

**Advertisement for Empanelment of Vendors for Supply of Print Books to Central Library,
Punjab Engineering College (Deemed to be University), Chandigarh**

Applications are invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor for supply of books to Punjab Engineering College (Deemed to be University), Chandigarh for the FY 2019-2020, and which may be extended for further two years. Prescribed application form along with the copy of terms and conditions can be downloaded from the institute website (www.pec.ac.in).

Interested booksellers/vendors/suppliers/agents/distributors may respond in the prescribed format, given at the end of this document, along with one copy each of the requisite documents, through any mode, vis. Speed post/registered Post/Courier/ By Hand. The envelope enclosing the documents should be marked with 'Application for Empanelment of Vendors for the supply of printed books'. The duly filled application form along with necessary documents and fees may be submitted latest by 08.08.2019(5:00 P.M) to the following address:

Application fee (non-refundable)	Rs.2,000/- (Two Thousand only) in the form of Demand Draft from any Nationalized/ Scheduled Bank in favor of the Director, Punjab Engineering College, Chandigarh payable at Chandigarh
Security deposit (refundable)	Selected Vendors should deposit a REFUNDABLE security deposit Rs.20,000/- (Twenty Thousand only)
Last date and time of receiving applications	08.08.2019 (5:00 P.M.)
Address of Communication	Senior Librarian Incharge Central Library Punjab Engineering College (Deemed to be University) Sector 12, Chandigarh – 160012

[A] Terms and Conditions for vendor registration and empanelment for the supply of books

1. Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
2. The vendor should have satisfactorily supplied books to at least any three Government Universities-Central/State in the last financial year (satisfactory supply certificate along with order copies should be attached).
3. The vendor should submit a copy of the Permanent Account Number (PAN)/GST No.
4. The vendor should have a minimum turnover of Rs. 100 lakhs (Rs. One Crore Only) for the last three consecutive years. (CA certificate should be attached).
5. Selected vendor should deposit a refundable security deposit of Rs. 20,000/- (Twenty Thousand Only) in the form of Demand Draft drawn in favor of "Director, Punjab Engineering College (Deemed to be University), Chandigarh" and payable at Chandigarh. This amount will be retained by the institute without any interest liability till the duration of the agreement. The refund will be processed after the end of the tenure of the Vendor provided there are no outstanding issues.
6. The security deposit will be forfeited in case Vendor/Supplier fails to comply with the terms and conditions of this agreement.
7. The terms and conditions for vendorship registration can be amended by the library from time to time with the approval of the Advisory Committee of the Library and the same is binding to the registered vendors.
8. The Library Advisory Committee (LAC) reserves the right to amend terms and conditions for vendorship, recommend or reject any or all the books vendors and the same is binding to the vendors. The decision of LAC will be final in all cases and no explanation will be given.
9. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s) are 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.
10. Incomplete and conditional applications will not be considered.
11. The applications will be scrutinized and shortlisted for empanelment by the Library Advisory Committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.
12. The Shortlisted vendor(s)/distributors(s)/library supplier(s) for empanelment is required to agree to supply as per the institute's "Terms & Conditions for Supply of Books as stipulated hereunder.

13. The university is not bound to accept all qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the institute on its selection criteria. The decision of the LAC on any dispute related to the selection of the vendor(s) for the supply of book(s) shall be final and binding.

14. (a) The selected vendor may directly approach to faculty with the physical copy of the book(s) to get it recommended by the faculty. The vendor should not get any book approved if the same book is freely available on the publisher's website.

(b) The selected vendor gets the scanned copy of the book(s) recommendation form, recommended by the faculty members from the library, checks all the details of the books(s) filled in the book recommendation form, and if it is right, fills all the relevant details of the vendor (Name/Stamp/Price/Signature) and reverts back with the same, following which the institute library shall place the order to your firm.

15. Library Advisory Committee reserves the right to place/cancel/split the order amongst various suppliers without assigning any reason thereof.

