



Doon University, Dehradun

Empanelment of Suppliers, Distributors and Importers

Year: 2016-17

Terms and Conditions for Supply of Books

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

Essential Conditions: Interested Suppliers, Distributors and Importers should satisfy themselves with the following:

1. Should be a registered member of national/state trade federations like AIPB, FPBA, etc.
2. Should have experience of serving University Libraries, Colleges, National level education and research institutions for at least last 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 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 enclose a demand draft for Rs.50, 000/- (Rs Fifty Thousand only/-) issued in favor 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 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.
9. Incomplete applications 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 Faculty members on a regular basis to assess their requirements, can exhibit newly published books and circulate catalogues of books in their interest area and can collect the requisitions for purchase of books. Selected suppliers 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 advance 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 Faculty or Student should be 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 only those books which are found to be in great demand.
5. The Library would then check for duplication with Library catalogue 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 for the administrative approval and financial sanction for their procurement from the Vice-Chancellor.

7. If the faculty members are in need of some books urgently, they may be purchased for the library up to Rs.15000/-. 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 have to be supplied within one month from the date of the supply order.
10. All the ordered books should be supplied. In case, the books are out of print, a proof for the same should be submitted; failing which, the selected firm may be black listed and earnest money will be forfeited.
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 bill** will be considered for conversion and for making the payment.
12. Should **submit a certificate duly signed and stamped 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 publisher's importers/distributors invoices or publisher's catalogue of the supplied books.
14. The supplier should supply the latest edition of the ordered books.
15. The supplied books will be verified and the payment will be released only if they are found to in good condition.
16. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions 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 discounts. 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 lacs or more, an additional discount of 5% on total order has to be given to the Library.

Discount Structure		
Proposed Discount	Indian Titles	Foreign Titles
Single copy	20% (for All Publications, any language)	20% (for All Publications ,any language)
Multiple copies	25% (Indian titles, any language)	22.5% (Foreign titles,

		any language)
Multi-volume copies/Handbook(s)	30% (Indian titles, any language)	25% (Foreign titles, any language)
Reference Books (Encyclopaedia, Dictionary, etc.)	30% (Indian titles, any language)	25% (Foreign titles, any language)
Central Govt. and State Govt. publications	10%	
Learned societies publications, other institutions	10%	
No discount titles	No discount	
Publication available in electronic medium	10%	

- Any Language means books written in English, Hindi, Japanese, Chinese, German, Spanish, French, etc.)

- Books, if found duplicate, may be returned even after supply.
- Supplier should certify in the invoice/ bill that the latest editions are supplied and current prices are charged.
- 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, in such cases price verification proof should be submitted with bills/invoice in support.
- The Doon University's decision in all the matters of procurement of books shall be final and binding on all concerned.
- The University reserves the right to change/revise any or all of the above mentioned terms and conditions.
- Should submit a certificate on Rs 10/- stamp paper of non-black listed from any Government/PSU/Corporate Library.
- Disputes, if any, would be subject to jurisdiction of Dehradun court.
- 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.