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RO/BKU/176/2017

16.6.2017

Tender

Bankura University desires to empanel vendors for supply of books and Journals (both print and non-print). For this purpose vendors are invited for Empanelment with Central Library, Bankura University. Relevant documents may be downloaded from the University website www.bankurauniv.ac.in and the same must be submitted in a sealed envelope addressed to The Assistant Registrar, Bankura University, Main Campus (Beside NH 60), P.O. Purandarpur, Bankura - 722155, West Bengal with a DD of Rs. 500/- (non-refundable) superscribing "Application for Empanelment of vendor for the supply of Books & Journals" for empanelment. DD will be drawn on any Bank having Service Branch at Bankura and be issued in favour of "Registrar, Bankura University" payable at Bankura.

Last date of receiving tender document either by hand or by post: 30.06.2017 up to 12:00 hrs.

Bidders must comply with the Terms and Conditions as mentioned in the Annexure-1 of the Tender Documents. Note: For any sorts of query, please contact the undersigned at registrarbku@gmail.com


Registrar

Bankura University
PRADIP KUMAR MITRA
Registrar
BANKURA UNIVERSITY

Annexure-1

Sub: Empanelment of Vendors for Supply of Books (Print) to Bankura University Library

1. Bankura University invites Expression of Interest for "Empanelment of Vendors for the Supply of Books and Journals (Print and Non Print)" on prescribed Format from reputed vendors/distributors/library suppliers in India, to Bankura University Library. This empanelment will be valid initially upto one year from the date of final approval of empanelled suppliers' list and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the Hon'ble Vice Chancellor. Interested vendors/distributors/library suppliers may submit the applications along with one copy each of the requisite documents to the Assistant Registrar, Bankura University, Administrative Building, Main Campus (Beside NH 60), P.O. Purandarpur, Bankura 722155, West Bengal. Last Date for Submission of Applications: 30.06.2017 up to 12: hrs.

2. Instructions for applicants, detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

- 2.1. Incomplete and conditional applications will not be considered.
- 2.2. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- 2.3. Interested vendors/distributors/library suppliers should submit application form in sealed envelopes superscribing – "Application for Empanelment of vendor for the supply of Books & Journals".
- 2.4. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, along with the official seal of the firm.
- 2.5. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made. Failing to maintain this discipline, the applicants are liable to be black-listed by the university.
- 2.6. The received application(s) after the due date and time will not be considered.
- 2.7. The applications will be scrutinized and shortlisted for empanelment by Library committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.

The short-listed vendor(s)/distributors(s)/library supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books and Journals (Print and Non Print)" as stipulated hereunder.

2.8 Vendors must have experience for at least two years for supplying similar type of items.

Applications must be accompanied by IT/Professional Tax certificate.

3.The empanelment for supply of Books and Journals (Print and Non Print) will be governed by the following "Terms and Conditions".

3.1. General

3.1.1. The Hon'ble Vice Chancellor of Bankura University reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

3.1.2. It is not binding on Bankura University to place the purchase order to the approved vendor.

3.2 Purchase Orders

3.2.1. Purchase orders approved by the Hon'ble Vice Chancellor be placed with the empanelled vendor(s) who offers best and prompt services and will try to distribute purchase orders rationally among vendors.

3.2.2. Supply of books has to be made strictly against the purchase orders only.

3.2.3. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory.

3.2.4. Any clarification/query regarding the purchase order should be sought within three days of receipt of the order.

3.3 Time-frame for supply

3.3.1. 30 days (maximum) - for Indian/Foreign titles (if available in India).

3.3.2. 60 days (maximum) - for foreign titles (if not available in India).

3.3.3. The Books should be consigned to Central Library, Bankura University, Bankura, 722155 West Bengal

3.3.4. If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.

3.3.5. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

3.3.6. In case there is a delay that is foreseen in supply, the empanelled vendor concerned should send a communication explaining the same and seek additional time to supply the same, at least seven (07) working days before the due date of supply.

3.3.7. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the librarian/In-Charge may consider extending supply time as may deem fit. However, this should not exceed seven weeks from the original supply due date.

3.3.8. The supply should be free of freight charges.

3.3.9. If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. & Train will not be accepted.

3.3.10. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

3.4 Preference will be given to low priced books and number of copies should not be determined by the supplier

4. Conditions for cancellations of the released purchase orders

4.1. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, upto seven weeks.

4.2. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4.3. The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the Hon'ble Vice Chancellor shall be final in this regard.

5. Edition specifications

5.1. Latest editions of books must be supplied.

5.2. By default, paperback editions of books must be supplied.

5.3. By default, Indian editions of books must be supplied.

5.4. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.

5.5 The supplier should certify on the bills that only latest editions have been supplied and they are not remaindered titles.

6. Discount

Rate of discount should not be less than 20%.

7. Invoicing procedure

7.1. The Invoice should bear the firm's IT PAN.

7.2. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies)

7.3. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

7.4. Invoice should be raised in favour of The Librarian/in charge, Central Library, Bankura University, Bankura, West Bengal

7.5. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.

7.6. Library/University may take approx 90 days from the date of the ordered Book (s) received for final payment to the vendors/suppliers.

8. Mandatory enclosures with Invoice

8.1. For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.

8.2. Every price proof should contain seal and authorized signature of the vendor.

8.3 Proof of Good Offices Committee (GOC) exchange rates having prices in foreign currencies as on the date/month of invoice for the remittance.

9. Subscriptions of Journals:

9.1 Terms and conditions:

9.1.1 Supply of periodicals at current catalogue prices.

9.1.2 Sign an Agreement with the vendors in case of Foreign Journals

9.1.3 Proof of GOC exchange rates having prices in foreign currencies as on the date/month of invoice for the remittance journal subscriptions

9.1.4 Certificates on bills: prices have been correctly charged in accordance with the publisher's latest catalogue.

9.1.5 Library should not subscribe journals against 'personal subscriptions'. However, Journals received against institutional membership are acceptable.

9.1.6 Journal subscription payments: The payment towards the journal subscriptions could be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).

9.1.7 In case of payment through the subscription agent(s)/vendor(s) following options are available:

9.1.7.1 All subscriptions should be made through the Library only and the amount paid to the publishers/vendors by the vendors against firm orders after receiving one of the following documentary proofs:

9.1.7.1.1 After direct confirmation from publishers/vendors that the journals are subscribed in the name of the University

9.1.7.1.2 Proof for remittance: (i) Invoice/Bill in duplicate should be provided by the publisher/vendor (ii) Publishers' Renewal Letter/Notice mentioning the subscription price/cost (e.g. Indian journals) (iii) Even print out of the from the Publishers'/journal's official website can also be considered wherein the proper invoice/bill etc. not received by the publisher/s. (iv) a copy of the letter sent to the publisher giving details of the journals for which remittance has been made and (v) copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank)

9.1.7.1.3 Publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account).

9.1.8 Missing issues: Replace original missing issues or publishers certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque.

9.1.9 Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.

10. Termination of empanelment

vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

10.1. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.

10.2. If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

11. Other Terms and Conditions

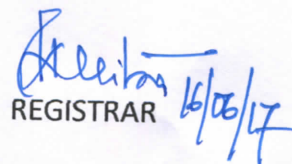
11.1. The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.

11.2. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the Bankura University shall have the right to procure books/publications on higher discount rates.

11.3. The library may invite empanelled vendors for small book exhibitions at regular interval of time.

11.4. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by Bankura University.

11.5. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of the Hon'ble Vice Chancellor, Bankura University or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of Bankura University.


REGISTRAR 16/06/17

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