

## राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)

राष्ट्रीय राजमार्ग-8, बांदरसिन्दरी, किशनगढ़-305817

जिला-अजमेर (राजस्थान) भारत

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## Central University of Rajasthan

(A Central University Established by an Act of Parliament)

N.H. 8, Bandarsindri, Kishangarh-305817

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### Empanelment of Subscription Agencies for Subscription of Printed Journals

The Central University of Rajasthan Library invites the expressions of interest for "Empanelment of Subscription Agencies for Subscription of Journals and its products in prescribed format from the reputed agents/vendors/suppliers in India to Library, Central University of Rajasthan.

Interested agents/vendors/suppliers may respond in the prescribed format given at the end of this document, along with one copy each of the requisite documents to "The Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305 817. The sealed cover should reach latest by 30-06-2017 up to 5 PM in the University Library either by Speed Post/Registered Post. The Envelope should be marked with "Application for Empanelment of Subscription Agencies for Subscription of Printed Journals"

#### 1. Eligibility Criteria for Empanelment

- The bidders should be a Journal Supplier/vendor/distributor/ preferred agent of the publishers. Please submit the current authority letters issued by the publishers.
- The Journal Supplier/vendor/distributor should submit the copy of their last three consecutive years IT return and PAN/TAN number in the prescribed application form along with the address proof.
- In the event of suppliers/distributors not being a publisher, they would provide a list of publishers to whom they represent.
- The bidders should have satisfactorily supplied Journals and its products to any 3 central universities or Institutes of National Repute.
- The bidder should have a minimum annual turnover of Rs.100 Lakhs (1 crore) in a financial year and an average of 300 lakhs/3 crores for last 3 consecutive financial years (certificate should be attached from CA/Balance Sheet).
- The bidders should not be ever been debarred / blacklisted for doing business from any Government Organization. If No, Please furnish self-declaration of an affidavit raised on non - judicial stamp paper of Rs. 100 (Rupees hundred only).
- Submission of DD of worth Rs. 1000.00 towards application processing fee drawn in favour "Registrar, Central University of Rajasthan" (application process fee is non-refundable).

#### 2. Terms & Conditions

##### I. General

- The Honourable Vice Chancellor, Central University of Rajasthan 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.
- Library, Central University of Rajasthan reserves the right to place Journal subscription order(s) with any vendor(s) from its empanelled list or others at any time, with the approval of Competent Authority.

## **II Proposals/Proforma Invoice(s)/Subscription Details**

- Proposals will be called from the empanelled agent(s), whenever, a requirement arises, for which the Library may place an inquiry with the empanelled agent(s) for subscription details of required journals. No interim queries/correspondence will be entertained.
- Proposals will be called for journals which are not available directly from the publisher(s).
- The empanelled subscription agency should respond within two weeks of receipt of the enquiry email.
- Pricing details of all resources should be informed in their original currency only.
- If the price of any particular resource is not available at the time of sending Proforma invoice, the subscription amount may be paid as per the existing year's price and subsequent upon receiving the confirmed price for the subscribed year from the publisher, the agency may send a revised or a supplementary invoice.
- No supplementary invoice will be accepted for the difference in exchange rates for currency conversion.
- Discounts/concessional rates offered by the publisher, if any, and as admissible must be included in the proposal(s).
- Any special offers provided by the publisher(s), such as access to e-journals against the print journal subscription must also be included in the proposal(s).
- Mode of supply of resources/journals viz., speed post, reputed courier, airmail, etc. should be specified in the proposal/Proforma invoice and also confirm if the supply will be direct from the publisher(s) or through the agency.
- Postage/freight/handling/service charges if any should be indicated in the proposal/Proforma invoice only and should be indicated separately. They will not be paid if not mentioned in the proposal/Proforma invoice.
- Levying of any additional postage/freight/handling/service charges after order confirmation will not be accepted.
- The empanelled agencies are required to submit the authorisation letter indicating exclusive/sole/preferred/authorized subscription agent/dealer from the publisher(s).
- Quoting unrealistic rates with respect to the available and applicable catalogue/market prices, at the time of calling proposals will be treated as disqualification and will lead to cancellation of empanelment.

