



Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
Recognized by UGC Act 1956 u/s 12-B & 2(f)



INVITATION FOR EMPANELMENTS OF SUPPLIERS FOR PURCHASE OF PRINT BOOKS AND OTHER INFORMATION SOURCES FOR CENTRAL LIBRARY, CHAUDHARY RANBIR SINGH UNIVERSITY, JIND.

Email: library@crsu.ac.in

PH: 01681-241028

Dated: 15.7.2022

No. CRSU/LIB/2022/.71].....

To

All Interested Publishers/Wholesalers/Distributors/Booksellers.

Subject: EMPANELMENTS OF SUPPLIERS FOR PURCHASE OF PRINT BOOKS AND OTHER INFORMATION SOURCES FOR CENTRAL LIBRARY, CHAUDHARY RANBIR SINGH UNIVERSITY, JIND.

Sir/Madam,

Chaudhary Ranbir Singh University, Library invites applications from the reputed Publishers/Wholesalers/Distributors/Booksellers who are registered with the Book seller's Federation (National/State) for the empanelment as a registered supplier/vendor of books for supply of good quality printed books and other information sources for the Central Library. The interested firms/agencies may submit the application in a sealed envelope clearly superscripted as "Application for Empanelment vendors for supplying books to Central Library, Chaudhary Ranbir Singh University" which must be delivered by Registered/Speed Post/Courier as to reach to "The Prof. Incharge Library, Chaudhary Ranbir Singh University, Rohtak bypass Road, Jind (Haryana), 126102 latest by **04-8-2022 till 5:00 PM**. The application must be completely filled up with all details, supporting documents and signed by the authorized signatory bearing his/her full name, status, mobile number, etc with stamp on all pages/papers. The empanelment of vendors as a Book supplier of printed books to Central Library, Chaudhary Ranbir Singh University shall be for two years. The details of empanelment will be available at the official website crsu.ac.in.

The Empanelement will be governed by the following 'Terms & Conditions'.

1. General Terms & Conditions

- 1.1** The agency/firm other than Govt. Should have a average Annual turnover of Rs. 1 Crore or more during the three preceding Financial years. (IT return/Audit Balance Sheet by any Reputed Audit Firm for the three preceding financial years, i.e., 2018-19, 2019-20 and 2020-21).
- 1.2** The agency/firm should have supply of printed books to minimum 05 Government institutions in a financial year in any one of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21.

Asain

1.3 The agency/firm other than Govt. should have a supply of printed books at least of Rs. 05 lakh in a financial year to single Government institution in any one of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21.

1.4 The agency/firm should have one single order a minimum of Rs. 1 lakh from any Government institution.

1.5 The agency/firm should not be blacklisted from any Central or State Govt. Agency.

1.6 There should not be any controversial contents, picture or statement in any form in the books.

1.7 Application for Empanement received not in the proper format or without appropriate and supporting documents will be summarily rejected.

1.8 University Librarian/Prof. Incharge Library, Central Library, Chaudhary Ranbir Singh University, Jind reserves the right to accept/reject any supplier without assigning any reason at any stage.

2. Rate of Discount and other terms and conditions

2.1 The minimum discount for printed Books will be as per University Acquisition Policy decided by the Book Purchase Rate Committee (BPRC):

2.2 All Indian Books /Foreign Books - **25% Discount.**

2.3 For Foreign and Indian multi-volume Books/encyclopedia/dictionary, the rate of discount will not be less than **30%**.

2.4 For multiple copies of foreign and Indian Books published in India or abroad, the rates of discount will be as under:

a. More than 5 (five) copies up to 20 copies, the discount rates shall not be less than **30%**.

b. Multiple copies more than 20 but less than 50 copies, the discount rates shall be at least **31%**.

c. Multiple copies 50 and 100, the discount rates shall be at least **32%**.

d. For multiple copies more than 100 copies, the discount will not be less than **33%**.

2.5 Short/No discount titles and rare books not available on above discounts shall be purchased from the available sources on 10% service charge (to cover margin of profit and other expenses such as postage, freight, etc.) will be allowed to the vendors/suppliers on net published price (NPP) with the condition that Books on the which supplier gets 30% or less discount will be covered under this clause along with the firm will provide the discount obtained from the publishers /distributors to the Library along with the price proof thereof.



2.6 The Government, Semi-Government and society publications may be purchased from the issuing organization on the discount offered by them. If such books are not available with the issuing organization, then the same shall be purchased from other sources at the rates of discount mentioned above under point no.1-4.

