

Notice

Empanelment of Vendors for Supply of Print Books to Central Library, Doon University, Dehradun-248012

Ref. No. Library/Empanelment/2018-19

Date: 15.6.2018

Applications are invited from reputed Booksellers/Distributors/Vendors to seek empanelment as an authorized vendor for supply of books to Doon University, Dehradun for the financial years 2018-19 which may be extended for another one years. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website:www.doonuniversity.org

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format, available on the website, along with one copy each of the necessary documents through Speed Post/Registered Post. The envelope enclosing the documents should be marked with “Application for Empanelment of Vendors for supply of printed Books”. **The duly filled application form along with necessary documents, Security deposit and Application fees may be submitted on or before 02 July 2018 by 05.00 PM** to The Registrar, Doon University, Mothrowala Road, P.O. Defence Colony, Kedarpur, Dehradun: 248012.

Registrar
Doon University, Dehradun

APPLICATION FORM

FOR EMPANELMENT AS BOOK VENDORS

TO SUPPLY BOOK TO DOON UNIVERSITY, DEHRADUN-248012

To,
The Registrar,
Doon University, Dehradun, 248012

Sir,

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

1. Name of the Proprietor.....

2. Name of the Firm.....

3. Address.....

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Contact No. Fax.....

4. Web-site (if any) Mobile No. of contact person(s).....

5. E-mail address.....

6. Date of Establishment of Firm

7. Name of the Director (if any).....

8. Name of Partner (if any).....

9. Registration No. of FPBAI/DSBPA, etc.....

(Please enclose a copy of the Registration Certificate)

10. Your Permanent Account No.:.....

(Attach Copy of PAN No.)

11. Do you have direct import license? (If Yes, please attach a copy of the same)

12. Important University level clients. (attach at least one copy of the latest Purchase Order of each of them)

13. Applicant Supplier must have a minimum Turnover of Rs. 50 Lakhs (Rupees Fifty Lakh only) in last Financial Year, (please attach documentary proof).

14. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof).

15. Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of any publisher(s)? If so, please submit the most recent authority letters issued by the publisher(s).

16. Details of a DD of Rs. 2000/- (Rupees Two Thousand Only) plus 18% GST as application fee of empanelment (non-refundable) drawn from any nationalized bank favouring “**Doon University, Dehradun**”

Demand Draft Details

a) Demand Draft No..... b) Date.....

c) For Rs..... d) Drawn on.....

17. Details of Demand Draft of Rs. 50,000/= (Rupees Fifty Thousand) as security deposit (refundable) drawn from any nationalized Bank favouring “Doon University, Dehradun, Uttarakhand”

Demand Draft Details

a) Demand Draft No. b) Date

c) For Rs. d) Drawn on

18. Has your firm ever been debarred/ blacklisted for doing business from any government organization? (Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees hundred only) claiming for not being ever debarred/blacklisted).

DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the terms and conditions of the Doon University for the Empanelment of Vendor for the Financial Year 2018-19 are acceptable to me/ us in letter and spirit.

Signature of Partners/Proprietors with seal

Date:

Place:

INSTRUCTIONS TO BOOK SUPPLIERS
FOR EMPANELMENT AS BOOK VENDORS
TO SUPPLY BOOK TO DOON UNIVERSITY, DEHRADUN-248012

Please go through the Terms and Conditions for the supply of books to the Doon University, Dehradun before filling the application form.

1. Interested book suppliers/distributors/vendors should apply the in envelope superscribing Application for Empanelment of book suppliers for supply of printed books to the Central Library.
2. The Application should be addressed to The Registrar, Doon University, Mothrowala Road, P.O Defence Colony, Kedarpur, Dehradun– 248012. The sealed envelope should reach in the address through Speed Post or Registered Post by the specified date and time.
3. The authorized person should sign the application on every page with an official seal of the agency/firm.
4. Incomplete application form, application form not appropriately filled or received after the due date and time will not be entertain.
5. At any point of time, if any of the documents furnished by the book supplier is found to be false, it would be deemed as a breach of the contract, and the firm shall be liable for legal action besides termination of empanelment and forfeiture of security deposit.

Registrar
Doon University, Dehradun

Terms and Conditions for Supply of Books
FOR EMPANELMENT AS BOOK VENDORS
TO SUPPLY BOOK TO DOON UNIVERSITY, DEHRADUN
For Financial Year 2018-19

The Terms and Conditions for Suppliers, Distributors and Importers for Registration with the Doon University, Dehradun are as follows:

Essential Conditions: Interested Supplier, Distributers and Importers should satisfy themselves with the following

1. Should be a registered member of national/state trade federation like AIPB/ FPBAI/ DSBPA etc.
2. Should have experience of serving University Libraries, Colleges, National level education and research institutions for at least five years.
3. Should represent area specific subjects, publishers and languages of interest to the University level community.
4. Should have a minimum turnover of Rs. 50 Lakh per annum. (Submit authentic documentary proof in support)
5. Should submit Permanent Account No, Registration Number, Income Tax and balanced Sheets for last three years along with the application form.
6. Should submit the authorization letter from the reputed distributors of foreign and Indian publishers (supporting documents to be enclosed) whom they are representing.
7. Should enclosed a DD of Rs. 50,000/ (Fifty Thousand Rupees Only) issued in favour of the “**Doon University, Dehradun**” in the form of Earnest Money Deposit which will be returned upon satisfactory completion of the supply of books and expiry of one-year tenure. However, the earnest money would be forfeited if the selected supplier(s) fail to supply the ordered books satisfactorily. The earnest money of the unqualified bids would be returned. Earnest Money will not entail any interest.
8. Mere fulfilment of eligibility conditions prescribed does not entail a supplier to be included in the panel. Decision of the University in all matters related to empanelment shall be final.
9. Incomplete application will be rejected and no communication in this regard will be entertained.

