



**G.G.S.INDRAPRASHTHA UNIVERSITY**  
**Empanelment of Vendors (s)**

Sealed Bids are invited to empanel Vendors/Publishers for purchase of books and the like material.

Detailed Instructions and Prescribed Form can be obtained **either from UIRC (Library) by paying DD of Rs 1000/- in favour of 'The Registrar', GGSIP University, Dwarka, Sector 16-C, Delhi-110078 or download from University website [ipu.ac.in](http://ipu.ac.in) and enclose DD of Rs 1,000/- along with bid ( non-refundable) on all working days w.e.f. 03/01/2014 to 27/01/2014 between 10:30 AM to 12:00PM. Last date for receiving the tenders will be 27/01/2014 up to 5:00PM.**

Financial bid will be opened on **04/02/2014 at 10:30 AM** for Technically qualified vendors/publishers.





**Guru Gobind Singh Indraprastha University**  
University Information Resources Centre

**INSTRUCTIONS**

1. A sealed bid is invited up to 5:00PM of 27 January, 2014 for offering discount on the purchase of books and the like documents to the UIRC, GGSIPU from leading vendors and publishers (in case of publisher, only those publishers will be considered who can directly supply & bill to library without involving any vendor or agent).
2. Separate discount is invited for the following categories in a bid :-
  - a) For the supply of any book title of any Indian publications up to 5 copies.
  - b) For the supply of any book title of any Indian publication more than 5 copies.
  - c) For the supply of any book title of any foreign book publication up to 5 copies.
  - d) For the supply of any book title of any foreign book publication more than 5 copies
  - e) Books published by Govt/NGO/Non Profit organization/learned Professional societies/ Low discounted books etc.
3. Any publication of higher discount will be purchased as per the demand arises, on the quotation basis at that particular time.
4. Vendors who have established office separate from their residence and are also income tax assesses shall be eligible to submit their bid with in Prescribed Form. Documentary proof there of should be enclosed.
5. Certificate of authorized vendor/Agent given by the publishers must be enclosed with bid.
6. All bid must be accompanied only one D.D of Rs. 10,000/- in favour of 'The Registrar, G.G.S.I.P. University, Dwarka ,Sector 16-C Delhi-110078' as earnest money, This amount is refundable. The same amount can be forfeited:-
  - In case of wrong information given by the vendors/publishers.
  - If any vendor fails to comply with any term and condition.
7. The Technical Bid will be opened in the presence of Tender Committee and tenderers (if any) At 10:30 A M on 28 January , 2014.
8. The Committee will scrutinize the filled Prescribed Forms deposited by the vendors/publishers as per terms & conditions. After that, Financial Bids will be opened by the committee at 10.30 AM on 4 February , 2014.
9. RBI conversion rates will be applicable in case of foreign publications.

10. Once the bid is accepted by the G.G.S.I.P University an agreement regarding supply of books will be signed by the vendors/publishers and vendor will have to deposit a sum of Rs 25, 000/- as security deposit which is refundable after three years on expiry of period of contract without any interest thereon.
11. Empanelled vendors/publishers have to honour the order for supply of books and the like material as per the supply order, irrespective of number of copies.
12. UIRC, GGSIPU reserves all rights to distribute the number of publications/titles of book among the empanelled vendors/publishers.
13. Empanelled vendors/publisher shall not vest any legal right to supply books or any specific publications of their own choice.
14.
  - a) Vendors should provide latest Publisher's invoice without tampering, as price proof in case of Foreign Publications.
  - b) Vendors should provide latest Publisher's catalogue or latest Publisher's invoice without tampering, as price proof in case of Indian Publications.
  - c) Indian, cheap and paper back editions will be accepted and given preferences.
15. The rates of discount and other terms & condition will be applicable for the period mutually agreed i.e. three years.
16. In case of any discrepancy, intentionally or unintentionally by the vendors, UIRC, G.G.S.I.P. University reserves the right to take appropriate action.
17. UIRC & Bid Committee for purchase of Book(s) reserves all rights to cancel the bids without assigning any reason.
18. Interested vendors can obtain Prescribed Form from UIRC (library), GGSIPU by depositing D.D. of Rs. 1000/- in favour of 'The Registrar, G.G.S.I.P University Dwarka, Sector 16-C, Delhi-110078' non-refundable or can download the Prescribed Form from University website ipu.ac.in and deposit the D.D of Rs. 1000/- in favour of 'The Registrar, G.G.S.I.P University Dwarka, sector 16-C , Delhi- 110078' with duly filled Form.
19. Bids will be submitted in the following manner:
  - (A) Envelop I (sealed) containing technical bid
    - a) Prescribed Form
    - b) DD of Rs 10,000/-
    - c) List of Libraries where books are supplied
    - d) Proof of Annual turnover & copy of PAN No.
    - e) Documentary office proof
    - f) Certificate of authorized vendor
    - g) Copy of affiliation certificate as at Sr No 9 of Vendor Registration Form
  - (B) Envelope II (Sealed) containing financial bid with percentage of discount against point 2 (a), (b), (c), (d), & (e).
  - (C) Envelope (sealed) containing above two envelopes addressed to with the caption. "Tender for empanelment of vendors for supply of books"  
Envelope (C) will be put in the tender box placed in UIRC (Library) of the University by 5:00 PM of 27 January, 2014.





