

Central University of Jharkhand

Notice

Expressions of interest are invited for Empanelment of Vendors for registration of supply of Books (Print) in Central University of Jharkhand, University Library, Brambe, Ranchi for the Year 2017-2018. Interested Bookseller/Distributers/Publishers can apply. For details please see University Website www.cuj.ac.in

Application will be addressed to **University Librarian, Central University of Jharkhand, Ratu-Lohardaga Road, Brambe, Ranchi – 835205 (Jharkhand)**. The sealed cover should reach latest by **19.05.2017 up to 5 PM** in the University Library either by Speed Post/Registered Post. The Envelop should be marked with **“Application for registration of supply of printed Books”**

Eligibility Criteria for Empanelment

1. The bidders should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. Please submit the most recent authority letters issued by the publishers.
2. The bookseller/vendor/publisher/distributor shall submit the copy of their three current years IT return and PAN/TAN number in the prescribe application form along with the address proof.
3. In the event of suppliers/distributors not being a publisher, they would provide a list of publishers to whom they represent.
4. The bidders should have satisfactorily executed a single order of **worth Rs. 50 Lakhs** to any **Central/IIT/IIM/NIT/IISER/IIT/State University or Institute of National Repute** during last financial year (Order copies and satisfactory supply certificate should be attached)
5. The bidders should have satisfactorily supplied books to any 3 central universities or Institutes of National Repute.
6. The bidders should have a minimum average annual Turnover of **Rs.300 Lakhs in last 3 consecutive financial years (Certificate should be attached from CA/Balance Sheet)**.
7. The bidders should not be ever been debarred / blacklisted for doing business from any Government Organization. If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only). Self declaration.
8. In case of no supply of any title of 3 orders the vendor be black listed and there security deposit be forfeited.

Terms and conditions:-

1. Applicant should agree to allow at least 20 % discount on all type of books excluding Govt./Society/NGO publication which will be supplied by allowing 10% discount.
2. Edition specification
 - a. Latest editions of books must be supplied, unless mentioned otherwise
 - b. Paperback editions of books should be supplied, unless specified otherwise
 - c. Indian editions of books should be supplied, unless mentioned otherwise
 - d. 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.
3. The Supplier must append price proof from publisher catalogue/ publisher website/ Distributor's invoice.
4. In case of foreign publication, price in foreign currency generally in the currency of the country of publication may be mentioned.
5. All the documents including publisher's invoice, in case of foreign books and in 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 of price verification. In no circumstances, the copy of the books in prints or such bibliographical list reflecting the price of the book will be acceptable to the university library in support of price verification
6. **The price of book/document will be as printed on the books or fixed by the publishers.**
7. The payment will be made on satisfactory delivery and receipt of books good conditions at CUJ library.
8. 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 receipts 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 nationalized bank.
9. The suppliers must acknowledge the receipt of an order within 3 days.
10. Enquiry on availability of books
 - a. The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof.
 - b. With two days of receipt of the enquiry the vendors having books as per above list in there ready stock of books have to respond quoting titles available with number of copies and unit price.
 - c. **In case of emergent requirement orders may be placed with local vendors, however discount policy will remain the same.**
11. The order shall remain valid for a period of **45 days for foreign publications and 30 days for Indian publications** from the date of order. The order will be treated as cancelled after mentioned period.

