



Empanelment of Vendors for Supply of Print Books to CURaj Library

The Central University of Rajasthan Library invites expressions of interest for "Empanelment of Vendors to supply Print Books" to its Library in prescribed format from the reputed Booksellers/ vendors/ suppliers/ agents/ distributors in India.

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents to "The Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305817. The sealed cover should reach latest by **5.08.2022 up to 5 PM** in the University Library either by Speed Post/Registered Post. The Envelope should mark with "Expression of Interest for Empanelment of Vendors for the supply of print books".

1. Eligibility Criteria for Empanelment

Vendors who apply for empanelment must fulfil the following conditions for eligibility:

- The bidders should be a bookseller/ distributor/ vendor/ dealer/ stockist/ executive/ preferred agent of the publishers. Please attach a list of publishers whom you represent and submit the valid authorisation letters issued by them.
- The bidder should have a minimum annual turnover of 3 crores in every single financial year in the last three consecutive years during the span of the last five years of 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21. A certificate from CA/Balance Sheet should be attached. The bidder should also submit a copy of IT returns for the last three consecutive years during the previous five years (2016-17, 2017-18, 2018-19, 2019-20 and 2020-21) and provide PAN/TAN number in the prescribed application form along with the valid address proof.
- The bidders should have satisfactorily supplied books to a minimum of three (3) Central Universities or Institutes of National Importance in the last five years (from 2017-2018 to 2021-22). Attach Performance certificates from the serving institutions.
- The bidders should enclose the document of the highest priced single purchase order executed in the last five years.
- **The bidders should not have been debarred/blacklisted** during the last five years (2017-2018 to 2021-22) by any university/institute/college/government organisation. Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).

2. Instructions

- A Demand Draft worth Rs. 1000.00 towards the application processing fee drawn in favour of "Registrar, Central University of Rajasthan" must be submitted. The application process fee is non-refundable.
- **The bidders who have already applied for the Empanelment of vendors for supplying print books to CURAJ Library (published on the CURAJ website dated 8.11.2021) need not submit the application fee again. Still, they will have to submit the EOI again.**
- The response should be signed by an authorised signatory of the vendor bearing their full name, status, and signature along with the official seal of the firm.
- Incomplete forms will not be considered for the empanelment of the vendor.

- At any given point, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- No canvassing or repeated communication should be made with the Library, failing which may attract punitive action, and the vendor will become liable to be de-listed by the University.
- Responses received after the deadline will not be considered.
- The short-listed vendor(s)/distributor(s)/supplier(s) may be called for personal interaction to discuss the Terms & Conditions for supply of print books.
- The empanelled vendor(s)/supplier(s)/distributor(s) will be informed by email.
- This empanelment will be valid initially for one year and may be extended depending upon the satisfactory performance of the empanelled book vendor at the sole discretion of the University.

Application form for Empanelment of Vendors for Supply of Printed Books
(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 valid proof)	
	Email	
	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.
	Email	1. 2. 3
	Mobile Number	1. 2. 3
6	If you are an authorised distributor of any publisher, please provide the name(s) of the Publisher(s) whom you represent (attach Separate sheet)	If so, please submit the valid authorisation letters issued by the publishers.
7	List of Regular clients with the name of Contact Person(s) and Phone/ Mobile Number. (Separate sheet may use for the list of regular clients)	1.
8	Membership details of National or State Level Booksellers and Publishers Association (Attach proof)	1. 2. 3. 4. 5.