16. All matter of the dispute will be subject to the legal jurisdiction of the courts at Chandigarh only.

17. Affidavit of non- blacklisting should be enclosed.

[B] Terms & Conditions for the supply of Books

1. Discount

a. Vendor should offer maximum discount on published/printed price for all the books in English/Hindi language of Indian or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of book which is published not more than five years before the current year of ordering:

Sr. No.	Publications type/Number of copies purchase	Indian Title/Indian imprint of the foreign title (Discount % on printed/ publisher's price)	Foreign Title (Discount % on printed/ publisher's price)
1.	Less Than Three copies purchase	20%	20%
2.	Three copies or above purchase	25%	25%
3.	Reference books such as Encyclopaedia. Handbooks etc.	30%	25%
4.	(Govt./ society publications/short discount/no discount publications)	Publisher's Price –(discount earned)+5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regard)	

- b. If a book is published more than five years before the current year of order, then the applicable discount percent will be as follows:

S.No.	Publications/Number of copies purchase	Indian Title/Indian imprint of foreign title (Discount % on printed/publisher's price)	Foreign Title (Discount % on printed/publisher's price)
1.	Less than Three Copies purchase	25%	25%
2.	Three copies or above purchase	30%	30%
3.	Reference books such as Encyclopedia, Handbooks, etc.	Always latest edition would be procured.	
4.	(Govt/society publications/short discount/no discount publications)	Publisher's price – (discount earned)+5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regard)	

2. Delivery of books

- a. The vendor should supply the ordered books within (30) days for Indian books and (60) days for foreign books from the date of issue of order. A maximum of ten days (for Indian books) and fifteen days (for foreign books) extension limits may be allowed at the discretion of Sr. Librarian Incharge only under extraordinary situations.

All books must be supplied within the mentioned period, failing which, the order will automatically stand canceled and no supply will be accepted against the orders after the expiry of the period.

- b. The books shall be properly packed and delivered at the supplier's expense & risk.
c. No duplicate title should be supplied even if mentioned in the order list.
d. No shop-soiled copy/Damage books will be accepted.
e. The supply of books will be at the risk of the firm till its acceptance by the Institute.
f. Unless otherwise specified, only the latest edition of the publication will be accepted.
g. Unless otherwise specified the Indian/paperback edition of a title should be supplied, if available.
h. Foreign edition of the books will be supplied only if the books don't have an Indian edition.
i. Books are to be supplied free of freight charges. No charges of transportation/post will be borne by Punjab Engineering College (Deemed to be University).
j. The publication supplied must be new and in good condition without any defects/damage.
k. Books shall be delivered to the following address.

Senior Librarian Incharge, Central Library
Punjab Engineering College (Deemed to be University)
Sector 12, Chandigarh – 160012

3. Bills

- a. Pre-Receipt bill(s) are to be submitted to the library in duplicate (2 copies) in the name of the **Director, Punjab Engineering College (Deemed to be University), Sector 12, Chandigarh.**
 - b. The vendor will have to submit the bills of foreign books converted to Indian rupees at GOC conversion rate applicable on the date of billing.
 - c. The bill should have quoted the following:
 - i. The price has been correctly charged in accordance with the publisher's invoice/printed price.
 - ii. Latest edition/ordered edition of the books have been supplied.
 - iii. Books supplied are not remainder/used titles.
 - d. The vendor must submit the following price proof, duly certified and stamped, in support of the price charged:
 - i. In case of a **foreign title:**
 1. If the cost of the book is not printed, the vendor must submit the publisher's invoice copy of the book as a price proof.
 2. If a foreign title is exclusively distributed by any exclusive Indian distributor, the vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the invoice of the sole authorized distributor, as price proof.
 - ii. In the case of **Indian title:**

If the price of the book is not printed, then the vendor must submit the publisher's /authorized distributor's invoice copy, as price proof. Publisher's Catalogue is generally not accepted as price proof.
4. All entries in the bill should be typed/neatly handwritten in the format acceptable to the library.

5. Payment terms

- a. All the payment will be made in Indian Rupee. 100% payment will be released after supply and acceptance of books by the institute in good condition.
- b. Payment will be transferred to the vendor's account, so ECS details should also be submitted along with the bill.

6. Return of damaged books

Books found with wrong pages/damaged condition/ old edition other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by the supplier at their own cost within 15 days.

Application Form for Enrolment as Vendor for Supply of Books to Central Library, Punjab Engineering College (Deemed To Be University), Chandigarh

The Senior Librarian Incharge
Punjab Engineering College
Sector-12, Chandigarh

Madam

In response to your advertisement for registration and empanelment of vendors for supply of books to Punjab Engineering College (Deemed to be University), Chandigarh, please find our duly filled application along with application fee and security deposit and relevant documents.