2.7 Non Print media Audio-visual, CD Rom etc. information sources shall be purchased directly from the Publishers/SoleDistriutors on their terms.

2.8 The supply period for the locally published books shall normally be 30 days, and for books published abroad shall be 45 days. Non-compliance of this condition shall automatically cancel the order, which shall then be placed with another firm. In case, they are likely to take more time for procurement of books/ other reading materials from the publishers in India and abroad, they will obtain confirmation of the Librarian/Library Incharge. The time may be extended by the Librarian/Library Incharge in genuine cases. Supply order will be sent through e-mail only.

 *Aswin*

- 2.9 The Supplier shall supply the order of books within the specified period as mention in the order.
- 2.10 The Librarian shall certify that the books have been received in good condition in conformity with the approved terms and conditions.
- 2.11 The price of books shall be verified from any one of the following:
- Price printed on the book
 - Publishers' latest catalogue
 - Photocopy of any other book-selection tool
 - Purchase Invoice from the publishers or his representative.
- 2.12 Foreign books shall be purchased at current bank conversion rates of Reserve Bank of India/ any nationalized bank (on the date of the billing) or exchange rates published in Economic Times/ as T.T. Selling on the date of billing. In case or due to any other reasons, the conversion rate in the RBI/Economic Times/newspapers is not published on a particular day, then the conversion rates/ exchange rates published in the last published Economic Times/RBI may be considered. The University Librarian/Prof. Incharge Library shall be competent to accept/ authenticate the bank conversion rates downloaded from the internet/ published from nationalized banks or a photocopy from "The Economic Times"/RBI.
- 2.13 Damaged or defective copies shall not be accepted.
- 2.14 The invoice shall be accompanied by the following certificates:
- a. The latest publishers' prices have been charged, and any difference in the cost shall be refunded at any time.
 - b. The book is not a remainder title.
 - c. 'The book is a short discount or no discount title' if it is short discount title or no discount title' (Proof is to be attached).
- 2.15 Lowest priced/paperback/Indian edition should be supplied if such edition is available, unless specified otherwise.
- 2.16 Latest edition shall be supplied.
- 2.17 The price shall be charged in accordance with Publishers/distributors/Importers/ Supplier invoices and publisher's catalogue, In case, the price is not printed on the book.
- 2.18 The complete set of multi-volume publications shall be acceptable and supplied unless otherwise orders to do so.
- 2.19 Back /volumes of Journals shall be purchased on **Quotation Basis**.
- 2.20 Books, supplied through V.P.P. without prior permission shall not be accepted.
- 2.21 In case of foreign publications, price(s) in the currency of the country of publication along with price in Indian currency and foreign exchange rates shall be clearly mentioned in the invoice.
- 2.22 Books available in dual currencies shall be billed in the currency by which the converted cost is lowest in Indian rupee.
- 2.23 The date of billing shall determine the rate of exchange of foreign currency. The rate should be indicated in the invoice.

- 2.24 Any discrepancy such as charging higher prices, supply of the old edition, supply of foreign edition in place of cheap edition, etc. detected at a later stage, shall be compensated by the supplier.
- 2.25 The University shall not make any advance payment to the supplier for the orders made by the University. The payments shall be released by the University against the bill(s) received from the supplier after having received the books in good state and to the satisfaction of the University and part of payment is not allowed. Minimum 3 months time shall be taken to release the payment of bills against supplied books.
- 2.26 Price should be inclusive of all taxes, if any.
- 2.27 Bank charges will be borne by the agency/firm, if any.
- 2.28 The University may empanel more than one Supplier and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the University of its Right to purchase books directly without routing them through the empanelled suppliers. The final decision regarding Purchase Order to Empanelled agencies shall be decided by the University Librarian/Prof. Incharge Library.
- 2.29 Selection procedures for all library resources will be based on the recommendations by Authorities/ Faculty/ HOD/ Deans/ Directors/ University Librarian/Prof. Incharge Library/ Research Scholars/Users. The final decision for purchasing will be taken by the University Librarian/Prof. Incharge Library after necessary verification.
- 2.30 The Empanement shall be initially for a period of two years, and extendable to a further period, depending on the satisfactory service of the firm/agency and with such modifications as may be felt necessary.
- 2.31 In case, any book(s) is out of stock or out of print, kindly supply the proof of the same.
- 2.32 Supply of Minimum 90% books/titles should be fulfilled of any order.
- 2.33 The Librarian/Prof. Incharge Library, Chaudhary Ranbir Singh University Library also reserves the right to cancel the order(s) for any books/publications without assigning any reason thereof before the remittance is made or the order is not executed within the specified period.
- 2.34 The consignment shall be F.O.R. Chaudhary Ranbir Singh University, Jind and no additional transportation charges would be given.
- 2.35 One bill shall not cover more than 20 publications/titles; all entries in the bill shall be typed.
- 2.36 The origin / policy of the publisher shall normally be the deciding factor in determining the currency in which the price is to be charged.
- 2.37 Damage to the publications/books or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
- 2.38 The bill/invoice number should be duly printed/ machine numbered and duly signed with firm stamp and revenue stamp if, bill amount is more than 5000/-.
- 2.39 The disputes, if any, shall be subject to the jurisdiction of Jind Court. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.