**Guru Gobind Singh Indraprastha University**  
University Information Resources Centre

**FINANCIAL BID**

**Performa to be used as for supply of Books  
(In sealed envelope)**

1. Name of Firm/Agency : \_\_\_\_\_
2. Name of Partners/Directors : \_\_\_\_\_
3. Address (Office) : \_\_\_\_\_  
\_\_\_\_\_
- Address (Res.) : \_\_\_\_\_  
\_\_\_\_\_
4. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

S.No.	Type of Books	Rate of discount (Only flat discount rate to be quoted)
1.	Indian Publications Up to 5 Copies	
2.	Indian Publications more than 5 copies	
3.	Foreign Books Publications Up to 5 Copies	
4.	Foreign Books Publications more than 5 copies	
5.	Books Published by Govt./NGO/Non profit organization learned Professional societies/ Low discounted books etc.	

❖ Note: There should be no cutting/ overwriting in the rates quoted.

**Signature and seal of Agent/Vendor**

**Date:**  
**Place:**



# Terms and Conditions

## A. Terms and Conditions:

1. Acknowledgement of the receipt of supply order is essential by the vendor/supplier.
2. Unless, otherwise mentioned, Latest editions, latest reprints and revised editions of the publications shall be supplied by the vendor/supplier.
3. If any publication ordered herein is available for sale as an Indian edition/paper back/special/low priced edition/student edition/Asian/International editions. Then the edition available in cheaper rate shall be supplied.
4. Books priced in foreign currencies, may be converted in Indian rupees on prevailing RBI conversion TT selling rates (or any bank authorized by it to transact in foreign currencies) Attested copy of the bank conversion rates shall be enclosed by the vendor/ supplier.
5. The vendor/supplier shall certify on the bills that:
  - a) Only the latest editions have been supplied and they are not remaindered titles.
  - b) Prices charged are as per latest Publishers Catalogue/Latest Publishers Invoice/latest Import Invoice/latest Distributors' Invoice etc as per the case.
6. Separate bills shall be raised for books priced in Indian rupees and books priced in foreign currencies.
7. Pre-receipted bills in triplicate (of A-4 size approx.) Shall be raised in the name of Librarian, GGS Indraprastha University, Dwarka, 16-C, and Delhi. These must be legible and type written. Bills shall carry PAN No. and the other necessary certificates. These shall also be supported with valid and satisfactory price, proofs, proof of conversion rates etc.
8. Two copies of supply order must be brought along with the deliveries.
9. The publication supplied shall be in a good condition without any defects. These shall be replaced by the vendor as and when any defect in collation is brought to the notice of UIRC.
10. The vendor/supplier have to honour the order for supply of books and the like material as per the supply order, irrespective of number of copies.
11. University reserves the right to take appropriate action in case of any discrepancy, intentionally or unintentionally by the vendor / supplier.



**B. Price Proof of Books:**

- (a) The vendor shall provide attested copy of valid latest Publisher's import invoice without tampering, as price proof in case of Foreign Publications.
- (b) The vendor shall provide attested copy of valid latest Publisher's catalogue or latest Publisher's invoice without tampering, as price proof in case of Indian Publications.

**C. Discount of Books:**

1. The discount shall be given on supplies by the vendor has given in the following table:

S.N	Type of Books	Rate of discount (Only flat discount rate to be quoted)
1.	Indian Publications Up to 5 Copies	
2.	Indian Publications more than 5 Copies	
3.	Foreign Books/Publications Up to 5 Copies	
4.	Foreign Books/Publications more than 5 Copies	
5.	Books Published by Govt. / NGO/ Non-profit Organizations/Learned Professional Societies/Low Discounted Books etc.	

2. The rates of discount and other terms & conditions will be applicable for the one year (extendable up to three years as mutually agreed by the both of the parties).

**D. Delivery of Books:**

1. The vendor/supplier shall supply all the books ordered by the University from the respective publishers & supply the same by hand delivery to the University within the stipulated time i.e. 8 weeks in case of foreign publications & 4 weeks in case of Indian publications. The supply order would stand cancelled on the expiry of supply period.
2. It is mandatory for the vendor/supplier to deliver 90% of the supply of the ordered books within the stipulated time.
3. Part supply of the particular title of any bulk order will not be accepted i.e. (for supply of any book title of any Indian publication more than 5 copies) & (for supply of any book title of any Foreign publication more than 5 copies) will not be entertained (unless & until in exceptional cases, it may be considered with the permission of Librarian).