1. Name of the Firm_____
2. Address_____
3. Contact No._____
4. Fax_____
5. Web-site(if any)_____
6. Mobile No. of Contact person(s)_____Name_____
7. E-mail address_____
8. Date of Establishment of firm_____
9. Name of Proprietor/Director_____
10. Name of Partner, if any_____
11. Registration No. of FPBAI/DSBPA.etc _____
(Please enclose a copy of the Registration certificate)
12. Permanent Account Number(Attach Copy)_____
13. GST No.(Attach Copy)_____
14. Bank Details
 - a) Name of Bank_____
 - b) Address_____
 - c) Bank Account No.:_____
 - d) IFSC Code:_____
 - e) MICR Code:_____

15. Membership of any registered national/state Book seller and publisher Association (Attach Proof?)

16. Do you have direct import license, if yes, please attach a copy of the same_____

17. Have you satisfactory supplied Books to any 3 Government Universities/Central/State in last financial Year? The copies of the purchase order (s) and satisfactory performance certificate(s) should be attached.

- a)
- b)
- c)

18. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

- a. 2018-19
- b. 2017-18
- c. 2016-17

Total:

19. Whether you are income tax payee? If so, Please attach a copy of the Income-tax return (ITRs) filed for last three (03) consecutive years.

20. Order copy and satisfactory supply certificate of a single highest value order for the supply of print books to any Central/State University in last F.Y. (2018-19) should be attached.

21. Are you distributor/dealer/stockiest/exclusive/preferred agent of any publisher(s)? If so, please submit the most authority letters issued by the publisher(s).

22. Are you able to procure Books including Govt.&society publication from abroad 2 months against specific order?

23. Details of a DD of Rs. 2000/- (Rupees two thousand only) as application fee of empanelment (Non-refundable) drawn from any nationalized bank favoring **Director, Punjab Engineering College, Chandigarh**

Demand draft Details

- a) Demand Draft No.
- b) Date
- c) For RFs.
- d) Drawn on

24. Has your firm ever been debarred/ blacklisted for doing business from any government organization? (Please furnish an affidavit raised on non- judicial stamp paper of Rs 100/- (Rupees hundred only) claiming for not being ever debarred/blacklisted).

DECLARATION

1. I/We do hereby declare that entries made in this application form are true to the best of my /our Knowledge and belief. Further, the above terms and conditions are acceptable to me/us in letter and Spirit.
2. I/We have gone through the eligibility criteria for empanelment of vendor and agree to supply books on the terms condition mentioned in the Annexure I of the advertisement available at PEC website (www.pec.ac.in) and the office of the Central Library of PEC, Chandigarh.
3. I/We hereby declare that all matters related to PEC, Chandigarh shall be treated as confidential & no Information shall be passed on to any person without written permission of the competent Authority.
4. I/We hereby declare that I/We deposit a refundable security deposit of Rs. 20,000 (Twenty thousand only) in the form of demand draft favoring **Director, Punjab Engineering College, Chandigarh**, If my/our vendorship is approved.

**Signature of Partners/ Proprietors
With seal**

Date:

Place:

Check List

The attached documents must be arranged in the following order:

- i. Demand Draft of Rs. 2,000 (Two Thousand only) in favor of Director Registrar, Punjab Engineering College, Chandigarh payable at Chandigarh.
- ii. Application Form.
- iii. A copy of the Vendor's Permanent Account Number (PAN).
- iv. Copy of Vendor's Valid GST registration number.
- v. ITR of last three financial years (i.e., 2017-18, 2016-17, 2015-16).
- vi. Certificate issued by the bank regarding bank details.
- vii. Most recent authority letters issued by the publishers stating you as a distributor /dealer/ stockiest/ exclusive/ preferred agent in the area of Science and Technology.
- viii. Copy of your registration letter of Publisher/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
- ix. Reference letter of minimum of two reputed libraries where the vendor is currently dealing with.
- x. Copy of import license.
- xi. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
- xii. Audited copy of Annual turnover of the company for the last three financial years.
- xiii. Affidavit of non-blacklisting raised on non-judicial stamp paper of Rs.100.