On Empanelment:

1. Initially, the empanelment shall be for a period of one year, which can be extended on year to year basis on the basis of satisfactory performance and requirement up to three years. The University will place the order for supply of books only with empanelled book suppliers. The suppliers empanelled shall visit the campus and interact with the Faculty Members on a regular basis to assess their requirements, can exhibit newly published books and circulate catalogues of books in their interested area and can collect the requisitions for purchase of books. Selected supplier may also be asked to arrange for book exhibitions, displays on the campus as per the University's requirements. They may also be directed to supply books which the University would identify through other channels.
2. The books and other publications recommended by the Faculty and students to the Central Library will always be routed through the respective HOD/Dean of the department/School. The requisitions of students have to be approved by the concerned faculty and Dean/HOD. The request for books relating to the Semester courses may be sent in advanced so that books are procured on time.
3. Should submit the approval memo containing the complete bibliographical details of documents in triplicate to the Central Library. One copy of approval memo will be retained (to be given by the supplier) by the recommending authority. The supplier should ensure that name, designation and department of recommending authority are clearly mentioned and signed, thereafter, it should be approved by the concerned HOD/Dean on the approval memo.
4. On the recommendations of the faculty the Library may purchase multiple copies of textbook or those books which are found to be in great demand.
5. The Library would then check for duplication of titles to prepare final list of books.
6. Once final list is prepared the Library then obtains administrative and financial sanction for their acquisition from the Vice-Chancellor.
7. If the faculties are in need of some books urgently, they may purchase books for the library up to Rs.15000/- after checking with the Library about its non-availability. They are also authorized to purchase books on official foreign trips in similar way with prior approval from the Vice-Chancellor
8. In case of those books which are not available with the empanelled Suppliers such books can be procured from online book stores with prior approval of the Vice-Chancellor.
9. The ordered books will have to be supplied within one month of placement of the orders.

10. All the ordered books will have to be supplied. In case the books are out of print, a proof for the same will have to be submitted; failing which the selected firm will be black listed and earnest money will be forfeit.
11. In case of the foreign published books and whose price is given in foreign currency, the bank conversion rate prevailing on the date of raising of bill will be considered for making the payment.
12. Should submit a certificate from the bank about the conversion rate of the foreign currency prevailing on the date of raising of invoice.
13. The supply will accompany a price proof from the publishers, importers/distributors, invoices or publisher's catalogue of the supplied books.
14. The supplier should supply the latest and economical edition of the ordered books.
15. The supplied books will be verified and the payments released only if they are found to be in good condition.
16. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exception would be Government publications/institutional publications and nil discount items. also in some exceptional cases the vendors charge the library for handling on publishers' demand. In case of multivolume books and encyclopaedia, etc. efforts may be made to obtain higher discount. On the basis of service and past records the review of the suppliers will be done on annual basis. If any supply order for Rs. 5 Lakh or more, an additional discount of 5% on total order has to be given to the Library

Discount Rate

Sl. No	Categories	Indian Titles	Foreign Titles
1.	Single Copy	20% (for all publication, and languages)	20% (for all publication, and languages)
2.	Multiple Copies	25% (Indian titles, any languages)	22.5% (Foreign titles any languages)
3.	Multi-volume copies, Handbook(s)	30% (Indian titles, any language)	25 % (Foreign titles, any languages)
4.	Reference Books : Encyclopaedia, Dictionaries etc.	30% (Indian titles, any languages)	25 % (Foreign titles, any languages)
5.	Central Govt. and State Govt publications	10%	NA
6.	Learned societies publications, other institutions	10%	
7.	No discount titles	No Discount	
8.	Publication available in electronic medium	10%	

17. Books, if found duplicate, may be returned even after supply.
18. Supplier should certify in the invoice/ bill that the latest editions are supplied and current prices are charged.
19. All 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.
20. The Doon University's decision in all the matters of procurement of books shall be final and binding on all concerned.
21. The University reserves the rights to change/revise any or all of the above terms and conditions.
22. Should submit an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only) claiming for not being ever debarred / blacklisted from any Government/ PSU/Corporate Library.
23. Disputes, if any, would be subject to jurisdiction of Dehradun courts.
24. After receipt of Books in the Library, bills are verified for bibliographical detail of each title, quantity, physical condition, latest edition, the price proof, bank rate conversion etc. After completing accessioning, bills will be send to finance section for payment.

Registrar

Doon University, Dehradun
