

University Library
Central University of Punjab
Established vide Act No. 25(2009) of Parliament

Advertisement No CUP/LIB/2023/02

Dated 08/05/2023

**Expression of Interest
For
Empanelment of Suppliers for Books**



Last date for submission of EOI

8 June 2023

Address for submission of proposals:

The Registrar,
Central University of Punjab
VPO: Ghudda, District Bathinda
PIN 151 401 (PUNJAB)

VPO: Ghudda, District: Bathinda – 151 401 (Punjab – India)
Email: library@cup.edu.in Website: www.cup.edu.in

(Signature of Proprietor/partner with Stamp)

Empanelment of Vendors for Supply of Books to University Library of the Central University of Punjab

The Central University of Punjab (CUP), invites applications for “Empanelment of Vendors for the Supply of Books” in the prescribed Format from reputed publishers/distributors /suppliers/ agencies established in India, to its University Library.

This empanelment will be valid for a period of one year from the date of final approval of the empanelled suppliers list and it may be further extendable by mutual consent. Interested publishers/distributors/suppliers/agencies may submit the applications along with one copy each of the requisite documents to The Registrar, University Library, Central University of Punjab, Ghudda, Distt. Bathinda 151401.

- Last Date for Submission of Application: 8 June 2023

Instructions for applicants, detailed terms and conditions, and application format are as follows:

1. Instructions for applicants:

- I. Interested vendors/distributors/suppliers/agencies should submit the application form in sealed envelopes super-scribing – “Application for Empanelment for the Supply of Books”.
- II. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature, alongwith the official seal of the firm.
- III. Incomplete and conditional applications will not be considered.
- IV. At any given point in 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 the contract, making the firm concerned liable for legal action, besides termination of empanelment.
- V. Strict discipline is expected to be maintained with respect to an application for empanelment. No canvassing or repeated communication should be made with the University library. Failing to maintain this discipline, the applicants are liable to be black-listed by the University.
- VI. The application(s) received after the due date and time will not be considered.
- VII. The applications will be scrutinized and shortlisted for empanelment by the University Committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.

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- VIII. The short-listed vendor(s)/distributor(s)/supplier(s)/agence(s) for empanelment are required to agree to supply as per the University's "Terms & Conditions for Supply of Books (Print)" as stipulated hereunder.
- IX. The vendors who have already submitted EOI alongwith required documents against advertisement no. CUPB/Lib/2022/01 dated 21.09.2022 and Corrigendum-1 no. CUPB/Lib/22/216 dated 13.10.2022, are not required to re-submit the documentary proofs, but they are required to submit signed and stamped fresh EOI along with annexure-1

2. Eligibility for Empanelment for applicants:

1. The applicant should be a registered member of a National/State trade federation such as AIPB, FPBAI, DSBPA etc. A copy of the membership registration shall be submitted.
2. The applicant should not be blacklisted by any Govt. Organization. Self-attested undertaking to the effect that the firm is/was 'not blacklisted' by any Govt. institutions/organizations in the last five years need to be submitted.
3. The applicant should be free from the encumbrance, and there should not be any vigilance case/ CBI case/ Court Case pending against the bidder.
4. The vendors should have a permanent account number (PAN) issued by the Income-tax that needs to be submitted.
5. Minimum 3 references where the business was held in the last five years with the libraries of reputed national organizations (e.g. Central Universities, IITs, IIMs, NITs, IISERs etc.). Proof of all 3 references for supplying the books must be attached
6. Annual turnover during the past three years should be at least 2 crores for two out of three years, with documentary proof needs to be attached.
7. The applicant should submit audited financial statements for the three financial years.
8. Security Deposit: (i) Selected/Qualified vendors shall submit a security deposit of Rs. 25,000/- (Rupees twenty-five thousand only) in the form of a demand draft only in favour of the Central University of Punjab, payable at Bathinda, within two weeks of confirmation of empanelment along with signed terms and conditions.
9. The security deposit will be refunded to the vendors only on successful expiry/completion of the terms of empanelment.

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3. Terms and conditions for Empanelment

1. The Vice-Chancellor, CUP Ghudda-Bathinda, reserves the right to cancel/terminate the empanelment of any or all the vendors in case of breach of any of the terms and conditions of the agreement
2. EOI can be submitted by the publishers/distributors/vendors etc, of books.
3. The University reserves the right to postpone and/or extend the date of receipt or to withdraw the EOI notice or not to place the order or to place order for part or full quantities without assigning any reason thereof at any stage of the EOI. In such an event, the applicant shall not be entitled to any compensation, in any form whatsoever.
4. University reserves the right to exclude any or all of the suppliers from the list of empanelment at any time without any notice.
5. The University may empanel more than one Supplier and shall be free to purchase books from any one or more of them. Also, the act of empanelment shall not prohibit the University from its right to purchase books directly without routing them through the empanelled suppliers.
6. Any legal action taken or proceeding initiated on any of the terms of the agreement shall be only in Bathinda jurisdiction.

4. Terms and conditions for the supply of Books

1. The supply of books has to be made strictly against the purchase orders.
2. The vendor shall supply not less than 75% of the number of books ordered.
3. If the supply is below 75% of the titles of the purchase order, a penalty of 5% of the cost of the unsupplied title (s) multiplied by the number of respective copies mentioned against each unsupplied title (s) shall be charged from the supplier.
4. The supplier has to execute all the supplies within the stipulated time (as mentioned in the order).
 - Maximum four (04) weeks - for Indian titles
 - Maximum eight (08) weeks - for Foreign titles

If the supplier fails to deliver the books within a specified delivery period, the same is liable to pay as penalty charges a sum of 0.5 per cent (Half of one percent) of the cost of undelivered supply per week of delay or the part thereof, not exceeding the maximum limit of 10 percent of the cost of a complete unit of undelivered books so delayed.