## **III Subscription Orders, Queries, Time-frame, Cancellations and Payment**

- Distribution of orders to the empanelled agencies is purely based at the discretion of The Central University of Rajasthan Library.
- Subscription/Renewal Orders shall be placed by the Librarian, Central University of Rajasthan as finalised against the submitted proposal/Proforma invoice/invoice for the required journals titles, on accepting all the agreed Terms and Conditions, as approved.
- The empanelled subscription agencies are required to seek confirmation of purchase order from the Library against the Proforma invoice/proposal submitted by them, before making remittance to the publisher.
- Sending an acknowledgement of the receipt and acceptance of Subscription/Renewal Order is mandatory, by email only, within one week.
- Any clarification/query regarding the Subscription/Renewal Order should be sought from the Library within a week of receipt of the order.
- Advance payment will NOT be made for Subscription/Renewal of any resource. However, in special cases, suitable justification and supporting documents may be submitted to the Library for consideration.
- Time-frame for remittance to publisher: Four weeks from the date of the "Confirmed Order". The empanelled agencies have to remit the entire subscription/renewal amount to the publisher on behalf of the University within the said time-frame from the university and submit the remittance proof along with the invoice.

- In case there is a delay that is foreseen in supply/activation of resources, the concerned empanelled agent(s) should send a request for extension with reasons, at least five (05) working days before the date of supply/activation.
- If the provided reason for the delay is justified with adequate and valid supporting documentary proof e.g., communication from publishers, the library may consider extending the supply/activation time, as may deem fit.
- If no information or communication regarding supply of journals and/or payment remittance to the publisher is received from the empanelled agent within the said time-frame, the subscription/renewal order shall automatically stand cancelled.
- Separate permission for revoking the cancelled order(s) should be sought through email from the library with sufficient documentary evidence.
- Payment will be released only after receipt of an invoice along with necessary remittance and documentary proofs.
- Acknowledgement of receipt of payment must be sent within one week to the Library.

#### **IV Mode of Supply**

- Journals should be sent without any additional cost to the Library, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305 817

#### **V. Services to be provided during subscription period**

- The empanelled agencies should notify the publication schedule of each title with necessary information viz., the number of volumes/issues published and the publication date of the same.
- Intimation about any bibliographical changes, change of ownership, cessations and/or suspensions of journals must be communicated to the library in writing, promptly.

#### **VI Missing Issues/Non-supplied journals and their Refund thereof**

- The empanelled agencies shall claim missing issues from the publisher(s) on their own if the supply is arranged through their agency. The Library shall, as usual, claim issues from the empanelled agent(s) where supplies are arranged directly from the publisher(s).
- It is necessary to send timely claims for missing issues by registered post/fax/email, etc., and to inform the library with publishers' replies regularly.
- The empanelled agencies will have to refund the amount for the issues of journals that are not received/not supplied.
- The empanelled agencies will be completely responsible for the refund of subscription amount for non-supplied journal issues. The refund time may be extended if any confirmation is received from the publisher regarding the delay in publishing/supply.

#### **VII Invoicing Procedure**

- The prices in the invoice should be indicative of original currencies.
- The Invoice should bear the firm's IT TAN/PAN and Bank details.
- The date of the invoice should be that of bank transfer for remittance of the payment to the publisher.
- Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies). A revenue stamp should be affixed on the original bill and should be signed by an authorised signatory.
- Invoice should be raised in favour of Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan – 305 817
- One invoice should be raised against one purchase order only.
- The invoice should contain all relevant details viz., our order no. & date, the title of the resource and/or journal(s), volume/issue no., subscription period covered and ISSN number.

- Supplementary invoice(s) can be raised only if the publisher(s) increases the subscription price at a later date.

### **IX Undertaking**

Every invoice should certify the following.

- The prices charged in this invoice are publisher's actual and current prices as billed to us, and are true and correct.
- The discount offered and service charges, if any, should be specified in a separate column.
- The prices charged are as per the publisher's invoice and their latest catalogue.