**E. Security Deposited:**

1. Vendor/supplier shall have to deposit a sum of Rs 25,000/- as security deposit (at the time of signing an agreement with University) which is refundable in full without any interest thereon (if the vendor/supplier is not defaulter in any case) after the completion of the agreement period.

**F. Penalty Imposed:**

1. The vendor has to pay 5% of the cost of unsupplied books to library after the expiry of the date of supply order. In case of the default of payment of penalty, the Competent Authority has right to cancel the agreement of the vendor for the supply of books.

**G. Termination for Default:**

1. In case of default of vendor University reserves all rights to cancel his empanelment for the supply of books.
2. The University may, without prejudice to any other remedy for breach of the contract/agreement/supply order by the return notice of default sent to the supplier, terminate the contract/agreement in whole or part if the supplier fails to deliver the books within the stipulated time & unless further extension has been granted by the Librarian to supply the books. In such case (s) of termination, University shall not take any responsibility for the cost incurred by the supplier for the supply of undelivered books which are covered under the termination and no payments shall made for recouping such cost(s).
3. In the event of default of the vendor/supplier, the University terminates the supply order in whole or in part, the University may procure those undelivered books, as may be deemed appropriate by the Competent Authority.

**H. Payment:**

1. Payments against the bills of the receipt of the books shall be made as per the University rules.

**I. General:**

1. The Registrar of the University reserves the right to accept or to cancel/reject any or all terms of agreement at any stage without assigning any reason. Decision of Registrar of G.G.S.I.P.U. on any dispute related to this agreement shall be final and binding.
2. In the case of any disputes or misunderstanding arising out of this agreement, the decision of the Hon'able Vice-Chancellor of the University shall be the final and binding to the supplier including fixing of penalty for any violation of this agreement.

All matters and disputes related to books purchase and supply are subject to the legal jurisdiction of Hon'able High Court of Delhi.



**Guru Gobind Singh Indraprastha University**  
University Information Resources Centre

**Vendor Registration Form for book Supply in UIRC**  
(Mandatory to fill all columns)

1. Name of Firm/Agency: \_\_\_\_\_

Publisher	Importer	Distributor	Supplier	Facilitator

2. Type of Vendor: Please tick appropriate  
If publisher, are you able to supply books & bill directly to Library without involving any agent or vendor? Y/N

3. Name of Partners/Directors: \_\_\_\_\_

4. Address (Office) : \_\_\_\_\_  
\_\_\_\_\_

Address (Res.) : \_\_\_\_\_  
\_\_\_\_\_

5. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

6. Area of specialization #:

Arch	BAS	BT	CT	EDU	ENV	HSS	ICT	LSS	MS	MC	GEN/REF

(Please specify areas with priority number)

7. Dealing with Foreign Publishers (List of Publishers): Enclosed Y/N

(a) Are you able to provide latest Publisher's invoice without tampering as price proof in case of Foreign Publications? Y/N

8. Dealing with Indian Publisher (List of Publishers): Enclosed Y/N

(a) Are you able to provide latest Publisher's catalogue or latest Publisher's invoice without tampering as price proof in case of Indian Publications? Y/N

9. Affiliated with (Please tick):

- a) Federation of Publishers & Book-Sellers Association of India, (FPBAI): Y/N  
If Yes, Registration No.:
- b) Delhi State Book Sellers and Sellers and Publishers Association (DSBPA): Y/N  
If Yes, Registration No.:
- c) Association of India Publishers & Book Sellers: Y/N  
If Yes, Registration No:

10. PAN No.: \_\_\_\_\_

11. Annual Turn Over (for last three Years):

- a) 2012-13 Rs. \_\_\_\_\_
- b) 2011-12 Rs. \_\_\_\_\_
- c) 2010-11 Rs. \_\_\_\_\_

(Please enclose photocopy of balance sheet duly certified by Chartered Accountant)

12. List of libraries to whom the books are being supplied  
(Please enclose the list in order of volume of business): Enclosed Y/N

13. Amount of business with single library (largest volume, in Lakh, approx. with Library name): Rs:

Enclosures: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

14. Whether involved in any litigation? If so, give details of the case.

\_\_\_\_\_

15. Whether Black listed/ debarred by any library/ Govt Department if so, give details.

\_\_\_\_\_

Signature of Director of Representative  
(With seal)  
Name of Representative

# Full Form of Abbreviations desired on Para 6 at P.1

ARCH	:	Architecture
BAS	:	Basic and Applied Sciences
BT	:	Biotechnology
CT	:	Chemical Technology
EDU	:	Education
ENV	:	Environment Management
HSS	:	Humanities and Social Science
ICT	:	Information Communication Technology
LLS	:	Law and Legal Studies
MS	:	Management Studies
MC	:	Mass Communication
GEN	:	General / Reference Collection

