

Doon University, Dehradun.

Empanelment of Suppliers, distributors and importers

2014-15

Terms and Conditions for supply of books

The Terms and Conditions for Bookseller/Publishers/Suppliers for Registration with the Doon University, Dehradun are as follows;

Essential Conditions: Interested Bookseller/Publishers/Suppliers should satisfied themselves with the following

1. Suppliers should be members of registered national/state trade federations like AIPB, FPBA, etc.
2. They should be in the field of books supply for at least five years.
3. They should be serving Libraries of University or standing like Universities, National level education and research institutions at least from last five years.
4. They will be representing subjects, publishers and languages of interest to the University community.
5. They should have a minimum turnover of Rs. 30 lakhs per annum.(submit authenticated documentary proof in support of their claim)
6. The supplier is required to submit an income tax Permanent Account No with the form.
7. The supplier should submit the details of the authorized distributors of reputed foreign and Indian publishers (supporting documents' to be enclosed) whom they are representing.
8. The form should accompany the earnest money in the form of demand draft for Rs.50,000/-(Rs Fifty Thousand) issued in favor of the "Doon University, Dehradun" 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 unaccepted bids would be returned.
9. Mere fulfillment 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.
10. Incomplete application will be rejected and no communication in this regard will be entertained.

On Empanelment:

1. The empanelment shall be for a period of one year, which can be curtailed/ enhanced depending upon the requirement. The University place order for supply of books only with empanelled book suppliers. The suppliers empanelled shall visit the campus and interact with teachers and academics on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collecting requisitions for purchase of books. They may also be asked to arrange for book exhibitions and displays in 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 Faculty and students recommend books and other publications to the Central Library be always routed through the respective **HOD/Dean** of the department. The requisitions of students can be got approved by the concerned faculty and Dean/HOD. It is be desirable that request for books relating to the Semester courses are sent in advance so that books are procured on time.
3. The supplier shall 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 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 only those books which are found to be in great demand.
5. The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review and approval.
6. Once approved by the LAC, the Library then prepares the final list of books and 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 books published outside India and whose price are given in foreign currency, the **bank conversion rate prevailing on the date of raising of bill** will be considered for making the payment.
12. The supplier will **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 in the form of a copy of the publisher's 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, unless otherwise specified clearly in the order, and not the remainder titles.
15. The supplied books will be verified and the payments released only if they are found to be not-defective and good condition.
16. No Supplier/ distributor / publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates to decided, the Library shall have the right to procure books/ publications at a higher rate (s) of discount. The Library shall have the right to procure books directly from such suppliers/ distributors / publishers on the terms and conditions decided by the University.
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 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 any or all of the above terms and conditions.

22. Disputes, if any, would be subject to jurisdiction of Dehradun courts.

Bill processing

After receipt of Books in the Library, bills are verified for bibliographical detail of each title; quantity, physical condition, latest edition, discount, bank rates etc after verification the accessioning of books will be carried out to allot accession number to each item. After completing accessioning bills will be send to finance section for payment.