9	Details of Demand Draft for Application Fees of Rs.1,000 (Rupees One Thousand Only) in favour of the Registrar, Central University of Rajasthan, payable at Kishangarh (Non-Refundable)	1. Demand Draft No. : 2. Date of Issue : 3. Issuing bank :
10	Whether you are an Income Tax payee? If yes, please submit a copy of the Income Tax return filed for last three consecutive years during the previous five years (2016-17, 2017-18, 2018-19, 2019-20 and 2020-21, attach proof)	1. 2. 3.
11	Annual Turnover of the firm for the last three consecutive financial years during the previous five years (2016-17, 2017-18, 2018-19, 2019-20 and 2020-21, attach a certificate from CA/balance sheet)	1. 2. 3. Total : Average :
12	PAN / TAN (Copy Attached)	PAN: TAN:
13	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) :
14	Do you have the direct import license?	If Yes, please attach a copy of the same
15	Execution of highest priced single purchase order (attach proof)	
16	Do you have satisfactorily supplied books to any 3 Central Universities or University of National Importance in the last five years from 2017-2018 to 2021-22 (attach performance certificates from the serving institutes)	1. 2. 3.
17	Have your firm been debarred/blacklisted during the last five years (2017-2018 to 2021-22) by any university/institute/college/government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).

Terms & Conditions for the supply of print books

I General

1. The 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 regarding acceptance/rejection/arbitration.
2. Librarian, Central University of Rajasthan reserves the right to place a purchase order(s) with any vendor(s) from its empanelled list or others at any time.

II Pre-order Inquiry

- The CURaj Library will send a 'Pre-order Inquiry' by an email to the empanelled vendors for the required titles, the number of copies and other details like:
 - Availability of books (In stock/procurable/whatever may be the availability condition)
 - Shipping time (in weeks only)
 - Unit Price (in Original Currency) &
 - Discount
- The empanelled vendors have to respond with the details as requested within five (5) working days from the receipt of the Pre-order Inquiry by email only.
- The pre-order inquiry must be valid for 30 minimum days.
- All the details inquired for must be provided. If any field is left blank, the response will not consider by CURaj Library.

III Purchase Orders

- The Librarian will place a purchase order with the empanelled vendor.
- The purchase order will be placed to the empanelled vendor(s) based on the pre-order inquiry and the list of titles/copies to be purchased, as finalised by the Library.
- The supply of books has to be made as per the purchase order only.
- Sending an acknowledgement of the receipt of a purchase order, which is taken as an acceptance of the purchase order, is mandatory by email only.
- Any clarification/ query regarding the purchase order should be sought from the Library within three (3) days of receipt of the order.

IV Time-frame for supply

- The maximum time frame for supplying the books will be eight weeks for foreign publications and three weeks for Indian publications from the date of order.
- If the vendor is unable to supply books from confirmed PO's within the stipulated period, a penalty will be imposed at the rate of 1% per week and a maximum of up to 5% (Penalty based on book cost).
- In an exceptional case, if no vendor is able to supply a particular book in the maximum given time and it has been clearly mentioned in the "Pre-order Enquiry", the time frame to supply the book may be considered after the approval.
- Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

V Place of Supply

- Books ordered should be supplied at "Library, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305 817 without any additional transportation/postal/courier/other charges.

VI Edition specifications

- The latest editions of books must be supplied unless it is specified.
- Paperback editions of books should be supplied unless it is specified.
- Indian editions of books should be supplied unless it is specified.
- Pirated Books are strictly prohibited. It leads immediate ban from empanelment.

VII Discount

The University discount structure for the supply of books will be as follows:

- For Indian paper-bound books, the Library should get minimum 20% discount if the cost is less than Rs. 1000/- and minimum 25% if the cost of the book is more than or equal to Rs. 1000/-. For Indian hard-bound books, Library should get minimum 25% discount. For foreign publishers' books, the Library should get a minimum of 20% for paper-bound books and a minimum of 25% for hard-bound books. For Government/Society publications, the discount structure will be as applicable.

VIII Invoicing procedure and Conversion Rates

- The Invoice should bear the firm's TAN/ PAN and GST No.
- Pre-receipted Invoices are to be submitted in triplicate (3 copies). In case the amount exceeds Rs.5,000.00, a revenue stamp should be affixed on the original bill and signed by an authorised signatory.
- An invoice should be raised favouring the Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer-305 817, Rajasthan.
- Titles from different purchase orders should not be combined and should not be supplied in one Invoice.
- The prices in the Invoice should be indicated in original currencies.
- In the case of foreign publications, the currency of the respective country of publication should be mentioned.
- Reserve Bank of India (RBI)/ Financial Benchmarks India Pvt. Ltd. (FBIL) currency conversion rates as applicable on the billing date should only be followed and clearly indicated on the Invoice.
- The price of the book/document will be as printed on the books.
- In the case of foreign books and those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, the vendor shall submit supporting documents of the Publisher's Invoice and catalogue in support/proof for price verification.
- The payment will be made on satisfactory delivery and receipt of books in good conditions at CURaj library.
- Split invoices for a single purchase order will not be entertained.

