



Central University of Kashmir

Zainakote Campus: HMT, Srinagar- 190 012

www.cukashmir.ac.in

Tender for Empanelment as Book Suppliers

Applications on prescribed forms are invited from book suppliers for empanelment for the supply of books to this University for the remaining months of financial year 2013-14 and financial year 2014-15. The application form complete in all respects and appended with the Demand Draft for Rupees One Lac favouring Central University of Kashmir, payable at Srinagar (J&K) as security deposit should be enclosed in a sealed envelope properly signed by the applicant which should reach to the office of the undersigned at Zainakote Campus, HMT, Srinagar by or before 19th November, 2013. The application form can be downloaded from the University website: www.cukashmir.ac.in and should also be accompanied by a Demand Draft of Rs. 1000/= favouring Central University of Kashmir, payable at Srinagar (J&K), as cost of the empanelment form. The detailed Notification alongwith the empanelment application form is available at the University website.

(Reyaz Rufai)

LIBRARIAN

**Tel: 0194- 2147015, Fax:
2147014**

email: librarian@cukashmir.ac.in

NO.Cukmr/Eobs/F.No.20/13/02

Dated: -10-2013



Central University of Kashmir

Zainakote Campus, HMT Srinagar- 190 012

Tel: 0194- 2147015, Fax: 2147014 email: librarian@cukashmir.ac.in

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Cost of form Rs.1000/=
To be send in the form
of DD

(Application Form For empanelment as book supplier)

1. Name of the Firm. _____
2. Registration No of Federation of Publishers and Booksellers Association of India (FPBAI) _____
Please enclose a copy of the Registration Certificate.
4. Name of the Proprietor _____
5. Name of Partner (if any) _____
6. Date of Establishment of Firm _____
7. PAN of the Firm _____
8. Address _____
9. Phone no _____ Fax _____
10. Website (if any) _____ Cell No. of contact person/s _____
11. E-mail address _____@_____
12. List of reputed clients among the institutions of higher learning like Universities, IITs, IIMs, NITs, etc. you have served as a book supplier. The copies of the satisfactory performance certificate from at least 3 such institutes be attached
 - a)
 - b)
 - c)
13. Whether the firm is Income tax payer _____ (specify Yes or No)? If yes, please enclose a copy of the up to date Income tax clearance certificate of last three consecutive years.

14. Year wise Turnover of the firm during of last three years Rs.

a) 2010-11 _____ b) 2011-12 _____ c) 2012-13 _____

15. Details of a DD of Rs. 1000/- (*Rupees One Thousand Only*) as cost of empanelment form (non refundable) drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K)

Demand Draft Details

- a) Demand Draft No _____
- b) Date _____
- c) For Rs _____
- d) Drawn on _____

16. Details of Demand Draft of Rs. 100000/= (One Lac) as security deposit (refundable) drawn from any nationalized Bank favouring Central University of Kashmir payable at Srinagar(J &K).

Demand Draft Details

- a) Demand Draft No _____
- b) Date _____
- c) For Rs _____
- a) Drawn on _____

Terms and Conditions

1. Empanelment forms should be accompanied with a DD of Rs. 1000/- (*Rupees One Thousand Only*) non refundable as cost of form and should be drawn from any nationalized bank favouring the Central University of Kashmir payable at Srinagar (J&K).
2. The applicants as book suppliers to the University shall have to attach a Demand Draft for the Rs. One lac (Rs. 1, 00,000/-) refundable in favour of the Central University of Kashmir payable at Srinagar (J&K) as security deposit. The security deposit shall be refunded to the supplier after completion of empanelment period. The DD must be attached with the empanelment form, otherwise the form shall be rejected.
3. The period of empanelment will be for remaining months of Financial Year, 2013-14 & Financial Year 2014-2015.
4. The empanelled suppliers shall make supply of all the books to the University offering a uniform discount of 20% on all types of books other than Government publications/short discount books.
5. Unless specified, latest editions only shall have to be supplied.
6. Publisher's price only will be charged and its proof shall be attached with all the Bill
7. Only Good Office Committee (G.O.C) conversion rates should be followed for foreign books.
8. The supplier shall attach proof that he had supplied the books above Rs. 30 Lac per year to the different institutions of higher learning during last three years.
9. The supplier shall attach a proof of up-to-date income tax clearance certificate of last three consecutive years.
10. Delivery schedule of books

- a. Maximum of thirty (30) days for Indian books with a maximum of ten & fifteen days extension limits at the hands of the Librarian and Hon'ble Vice Chancellor respectively in extraordinary situations.
 - b. Maximum of Forty five (45) days for foreign books with a maximum of ten & fifteen days extension limits at the hands of the Librarian and Hon'ble Vice Chancellor respectively in extraordinary situations.
 - c. The cost of packing, freight charges, loading, unloading etc. at the ends are inclusive and shall be borne by book suppliers.
 - d. If a book is not available with the publisher or distributor and he is unable to supply the same in the stipulated period, the supplier will inform the librarian within a week after receiving the purchase order. After that University will be free to purchase the book from any other source. In all cases, the limit of such a request shall not exceed more than 15% of the total supply order.
11. The supplier shall append the declaration on the bill that :
 - a. Only original/latest editions of the books have been supplied,
 - b. The actual price of the publishers has been charged.
 - c. The Indian/low priced editions of these publications (if foreign) are not available in India.
 - d. The books are not remaindered titles.
 12. Affidavit shall be attached by the supplier for not having been black listed by any institution during last three years.
 13. The supplier shall have to enter into an agreement with the University for the supply of books as per above terms and conditions along with the other terms and conditions which the University shall deem Suitable.
 14. In the event of deviation on any of the aforementioned counts, the University shall be free to dis-empanel and/or blacklist the supplier and it will also result in the forfeiture of the security deposit of the supplier.

DECLARATION:

I/We do hereby declare that all entries made in this application form are true to the best of my/our knowledge and belief. Further the above 14 terms and conditions are acceptable to me/us in letter and spirit.

Signature of Partners/Proprietors with seal

Date:
Place:

Instructions to Book Supplier:

- 1. Please go through the terms and condition for supply of books to the Central University of Kashmir, Library before filling the application form.**
- 2. Interested book suppliers should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of books to the Central University of Kashmir, Library".**
- 3. The application should be signed by authorized person on every page with full name, designation and official seal of the agency/firm.**
- 4. Incomplete application forms, application forms not filled properly or received after the due date will not be entertained. The decision of the University in this regard shall be final and binding on the suppliers.**
- 5. At any point of time if any of a documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.**