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5. If more time is required, the supplier has to inform the library in a timely manner with a proper justification like the ordered title (s) is OFP (out of print) or POD (print on demand), Market restriction proof, sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply and if accepted the supplier shall not be liable to pay liquidated damage or penalty charges.
6. If the vendor has confirmed to supply the books but fails to deliver any title without any justification, then the vendor shall be blacklisted/delisted from the Central University of Punjab, Bathinda.
7. The supply should be free of freight charges, and delivery should be made at the University Library, Central University of Punjab, Ghudda-151401, Dist. Bathinda – Punjab. The material should be supplied securely without damage. No extra charges will be paid for the carriage of any material to the University.
8. If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges shall be borne by the supplier. Books sent via V.P.P. shall not be accepted.
9. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
10. Invoicing procedure:
 - I. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
 - II. A revenue stamp should be affixed on the original bill and should be signed by an authorized signatory.
 - III. The invoice should be raised in favour of the Librarian, Central University of Punjab, Ghudda, Distt. Bathinda - Punjab, India.
 - IV. Edition, price specification and every invoice should certify the following:
 - a. Only the latest editions of books have been supplied.
 - b. The Indian/low editions of these publications are not available in India.
 - c. Only Published prices have been charged subject to admissible discount.
 - d. Price proof of all books must be attached.
 - e. RBI bank certificate for the conversion rates for the foreign currency on the date of order.
 - f. Certified that no remaindered titles have been supplied.
11. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by a vendor-free of cost, at the destination of supply.
12. All disputes and differences arising out of the concerned work shall be subject to the sole arbitration of The Vice-Chancellor, Central University of Punjab. The decision of the arbitration shall be final & binding on both parties. The empanelment will be
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interpreted under Indian Laws and any disputes shall be tried in the Courts of Laws under the jurisdiction of Bathinda only.

5. Purchase procedure:-

1. The library shall invite confirmation/quotations from all the empanelled vendors for the required titles and a number of copies of each thereof by email only.
2. After receipt of the email, the empanelled vendors having books in their ready stock/ready to procure and supply have to respond within one week time quoting titles available with a number of copies, unit price, and discount offered through email for the books worth of less than Rs.01 Lakh from the given list.
3. For the list of books costing Rs.01 lakhs and more, vendors need to submit confirmation/quotations through a sealed envelope within two weeks of receipt of the email unless specified otherwise. Information regarding the mode of submitting the quotation, whether through email or a sealed envelope, will be intimated while calling quotations.
4. At the time of calling quotations, it is compulsory that vendors should mention the price and discount they are going to offer on each title/all titles.
5. The order will be placed on the basis of discounted rates. If more than one supplier quotes the same discount, the distribution of the order amount shall be equalized to the best.
6. The supply should be free of freight charges.
7. If the supply is made through Railway Parcel, in that case, the freight must be pre-paid.
8. If the supply is made by post, the books should be sent through a registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
9. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
10. In case of books received as damage copy/ supply in surplus/ wrong supply, the returning cost will be paid by the vendor.
11. 100% payment will be released through RTGS/by cheque after receiving books in a maximum in two slots (1st slot for available & Indian books and 2nd slot for foreign publishers/print of demand etc. books). However, the payment will be released after the completion of the supply order.

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12. The university library reserves the right to cancel the purchase order as a whole or in part at any time or in the event of default on the part of the supplier.

13. All legal proceedings in connection with the purchase order shall be subject to the territorial jurisdiction of the local civil courts at Bathinda only.

6. Termination of registration and delisting from the panel: A vendor's registration may be terminated/dropped from the list of registered suppliers at any time in case of any of the following occurrences:

(i) In case of breach of any of the terms and conditions mentioned in the EOI documents from clause 1 to 6 or unsatisfactory/inefficient working on the part of the vendor.

(ii) If at any time, found that the information provided by the vendor in any form about publications, services and related matters is incorrect and results in loss to the University in any form.

(iii) if at any point in time, the university library finds that the vendor/supplier has supplied Remastered titles, photocopied, duplicate or pirated books, then their empanelment will be canceled, and the firm be blacklisted from the Central University of Punjab, Bathinda.

In such case(s), the University will be at liberty to cancel the empanelment without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit or the amount of loss occurred to the university from the available invoices submitted by that vendor.

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Annexure I

Declaration Form

1. Name of the Firm:	Passport size photograph of the tenderer/authorised signatory holding power of attorney
2. Full Postal Address:... ..	
3. Mobile No.	
4. Telephone No.....	
5. Email Id:.....	
6. PAN no.	
7. GST No (optional)	

6. Date of Establishment of Firm.....

7 Clients served (Reference) in Central/State Universities/ Research Institutes in the last five years....

i.....

ii.....

iii.....

Declaration

- a. I/we, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the EOI document and undertake to comply with all the terms and conditions mentioned.
- b. I/we hereby undertake to supply the items as per specifications given in the EOI document/supply order within the stipulated period as per empanelment.
- c. There is no vigilance/CBI case or court case pending against the firm, nor is the firm blacklisted by any agency/department.
- d. I agree to submit a security deposit of Rs. 25,000/- in the form of a demand draft in favour of the Central University of Punjab Revenue Account within two weeks of confirming vendor empanelment along with signed terms and conditions.

Date: _____

Name: _____

Place: _____

Designation: _____

Seal:

Note to applicant: To be submitted by the applicant on the letterhead and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.

(Signature of Proprietor/partner with Stamp)