IX Undertaking

Every Invoice should certify the following:

- The prices charged in the Invoice are the actual, current Publisher's prices as billed to us; and are valid and correct.
- The prices charged are as per the publishers/ importers/ distributors invoice and latest catalogue.
- The latest editions have been supplied, and they are not remaindered titles.
- The books supplied against this purchase order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books/ CDs shall be replaced at the supply destination free of cost.
- Defective items or wrongly supplied book(s) & reverse pickup is the sole responsibility of the respective vendor, and the charges are to be borne by the same vendors only. Reverse pickup of the defective items must arrange within 30 days of receiving intimation from the Library. Otherwise, the Library will not be responsible for the same book(s).

X Mandatory enclosures with Invoice

- A copy of the Publisher's catalogue/ publisher website and distributor's Invoice.
- A currency conversion proof with the date.
- The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the RBI/FBIL.

- Every price proof and currency conversion proof should contain the seal and authorised signature of the vendor.
- The CUAJ Gate Pass on copies of the Invoices is required if the books are delivered by hand/courier.

XI Termination of empanelment

The University shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel, which will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- In case of breach of any terms of an agreement on the part of the vendor.
- If the vendor fails to supply any book after the pre-order inquiry, it may cause termination of the vendor's empanelment.
- At any time, the information provided by the empanelled vendor in any form about publications, services, and related matters is incorrect and results in losses in any form to the University. The University shall also reserve the right to claim the amount of loss incurred by the University based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

XII Caution Deposit

- The short-listed vendor(s)/distributor(s)/supplier(s) has to deposit the caution money of Rs One lakh (Rs. 1,00,000/-) if they enlisted in the empanelment of book vendors with CURaj library. The caution amount should deposit in the account of "Registrar, Central University of Rajasthan, through DD".
- No vendor/supplier/distributor will be allowed to withdraw the caution money during the period of empanelment.
- If the vendor withdraws his candidature after the empanelment, the whole caution money will be forfeited.

XIII Others

- The University reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- All disputes and differences arising from work shall be subject to the sole arbitration of the Vice-Chancellor, Central University of Rajasthan. The decision of the arbitration shall be final & binding on both parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Ajmer/Jaipur.

DECLARATION

1. I/We _____
(Names of the proprietor(s)/partners or shareholders) hereby declare that the information provided in this application form is 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 the 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 the 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 Rs. 1,00,000/- as a performance guarantee deposit.

Place:

Date:

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

Checklist of enclosures

S N	Details	Please put tick mark and provide documentary proof for the claim
1	Proof of date of establishment of the firm	
2	Valid Address proof of the firm	
3	Your membership in a GOC/FPBAI/Others	
4	Any other membership from 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	Copy of TAN/PAN card of the firm/owner/partners.	
8	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 of each income tax return for the last three consecutive years from the last five years.	
10	Details of the Annual Turnover of the firm for the last three consecutive years from the last five years with documentary evidence (balance sheet/certificate audited by CA)	
11	Proof of highest single order price executed in last five years	
12	References to the Libraries of reputed institutes/organisations with whom you are already registered, such as Central universities, Institutes of National Importance, the Government established research laboratories (e.g. IITs, IISc., NITs, IITs, IIMs, CSIR Labs, ICMR etc.), etc.	
13	Satisfactory supply certificate from a minimum of three (3) Central Universities or Institutes of National Importance in the last five years	
14	Bank Details	
15	An affidavit on a non-judicial stamp paper of Rs. 100.00 for not having been blacklisted during the last five (05) years by any of the Institutes/ Universities or Government Organisations in India.	
16	Demand Draft for Application processing fees of Rs.1,000	