Prof. Incharge Library
Chaudhary Ranbir Singh University, Jind
Arora



APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS (PRINT) TO CENTRAL LIBRARY, CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

(Please read the terms and conditions carefully before filling the form)

1. Name of the Firm-----

2. Address (es) of Head Office & Branches (if any) with telephone numbers, fax numbers, e mail addresses, mobile numbers and website, if any:

3. Name and address of Directors/ Managing Directors/ Proprietor:

4. Experience in this business (in Years) with documentary proof:

5. Details of Membership of Book seller's Federation (National/State) with Membership Number (Attach copy of proof):

6. Are you a distributor/ dealer/ stockiest/ exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters:

7. Any Important Subject Areas to supply the Books (Use additional sheets, if required):

8. PAN/TAN/GST Numbers (Attach Copies):

9. Name of Major Clients, Libraries, etc. (Attach list of Government Institutions & only attach supply order proof):

10. Proof of Average Annual Turn Over of Rs. 1 Crore or more during the three preceding Financial years. (IT return/Audit Balance Sheet by any Reputed Audit Firm for the last three financial years, i.e., 2018-19, 2019-20 and 2020-21):

11. Proof of supply of printed books to minimum 05 Government institutions in a financial year in any one of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21:

12. Proof of Supply order amounting of Rs. 05 Lakh in a year to a single Government institution in anyone of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21 supported with proof of bills:

 Asain

13. Proof of one single order of minimum of Rs. 1 Lakh from any Government institution in anyone of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21 supported with proof of bills:

14. Please provide an affidavit on a non- judicial stamp paper of Rs. 100/- for not having blacklisted by any of the Govt. Institutions/University/Organization in India.

Name & Signature Partners/ Proprietors:

Place:

Date (with firm's seal)

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 belief and that we shall be bound by the decision of University in all aspect.

2. I / We also hereby declare that all matters related to Chaudahry Ranbir Singh University, Jind shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

3. Mr..... whose signatures are appearing below, is / are the authorized representative(s) of the firm.

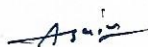
4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

6. I / We have read and understood all the "Terms and Conditions" of Central Library, Chaudhary Ranbir Singh University as mentioned in this document and consciously agree to abide by them.

Name & Signature Partners/ Proprietors:

Place:

Date (with firm's seal)



Documents to be submitted along with the Application Form

- 1 Details of experience in the field of supply of library resources indicating the total number of years in this field & libraries served and the period of such service to them as well as the value of the orders executed.
- 2 Last three years Income Tax Return or audited Balance Sheet audited by a reputed audit firm.
- 3 Membership details of any Book seller's Federations (National/State).
- 4 Certificate for Exclusive distribution of the product, if any.
- 5 Copy of PAN/GST Number.
- 6 All the supported documents/enclosures should be properly tagged with page numbers
- 7 Copies of supply orders must be supported with their final bills
- 8 Any other relevant document (The University may ask other specific documents(s), if required).
- 9 A format of the terms and conditions to be executed on non-judicial stamp paper of appropriate value is given at **Annexure-A** shall be submitted along with application form.

Guidelines

1. The application must be completely filled up with all details, supporting documents and signed with stamp on all pages/papers.
2. The application form by Fax/e-mail will be summarily rejected.
3. Completed applications in a sealed envelope superscribing - Application for empanelment for supply of books to Central Library, Chaudhary Ranbir Singh University, Jind must reach to "The Prof. Incharge Library, Chaudhary Ranbir Singh University, Rohtak bypass Road, Jind (Haryana), 126102 latest by ----- till 5:00 PM.
4. The incomplete and conditional application will be summarily rejected.
5. At any given point of time at any stage, if any, of document(s) furnished by the vendor/supplier is found to be false, the firm concern liable for legal action besides, termination of empanelment.
6. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made to the library. Failing to maintain this discipline, the applicants are liable to be blacklisted by the University.
7. Any application received late, after the due date and time will be rejected.
8. The application will be scrutinized and shortlisted for empanelment by the Book Purchase Rate Committee (BPRC), Chaudhary Ranbir Singh University, Jind. Vendors those shortlisted will be informed by e-mail only, which they will have to send their acceptance in writing.
9. Central Library, Chaudhary Ranbir Singh University does not bind itself to add any of the vendors in its approved list.
10. The Vice-Chancellor, Chaudhary Ranbir Singh University reserves the right to recommend or reject any or all application(s), whose decision will be final in all cases in respect of acceptance / rejection / arbitration.