12. Foreign publications if available at special Indian/Asian price must be supplied at Indian / Asian price edition.
13. Books are to be delivered at **University Library, Central University of Jharkhand, Ratu-Lohardaga Road, Brambe, Ranchi 835205 (Jharkhand)**.
14. No packing of forwarding charges will be borne by the university.
15. Items should be delivered as per the supply order without any extra cost. No VPP or Railway Bilty will be entertained by the University.
16. Invoice in triplicate shall be raised in the Name of **Librarian, University Library, Central University of Jharkhand, Ratu-Lohardaga Road, Brambe, Ranchi 835205 (Jharkhand)** mentioning the order no. and date, giving ISBN, author, title, edition, name of publishers, year of publication and price.
17. Price quoted in invoice for all publications should be supported by procurement invoice / Publisher's Invoice in case of foreign publications.
18. Pre-Receipt bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
19. Price shown on internet or website of the suppliers shall not be accepted by the library in support of price verification.
20. The bill should have quoted the following:
 - a. The price has been correctly charged in accordance with publisher's invoice/printed price.
 - b. Latest edition/ordered edition of the books have been supplied. No "Remaindered" title is supplied.
21. The following certificate on the body of all the publishers/procurement invoice price proof shall be provided. **"This is to certify that price proof of ISBN no.....against our invoice no.....Dt....."**
22. The empanelment will be initially valid for one year and may be extended for next years on the mutual agreement of the university and Vendor But if vendor does not perform promptly then the empanelment of the supplier may be cancelled at time without stating any reason
23. University reserves the right to exclude any or all of the supplier form the list of empanelment at any time without any notice.
24. **In case of urgent requirement of books on demand basis in Library Empanel vendor has to supply books of urgent requirement on short span of time in University Library, CUJ.**
25. The bid documents will be rejected if it is
 - a. Incomplete
 - b. Not properly filled
 - c. Received after the due date
 - d. Not accompanied with account payee demand draft worth.....for tender fee.
26. The University decision in all the matters of procurement of books shall be final and binding on all concerned.
27. Disputes are subject to jurisdiction of High Court, Ranchi only.

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS

To

Registrar
Central University of Jharkhand,
Ratu-Lohardaga Road,
Brambe, Ranchi – 835205 (Jharkhand)

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to Central University of Jharkhand, please find my duly filled application form along with application fee and security deposit and relevant documents.

1.	Advertisement No. and Date	
2.	Name of the Firm:	
3.	Postal Address of the Office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Application Fees of Rs.1,000 (Rupees One Thousand Only) in favour of Registrar, Central University of Jharkhand, Payable at Ranchi (Non Refundable) (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing bank :	
5.	Details of Demand Draft for Security Deposit of Rs. 10,000 (Rupees Ten Thousand Only) in favour of Registrar, Central University of Jharkhand, payable at Ranchi (Refundable). (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing bank :	
6.	<u>Contact Information:</u> (a) Name of the contact person :	

	(b) Telephone Number :
	(c) Mobile Number :
	(d) Fax number :
	(e) E-mail :
	(f) Website address, if any :
7.	<u>Kind of Firm</u> Name and address of Directors/Managing Directors/Proprietor/Partners
8.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years.
9.	Your Permanent Account No. (PAN+TAN): (Copy Attached)
10.	Bank Details (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) :
11.	Are you a distributor/dealer/stockiest/executive/preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
12.	Do you have satisfactorily executed a single order of worth Rs. 50 Lakhs to any Central or State University in a financial Year during last financial year (Order copies and satisfactory supply certificate should be attached)
13.	Do you have satisfactorily supplied books to any 3 Central University or Institutes – in last 2 Years (Certificate should be attached)
14.	Do you have direct import license. (If Yes, please attach a copy of the same)
15.	Annual Turnover of the firm for the last 3 consecutive financial years:

	(a) 2014-2015 (b) 2015-2016 (c) 2016-2017 Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Account. Applicant Supplier must have a minimum average annual Turn Over of Rs. 300 Lakhs in last 3 consecutive Financial Year.	
16.	Have your firm ever been debarred/blacklisted for doing business from any Government Organization: If no, Please furnish an undertaking (self declaration) that the Suppliers have not been blacklisted by any of University/Institution.	

Declarations:

1. I/We _____
 (Name of Partners/ Proprietors or Directors) do hereby declare that the entries made in this application form are true of the best of my/our knowledge and belief.
2. 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.
3. I/We accept you all terms & conditions.

Place:

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

Date:

University Librarian