### **X Currency Conversion and Mandatory enclosures with Invoice**

- Conversion of foreign currencies to Indian Rupees shall be at the actual TT Selling Rate of Nationalised Bank / Reserve Bank of India (RBI), prevalent at the time of payment made by you to the publisher(s), duly supported by Banker's certificate. This will be treated as Currency Conversion Proof (CCP).
- Every price proof, and latest currency conversion proof with date, should contain authorized signature and stamp/seal of the empanelled agency.
- An authorization letter from the publisher for being sole agent/preferred agent/authorised agent, whichever is applicable, has to be submitted.
- A copy of publisher's invoice/email communication of price confirmation, as a price proof should be attached.
- Proof of remittance of payment from the agency's bank may be submitted.

### **XI Settlement of Accounts**

- The empanelled agency shall guarantee the quick, regular and complete supply of the journals subscribed through them.
- In case of non-receipts, the agent(s) shall send either the replacements or refunds for unsupplied journal volumes/ issues, by way of cheque or credit notes, before the end of next financial year, except, for cases where publication of a journal is behind schedule and that the fact, duly supported with documents from the publishers, has been notified to the library.
- For example, the agent(s) shall settle 2017 subscription accounts by the middle of 2018. If certain publications remain unsupplied even after the middle of 2018, a list of such titles and their delayed publication and dispatch schedule, duly supported by the publishers, should be submitted by October 2018, else, the 2017 accounts must be finally settled by December 2018.
- It is emphasised that adherence to these dates is mandatory.

### **XII Delisting from the Panel**

The Institute shall be at liberty to terminate the empanelment of an empanelled subscription agency without any prior notice and drop the said agency from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- If the agency fails to activate/supply ordered resources within the agreed time;
- In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the agent(s);
- If at any time, found that the information provided by the agent(s) in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute; The Institute shall also reserve the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).
- In such case(s), the Institute will be at liberty to cancel the empanelment without giving any prior notice to the agent(s).

### **XIII Caution Deposit**

- The Journal subscription vendor/supplier/seller/agent/distributor has to deposit the caution money of 10% of the print journals subscription order. The caution amount should be deposited in the account of "Registrar, Central University of Rajasthan, through Cheque/DD/others". The caution deposit will be returned at the time of withdrawing membership from the empanelment list from the Central University of Rajasthan Library or the caution deposit will be refundable, when all ordered journals are received from the library.

**XIV** 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. The empanelled agent(s) will be informed accordingly.

**XV** All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of the Honourable Vice Chancellor or his authorised nominee. The decision of the arbitration shall be final and binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Ajmer/Jaipur.

### **3. Instructions**

- The response should be signed by an authorised signatory of the subscription agency bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- Incomplete forms will not be considered.
- At any given point of time, if any of the documents furnished by the agency/supplier is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- Strict discipline must be maintained with respect to your expression of interest for empanelment with Library, CURaj.
- No canvassing or repeated communication should be made with the Library, failing which may attract punitive action and will become liable to be de-listed by the Institute.
- Responses received after the deadline will not be considered.
- No journal supplier/distributor will be allowed to withdraw after submission of applications.
- The responses will be scrutinised and shortlisted by a Committee duly constituted by the Competent Authority of the Institute.
- The shortlisted Journal supplier(s) will then be required to be present at the Institute for personal interaction on a date, which will be informed by email.
- The short-listed journal supplier(s), at the time of personal interaction, are required to: agree to supply as per the Institute's "Terms & Conditions for Supply of Books".
- The Committee will recommend a panel of the journal supplier(s)/distributor(s) to the Competent Authority. The approved panel will be displayed on CURaj Website and the empanelled journal /supplier(s)/distributor(s) will also be informed by email.
- This empanelment will be valid initially for one year and may be extended up to four Years (depending upon the satisfactory performance of the empanelled journal supplier at the sole discretion of the Institute).

