nadu, Thiruvarur-610005.
- iv. 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.
- v. 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.
- vi. 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.
- vii. The supply should be free of freight charges.

- viii. 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 Printed Journals & Magazines in the distribution room as per requirement of the office.
- ix. If found any **missing issues** and incompleteness of supply will be recoverable from suppliers/ agencies.

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.
- 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 and Indian editions of Printed Journals & Magazines must be supplied

Discount:

- i. Discount for Indian publications should be mentioned.

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 all relevant details viz., our order no. & date, ISSN, the title of the resource and/or journal(s), volume/issue no., subscription period.
- 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 shall produce the publisher's invoice under which he purchased the journals. 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.(if any)
- iii. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

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 Institute.

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 Printed Journals & Magazines /publications notwithstanding the discount rates so decided, the CUTN, Thiruvarur shall have the right to procure Printed Journals & Magazines /publications on higher discount rates.
- iii. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by CUTN, Thiruvarur.
- iv. The journals supplier shall deliver the Printed Journals & Magazines /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 Printed Journals & Magazines under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the Printed Journals & Magazines within stipulated time, the vendor will be blacklisted by the competent authority of the Institute.
- vi. The journals supplier has to supply the new Printed Journals & Magazines in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged Printed Journals & Magazines due to any reasons during transportation, etc. If any journals/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 Printed Journals & Magazines s & Magazines 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 Institute, at the own responsibility of the vendor. The University will have no liability for these returnable Printed Journals & Magazines s & Magazines. Billing will be done on the basis of final challan with receipted quantities of Printed Journals & Magazines.
- 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 Camus, Thiruvavur-610005.



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

**APPLICATIONS FORM FOR EMPANELEMENT OF AGENCY FOR SUPPLY OF
INDIAN PRINTED JOURNALS/MAGAZINES 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) 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. GST Registration No. (Attach : copy of the GST Registration Certificate).....

9. Provide minimum 03 (three) references of the reputed institutes/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).

10. 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.

11. 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):

Note: The applications received will be scrutinized and shortlisted for empanelment by the University Committee for every three month



தமிழ்நாடுக் த்ரீயமிஷிமிடிதலய
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 (Printed Journals / Magazines)

1. Name of the Firm/Supplier:

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 (Printed Journals/Magazines)	
2.	Foreign Publications having price in Foreign Currencies	
3.	Indian Magazines (Both Hindi / English / Sanskrit / Tamil / Malayalam)	
4.	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:.....