



## **THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES (NUALS)**

**Inviting quotations for empanelment of vendors for supplying books for the  
Dr. N. Narayanan Nair Memorial Library for Advanced Legal Studies & Research,  
National University of Advanced legal Studies (NUALS), Kochi.**

No.....

Dated: .....

### **NOTICE**

Expression of interest are invited in sealed covers for empanelment of vendors for 'supply of books to the Library of the National University of Advanced Legal Studies (NUALS), Kochi from reputed book suppliers/vendors/publishers. The firm should have 5 or more years' of 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.

### **GENERAL TERMS AND CONDITIONS OF 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 or incomplete, 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 University 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) Incomplete and conditional Quotations are liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification. Unsealed quotations will not be considered.
- (6) Rates can be quoted for full categories or for selected categories.
- (7) PAN, TIN / TAN nos. of the firm should be indicated.
- (8) The Vendors should disclose whether they have been black listed on any grounds whatsoever from any Universities/institutions

(9) The benchmark for discount rates for the books to be supplied to the University shall be 33% for foreign books and 23% for Indian books subject to finalisation by negotiation.

(10)

|  |   |
|--|---|
| Name of quotation                          | Quotation for empanelment of vendors for supply of books  |
| Quotation Reference No.                    |   |
| Last date for receipt of quotation         |   |
| Date & time of opening quotation           |   |
| Validity of panel                          |   |
| Address to which quotations are to be sent | The Registrar<br>The National University of Advanced Legal Studies (NUALS)<br>NUALS Campus, H.M.T. Colony P.O.<br>Kalamassery, Ernakulam, PIN – 683 503 |

## **TERMS AND CONDITIONS FOR BOOK PURCHASE**

1. An EMD equivalent to 15% of the total purchase value will be retained as a security from the successful bidder. This amount will be released only after all the ordered books have been received by the library.
2. If the vendor is claiming exemption from submission of the EMD under MSME provisions, they must provide valid MSME registration details along with the bid. The MSME certificate should be issued by a competent authority. Failure to submit the same will result in the bid being treated as non-responsive with respect to EMD requirements.
3. The benchmark for discount rates for the books to be supplied to the University shall be 33% for foreign books and 23% for Indian books subject to finalisation by negotiation.
4. If a vendor is unable to supply the required books at the discount rate stipulated by the University, the library reserves the right to procure the books from the vendor who is offering the maximum discount in accordance with the procurement guidelines.
5. The vendor has to confirm within 7 days from the date of receipt of Supply Order the items which the vendor will be able to supply with a statement substantiating the reasons for the inability to supply the remaining titles, if any.
6. Indian books are to be supplied within 30 days and foreign books are to be supplied within 45 days of placing the order. Supply should be made in single lot as far as possible and bill must be furnished in quadruplicate. Stamped Pre-Receipt should be enclosed along with the bills.
7. The supply order stands cancelled without prior notice unless a statement is produced immediately substantiating the reasons for non-supply of books within the prescribed time.
8. If a vendor fails to supply books within the prescribed time, order will be placed with the next approved vendor in the priority list and the excess cost, if any, will be recovered from the vendor or set off against the dues to the vendor.
9. The latest editions of the books should be supplied and they should not be remaindered titles. Only the paperback edition of the book should be supplied, if it is available. Books available exclusively on e-commerce sites and print on demand basis are also required to be supplied.
10. The supplier shall replace the books or take them back if found damaged, misprinted, or not properly bound.
11. If any change in price, title, author, edition, volume or publisher is noted against an item in

the supply order, it should be brought to the notice of the library. If the Supply Order contains any book(s) which are not liable to be supplied by them, the same should also be pointed out and in all the above cases, confirmation from the library should be obtained before the delivery.

12. If any of the foreign books have Indian price, they should be supplied at the discounted Indian price. The price should be indicated in the original currencies. The conversion rate is to be made as per GOC rates prevailing on the bill date. The bill should be in Quadruplicate.
13. Suppliers should submit proof of GOC rate.
14. Invoice should be prepared in the same order of the Supply Order.
15. Any book, if it appears at more than one place in the given order (duplicate entry), has to be brought to the notice of the library before the supply.
16. If any approved vendor fails to fulfil any of the above terms and conditions, they will be removed from the University Book Suppliers list and the Security Deposit, if any, will be forfeited.
17. Courts in Ernakulam shall have exclusive jurisdiction in the matter of settlement of disputes, if any, consequent to the order and supply (including non-supply) of books under these terms and conditions.



**THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES (NUALS)**

**Registration of suppliers for appointment as approved vendors for supply of books and other publications to the Dr. N. Narayanan Nair Memorial Library for Advanced Legal Studies & Research, The National University of Advanced Legal Studies, Kochi- for the financial year 2020-2021.**

No. ....

Dated:.....