**Application form for Enrolment of Subscription Agents for Supply of Printed Journals***(Strike off whichever is not applicable)*

To  
Registrar  
Central University of Rajasthan  
Bandarsindri, Kishangarh, Ajmer, Rajasthan  
PIN: 305817

SN	Details	Response
1	Name of the Firm	
2	Date of Establishment (attach proof)	
3	Address (attach proof)	
	E-Mail	
	Mobile No.	
	Telephone (Landline) No.	
	Fax.	
	Website	
4	Constitution of Firm (Please tick ✓)	Proprietor/ Partnership/ Directors/Managing Directors of Company
5	Name of the Owner (s)	1. 2. 3.
	E-Mail	1. 2. 3
	Mobile Number	1. 2. 3
7	If you are an authorised distributor of any publisher, please provide name(s) of Publisher(s) whom you represent (Attach Separate sheet)	
8	List of Regular clients with the name of Contact Person(s) and Phone/ Mobile Nos. (Please attach <b>Satisfactory Supply Certificate</b> from at least three Libraries of Universities/ Govt. Institutions out of which at least one should be from a Central University. Separate sheets may be used for the list of regular clients)	1. 2. 3. 4. 5.
9	Membership details of National or State Level journal supplier association : (Attach documentary proof)	1. 2. 3. 4. 5. 6.

10	Details of Demand Draft for Application Fees of Rs.1,000 (Rupees One Thousand Only) in favour of Registrar, Central University of Rajasthan (Non Refundable)	1. Demand Draft No. : 2. Date of Issue : 3. Issuing bank :
11	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years. (attach proof)	1. 2016-17: 2. 2015-16: 3. 2014-15: 4. 2013-14:
12	Annual Turnover of the firm for the last three consecutive financial years (attach CA certified balance sheet)	1. 2016-17: 2. 2015-16: 3. 2014-15: 4. 2013-14: Total Average
13	PAN TAN (Copy Attached)	PAN:  TAN:
14	Bank Details of vendors/Suppliers distributors	(a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (saving/Current) :
15	Are you a distributor/ dealer/ stockist/ executive/ preferred agent of the publishers?	If so, please submit the most recent authority letters issued by the publishers.
16	Do you have direct import license?	If Yes, please attach a copy of the same
17	Execution of Highest price in a single order (attach proof)	
18	Do you have satisfactorily supplied books to any 3 Central University or Institutes of National importance in last 2 Years (Certificate should be attached)	
19	Have your firm ever been debarred/ black listed for doing business from any Government organisation	If no, if No, Please furnish self-declaration of an affidavit raised on Non – judicial stamp paper of Rs. 100 (Rupees hundred only).

DECLARATION

1. I/We \_\_\_\_\_  
(Names of proprietor(s)/partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to Central University of Rajasthan shall be treated as confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority of Central University of Rajasthan.
3. Mr. \_\_\_\_\_,  
whose signatures are appearing below, is/are the authorized representative(s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the Constitution or working of the firm, affecting the accuracy of the facts, stated above.
5. I/We assure that if empanelled, the firm will serve the Library, Central University of Rajasthan for a minimum period of one year.
6. I/We have read and understood all the "Terms and Conditions" of Library, Central University of Rajasthan, as mentioned in this document and consciously agree to abide by them.
7. If selected for empanelment, I/we agree to furnish a Refundable Security Deposit of 10% of journal subscription purchase orders as performance guarantee deposit, at the time of personal interaction.

Signature of Partner/Proprietor/director  
(Seal of the Firm)

Place:

Date:

**Check List of enclosures**



SN	Details	Please put tick mark and provide documentary proof for the claim
1	Proof of date of establishment of the firm	
2	Address proof of firm	
3	Your membership in a GOC/FPBAI/Others	
4	Any other State / National Association(s) of books suppliers	
5	Authorisation letter from publisher for distributor / dealer / stockist / exclusive or preferred agent	
6	Direct Import Licence Certificate	
7	Please enclose a copy of TAN/PAN card of the firm / owner / partners.	
8	Please provide details of your firm's Sales Tax Registration No. (Attach: copies of, GST, CST Certificate)	
9	Is the firm an Income Tax payee? If so, please attach one copy each of Income Tax returns of last three consecutive years.	
10	Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence (balance sheet/certificate audited by CA)	
11	Proof of highest price of single order executed in last three years	
12	References to the Libraries of reputed institutes/ organisations with whom you are already registered such as institutes of national importance, the government established research laboratories (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.), etc.	
13	Bank Details	
14	Please provide an affidavit on a non-judicial stamp paper of Rs. 100.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organisations in India.	
15	Demand Draft for Application processing fees of Rs.1,000	