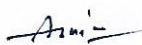
The Empanement will be governed by the following 'Terms & Conditions'.

1. General Terms & Conditions

- 1.1 The agency/firm other than Govt. Should have a average Annual turnover of Rs. 1 Crore or more during the three preceding Financial years. (IT return/Audit Balance Sheet by any Reputed Audit Firm for the three preceding financial years, i.e., 2018-19, 2019-20 and 2020-21).
- 1.2 The agency/firm should have supply of printed books to minimum 05 Government institutions in a financial year in any one of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21.
- 1.3 The agency/firm other than Govt. should have a supply of printed books at least of Rs. 05 lakh in a financial year to single Government institution in any one of the three preceding years, i.e., 2018-19, 2019-20 and 2020-21.
- 1.4 The agency/firm should have one single order a minimum of Rs. 1 lakh from any Government institution.
- 1.5 The agency/firm should not be blacklisted from any Central or State Govt. Agency.
- 1.6 There should not be any controversial contents, picture or statement in any form in the books.
- 1.7 Application for Empanement received not in the proper format or without appropriate and supporting documents will be summarily rejected.
- 1.8 University Librarian/Prof. Incharge Library, Central Library, Chaudhary Ranbir Singh University, Jind reserves the right to accept/reject any supplier without assigning any reason at any stage.

2. Rate of Discount and other terms and conditions

- 2.1 The minimum discount for printed Books will be as per University Acquisition Policy decided by the Book Purchase Rate Committee (BPRC):
- 2.2 All Indian Books /Foreign Books - 25% Discount.
- 2.3 For Foreign and Indian multi-volume Books/encyclopedia/dictionary, the rate of discount will not be less than 30%.
- 2.4 For multiple copies of foreign and Indian Books published in India or abroad, the rates of discount will be as under:
 - e. More than 5 (five) copies up to 20 copies, the discount rates shall not be less than 30%.
 - f. Multiple copies more than 20 but less than 50 copies, the discount rates shall be at least 31%.
 - g. Multiple copies 50 and 100, the discount rates shall be at least 32%.
 - h. For multiple copies more than 100 copies, the discount will not be less than 33%.
- 2.5 Short/No discount titles and rare books not available on above discounts shall be purchased from the available sources on 10% service charge (to cover margin of profit and other expenses such as postage, fright, etc.) will be allowed to the vendors/suppliers on net published price (NPP) with the condition that Books on the which supplier gets 30% or less discount will be covered under this clause along with the firm will provide the discount obtained from the publishers/wholesalers/distributors to the Library along with the price proof thereof.
- 2.6 The Government, Semi-Government and society publications may be purchased from the issuing organization on the discount offered by them. If such books are not available with the

issuing organization, then the same shall be purchased from other sources at the rates of discount mentioned above under point no.1-4.