**PROFORMA**

**Part-I General**

|     |   |                |             |
|-----|---|----------------|-------------|
| 1.  | Name of the Supplier  |                |             |
| 2.  | Address in full   |                |             |
| 3.  | Year of establishment   |                |             |
| 4.  | Contact Information   |                |             |
| 5.  | Telephone No. (Land Phone)  |                |             |
| 6.  | Mobile Phone No.<br><i>Communications/ SMS regarding release of payments against your claims are routinely sent to this number)</i> |                |             |
| 7.  | E mail Address  |                |             |
| 8.  | Fax No.   |                |             |
| 9.  | URL   |                |             |
| 10. | Nature of ownership   | Proprietorship | Partnership |
|     |   |                |             |
| 11. | Name & Designation of the Chief Executive   |                |             |

|     |   |           |  |
|-----|---|-----------|--|
| 12. | Telephone No.   |           |  |
| 13. | Email Address   |           |  |
| 14. | Address of Head Office, if other than as furnished at SI. No. 02  |           |  |
| 15. | Location(s) of other Branches, if any   |           |  |
| 16. | Are you a wholesaler?   |           |  |
| 17. | Are you the Sole Distributor of any Publisher (s)<br>(If yes, please furnish the list of Publishers)  |           |  |
| 18. | Are you a Retail Distributor?   |           |  |
| 19. | Other Category  |           |  |
| 20. | Annual Turnover (Rs. in lakh)   | 2024-2025 |  |
|     |   | 2023-2024 |  |
|     |   | 2022-2023 |  |
| 21. | List of major Libraries of national importance to which you are an Approved Vendor<br>(Furnish select list as attachment)   |           |  |
| 22. | Are you a member of the Federation of Publishers & Book Sellers Association of India (FPBAI) and/or any other registered National/ State Associations of Publishers / Book Sellers?<br>(If yes, furnish details including registration Number(s)) |           |  |
| 23. | Name of the Bank & its Branch<br>(With whom your firm intends to arrange transactions)  |           |  |
| 24. | IFSC Code of the Bank/Branch  |           |  |
| 25. | Account No.<br>(Current Account OR Savings Bank Account)  |           |  |

|     |   |  |
|-----|---|--|
| 26. | Copy of Cancelled Cheque leaf/Bank Pass Book/<br>Bank Statement |  |
| 27. | <i>GST Number (Attach Certificate)</i>                          |  |
| 28. | PAN Number  |  |
| 29. | TAN Number  |  |
| 30. | Other relevant matters, if any                                  |  |

**PART-II** *(To be filled in by Wholesalers/Sole Distributors)*

|     |  |  |
|-----|--|--|
| 31. | Names of publishers whose publications you stock and distribute<br><i>(Please attach the List of Publishers)</i>   |  |
| 32. | Do you supply only printed books or other Publications also?<br><i>Eg- Publications, Conference Proceedings, Society Publications, NTIS Reports, Standards, etc</i>      |  |
| 33. | Do you offer any package of e-Books on Perpetual Access Mode?<br><i>If yes, furnish details</i>  |  |
| 34. | Do you wish to supply directly to the user Institution OR through your retail agents, if any?  |  |
| 35. | Please specify the names and addresses of the most efficient retail agents through whom you wish to supply books and receive payments (Please attach list, if necessary) |  |
| 36. | Other particulars, if any  |  |

**PART-III -** *(To be filled in by Retail Distributors)*

|     |   |  |
|-----|---|--|
| 37. | Do you supply Books other than those distributed by your wholesalers <i>(Please furnish details)</i>  |  |
| 38. | Do you have your own Import License for Books and other publications including print & e-versions<br><i>(If yes, furnish proof thereof)</i>   |  |
| 39. | Do you provide any specialized services<br><i>e.g Supply of Catalogues, Publishers ' Announcement Lists,; Rush Order Services including resorting to e-Commerce track such as Amazon.com, Flipkart, etc. and conditions thereof? (Please furnish details)</i> |  |
| 40. | Other particulars, if any   |  |



**PART – IV - Packing & Forwarding**

|     |  |  |
|-----|--|--|
| 41. | Free delivery at NUALS, Kochi (yes/no) |  |
| 42. | Extra charges, if any                  |  |

**PART – V - (To be completed by all)**

|     |  |           |
|-----|--|-----------|
| 43. | Is E-Mail communication including Enquiry, Ordering, Cancellation, etc, acceptable to you?   | Yes/No    |
| 44. | Do you agree to supply publications at the (a) RBI/Bank Exchange rates for foreign currencies?<br>OR (b) Exchange Rate as stipulated by the Good Offices Committee?  | Yes / No  |
| 45. | Do you agree to supply normal trade publications,  | Yes/No    |
| 46. | Do you agree to supply Govt./ Society publications   | Yes/No    |
| 47. | Offering Short Discount/ No Discount at the GOC stipulated terms and conditions?<br><i>(Documentary evidence to be submitted along with your claims for payment)</i> | Yes/No    |
| 48. | Do you offer Special Discount on bulk orders?<br>(Please specify your definition of bulk order)<br>If Yes, the discount rate   | Yes / No  |
| 49. | Delivery <i>(Period of delivery)</i>   |           |
| 50. | Ex-Stock   | : 10 Days |
| 51. | Items available anywhere in India  | : 30 Days |
| 52. | Items to be imported   | : 90 Days |
| 53. | Other particulars, if any  |           |

### **DECLARATION**

I/We ..... do hereby distinctly declare and acknowledge that I have read the Notice Inviting Expression of Interest for empanelment of vendors for 'supply of books to the Dr. N. Narayanan Nair Memorial Library for Advanced Legal Studies & Research, of The National University of Advanced Legal Studies (NUALS), Kochi and I admit that the conditions stipulated in the Notice are binding on me and I shall abide by the terms and conditions as stipulated therein in respect of the supply of the books.

Signature with Office Seal:

Date: