

# KERALA UNIVERSITY LIBRARY

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**UNIVERSITY OF KERALA**  
**Thiruvananthapuram, Kerala, India – 695 034**  
(Re-accredited by NAAC with 'A' Grade)

Dated: 01/08/2016

No. M/255/16

## **NOTICE INVITING QUOTATIONS**

Expressions of interest are invited in sealed covers for empanelment of vendors for 'supply of books to Kerala University Library system from reputed book suppliers / vendors / publishers. The firm should have 5 or more years' experience in supply of books to central / State universities and other academic institutions and valid registration with Good Offices Committee and membership in federations of publishers and book sellers in national/ state level.

Name of quotation	:	Quotation for Empanelment of vendors for supply of books to Kerala University Library System.
Terms & Conditions	:	As per enclosure
Quotation Reference No.	:	Ad.AV.2.22215/2016 dtd. 13..07..2016
Last date for receipt of quotation	:	5 pm on 16/08/2016
Date & time of opening quotation	:	11 am on 17/08/2016
Validity of panel	:	Current financial year
Address to which quotations are to be sent	:	The Deputy Librarian-in-charge, Kerala University Library, Palayam, Thiruvananthapuram -34

The envelope should be superscribed as given below:

*“QUOTATION FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS “*

## **GENERAL TERMS AND CONDITIONS**

### **Eligibility**

- (1) The quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamp of the firm.
- (2) At any point of time any of the document furnished by the Firms / Vendors / Suppliers / Publishers 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 contract.
- (3) The Deputy Librarian-in-charge reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
- (4) The firm should have a minimum annual business turnover of Rs. 20 lakhs .(Attach certified copy of IT returns showing turnover for the last three years).
- (5) The prequalified identity bids will be opened at the first instance and evaluated by competent Committee or Authority. At the second stage Financial Bid of technically qualified Vendors / Suppliers will be opened for further evaluation and selection of vendors for empanelment.
- (6) Incomplete and conditional Quotations are liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification. Unsealed quotations will not be considered.
- (7) Rates can be quoted for full categories or for selected categories.

### **Price Bid & Other General Conditions**

- (1) Propose the minimum rate of discount admissible to each of the categories mentioned below:
  - A. Foreign Books
  - B. Indian Books
  - C. Books in Malayalam, Hindi, Tamil and other Indian languages
  - D. Government publications
  - E. Institutional publications
  - F. Foreign books published as Indian edition
  - G. Text books (Syllabus based)
- (2) The payment of foreign currencies will be made at the exchange rates fixed by the Good Offices Committee (GOC) as on the date of invoice.
- (3) The price actually printed on the book or, in its absence, the one shown in the catalogue or original invoice of the publishers or their sole distributors or in standard bibliographies will be deemed to be the actual price of the book. Authentic documentary evidence in support of the actual price should be produced, if required, for verification.
- (4) Books should be made available for perusal on approval basis.
- (5) Books should be supplied to the concerned libraries free of all delivery and postal charges.

- (6) The latest edition of the books ordered should be supplied. Once the order is placed, the same shall be acknowledged and publications should be supplied in good physical condition. The supplier shall supply all the ordered books within the period of 20 days (in case of Indian books) and 30 days (in case of foreign books).
- (7) If the supply is not received within the stipulated time, the library reserves the right to cancel either the entire order or part of thereof without any further notice / reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the library at least four days before supply date expires.
- (8) The library may empanel more than one supplier and shall be free to purchase books through any one or more of them.
- (9) The supplier shall append the declaration on the bill that:
  - a) The actual prices of publications have been charged without any handling / postage charges.
  - b) These are not remaindered titles / damaged books with missing pages.
  - c) PAN, TIN / TAN nos. of the firm should be indicated on the bill.
  - d) In the case of foreign books GOC certificate should be printed on the bill.
- (10) Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning with vendors cost.
- (11) Any supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds will be liable for blacklisting.
- (12) Vendor shall provide the list of major publishers represented, important subject areas, languages you are dealing with.
- (13) Supply of books will be made by registered post/courier or through messenger at dealer's cost.
  - Only latest and economical editions are to be supplied, unless otherwise specified.
  - The Indian edition of books available in the market should be supplied ,unless otherwise specified.
  - Paperback editions should be supplied, unless otherwise specified.
- (14) The period of empanelment will be for current year.
- (15) The decision of Kerala University Library, Thiruvananthapuram in all the matters of empanelment of vendors and procurement of books shall be final.
- (16) Any legal disputes that may arise during the period shall be subject to the jurisdiction of a court in Thiruvananthapuram.
- (17) The financial bid (format attached) should be in a separate sealed envelope and put inside the general envelope.

## Financial Bid

<i>Sl. No.</i>	<i>Category</i>	<i>Maximum Discount Offered (%)</i>
A	Foreign Books	
B	Indian Books	
C	Books in Malayalam, Hindi, Tamil and other Indian languages	
D	Government Publications	
E	Institutional Publications	
F	Foreign book published in Indian edition	
G	Text books (Syllabus based)	

Authorized Signatory  
& Seal of the Firm

**For further details kindly contact: Deputy Librarian-in-charge, Kerala University Library, Thiruvananthapuram (0471- 2308844) (Email: universitylibrary@vsnl.com)**

(Application format)

**Application for Empanelment of Firms/Vendors/Suppliers those who have registered office in Kerala for supply of Books for Kerala University Library system**

1. Name of the Firm :
2. Complete Postal Address : .....  
.....  
.....  
FAX No. : .....  
Telephone No. : .....  
Email : .....
3. Kind of Proprietorship (*Single/Joint*) : .....
4. If Partnership, name and address of Partners : .....  
.....
5. Are you a member of Good Offices Committee (GOC)? Yes/No.  
*If yes, attach a copy of the Membership Certificate*
6. Are you a Member of Federation of Publishers' & Booksellers' Association of India? Yes/No.  
*If yes, attach copy of Membership Certificate*
7. Are you a distributor/dealer/stockiest/exclusive/preferred agent? Please specify.  
*(Attach the authority letter(s) issued by the publishers)*
8. Year of Establishment of the firm & Registration No., date :  
.....
9. PAN no., TAN/TIN no. : .....
10. VAT Sales Tax Registration No. if any : .....  
*(Attach copies of GST, CST Certificate)*
11. Annual business turnover (*Attach Certified copy of IT returns for the last three years*)
12. Details of Universities/Academic Institutions to which books are being supplied. (*Attach at least one copy of the latest purchase order from the institute concerned. Use additional sheets if required*)
13. Major areas of specialization (Text Books/Reference Books/General Books)

## DECLARATIONS

- I. I/We do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
- II. The Signature(s) given below is(are) authorized representative of this firm.
- III. I/We also undertake the responsibility of communicating the library authority, if any changes occurred in future in the constitution or working of our firm, which affect the terms and conditions stated above.
- IV. I/We declare that our firm is not black listed / debarred by any public organization/University/national level institutions.

Date:

Authorized Signatory  
& Seal of the Firm