- 2.7 Non Print media Audio-visual, CD Rom etc. information sources shall be purchased directly from the Publishers/SoleDistriutors on their terms.
- 2.8 The supply period for the locally published books shall normally be 30 days, and for books published abroad shall be 45 days. Non-compliance of this condition shall automatically cancel the order, which shall then be placed with another firm. In case, they are likely to take more time for procurement of books/ other reading materials from the publishers in India and abroad, they will obtain confirmation of the Librarian/Library Incharge. The time may be extended by the Librarian/Library Incharge in genuine cases. Supply order will be sent through e-mail only.
- 2.9 The Supplier shall supply the order of books within the specified period as mention in the order.
- 2.10 The Librarian shall certify that the books have been received in good condition in conformity with the approved terms and conditions.
- 2.11 The price of books shall be verified from any one of the following:
- Price printed on the book
 - Publishers' latest catalogue
 - Photocopy of any other book-selection tool
 - Purchase Invoice from the publishers or his representative.
- 2.12 Foreign books shall be purchased at current bank conversion rates of Reserve Bank of India/ any nationalized bank (on the date of the billing) or exchange rates published in Economic Times/ as T.T. Selling on the date of billing. In case or due to any other reasons, the conversion rate in the RBI/Economic Times/newspapers is not published on a particular day, then the conversion rates/ exchange rates published in the last published Economic Times/RBI may be considered. The University Librarian/Prof. Incharge Library shall be competent to accept/ authenticate the bank conversion rates downloaded from the internet/ published from nationalized banks or a photocopy from "The Economic Times"/RBI.
- 2.13 Damaged or defective copies shall not be accepted.
- 2.14 The invoice shall be accompanied by the following certificates:
- a) The latest publishers' prices have been charged, and any difference in the cost shall be refunded at any time.
 - b) The book is not a remainder title.
 - c) 'The book is a short discount or no discount title' if it is short discount title or no discount title' (Proof is to be attached).
- 2.15 Lowest priced/paperback/Indian edition should be supplied if such edition is available, unless specified otherwise.
- 2.16 Latest edition shall be supplied.
- 2.17 The price shall be charged in accordance with Publishers/distributors/Importers/ Supplier invoices and publisher's catalogue, In case, the price is not printed on the book.
- 2.18 The complete set of multi-volume publications shall be acceptable and supplied unless otherwise orders to do so.



—Ara:—

- 2.19 Back /volumes of Journals shall be purchased on **Quotation Basis**.
- 2.20 Books, supplied through V.P.P. without prior permission shall not be accepted.
- 2.21 In case of foreign publications, price(s) in the currency of the country of publication along with price in Indian currency and foreign exchange rates shall be clearly mentioned in the invoice.
- 2.22 Books available in dual currencies shall be billed in the currency by which the converted cost is lowest in Indian rupee.
- 2.23 The date of billing shall determine the rate of exchange of foreign currency. The rate should be indicated in the invoice.
- 2.24 Any discrepancy such as charging higher prices, supply of the old edition, supply of foreign edition in place of cheap edition, etc. detected at a later stage, shall be compensated by the supplier.
- 2.25 The University shall not make any advance payment to the supplier for the orders made by the University. The payments shall be released by the University against the bill(s) received from the supplier after having received the books in good state and to the satisfaction of the University and part of payment is not allowed. Minimum 3 months time shall be taken to release the payment of bills against supplied books.
- 2.26 Price should be inclusive of all taxes, if any.
- 2.27 Bank charges will be borne by the agency/firm, if any.
- 2.28 The University may empanel more than one Supplier and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the University of its Right to purchase books directly without routing them through the empanelled suppliers. The final decision regarding Purchase Order to Empanelled agencies shall be decided by the University Librarian/Prof. Incharge Library.
- 2.29 Selection procedures for all library resources will be based on the recommendations by Authorities/ Faculty/ HOD/ Deans/ Directors/ University Librarian/Prof. Incharge Library/ Research Scholars/Users. The final decision for purchasing will be taken by the University Librarian/Prof. Incharge Library after necessary verification.
- 2.30 The Empanelment shall be initially for a period of two years, and extendable to a further period, depending on the satisfactory service of the firm/agency and with such modifications as may be felt necessary.
- 2.31 In case, any book(s) is out of stock or out of print, kindly supply the proof of the same.
- 2.32 Supply of Minimum 90% books/titles should be fulfilled of any order.
- 2.33 The Librarian/Prof. Incharge Library, Chaudhary Ranbir Singh University Library also reserves the right to cancel the order(s) for any books/publications without assigning any reason thereof before the remittance is made or the order is not executed within the specified period.
- 2.34 The consignment shall be F.O.R. Chaudhary Ranbir Singh University, Jind and no additional transportation charges would be given.
- 2.35 One bill shall not cover more than 20 publications/titles; all entries in the bill shall be typed.
- 2.36 The origin / policy of the publisher shall normally be the deciding factor in determining the currency in which the price is to be charged.



- 2.37 Damage to the publications/books or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
- 2.38 The bill/invoice number should be duly printed/ machine numbered and duly signed with firm stamp and revenue stamp if, bill amount is more than 5000/-.
- 2.39 The disputes, if any, shall be subject to the jurisdiction of Jind Court. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.
- 2.40 The Vice-Chancellor, Chaudhary Ranbir Singh University reserves the right to recommend or reject any or all application(s), whose decision will be final in all cases in respect of acceptance / rejection / arbitration.

We agree to abide by the above terms and conditions.

Name & Signature Partners/ Proprietors:

Place:

Date (with firm's seal)

Asain