



CENTRAL UNIVERSITY OF KASHMIR

Nowgam II, Near Puhroo Crossing, Nowgam Bypass,
Srinagar, 190015 (J&K) India



Central University of Kashmir

Nowgam II, Near Puhroo Crossing, Nowgam Bypass,
Srinagar, 190015 (J&K) India
Ph. (0194) 2315290/ 2315296

TENDER NOTICE FOR EMPANELMENT OF BOOK SUPPLIERS

(No. 01 of 2016)

Sealed tenders on prescribed format are invited from reputed Book Suppliers/ Vendors/ Publishers for Empanelment with the University for the financial years **2016-17 & 2017-18** for the supply of books. Interested book Suppliers can obtain the tender document from the office of the Registrar at Nowgam II, Near Puhro Crossing, Nowgam Bypass, Srinagar- 190015 or can download it from the University Website www.cukashmir.ac.in . The tender must be submitted alongwith DD of Rs. **3000/- (Non-Refundable)** as cost of tender document and Rs. **1,00,000/- (One Lac)** as security deposit both in the shape of a Demand Draft from any Nationalized Bank in favour of Central University of Kashmir payable at Srinagar. The application form complete in all respects properly signed by the applicant kept in a sealed envelope should reach the office of the Registrar at Nowgam Campus II, Near Puhro Crossing, Nowgam Bypass, Srinagar- 190015 by or before **15th July, 2016** by **4 PM** to be opened on **20th July, 2016** at **2 PM**.

Sd/-

Registrar

No: CUKmr/Lib/F.No.181/16

Dated: 25/06/2016



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TENDER NOTICE FOR EMPANELMENT OF BOOK SUPPLIERS

LAST DATE & TIME FOR SUBMISSION: **15th July, 2016 at 4:00 PM**

DATE & TIME OF OPENING OF BIDS: **20th July, 2016 at 2:00 PM**

CENTRAL UNIVERSITY OF KASHMIR NOWGAM CAMPUS

General Terms and Conditions

The Central University of Kashmir invites offers for “Empanelment of Book Suppliers” which can be downloaded from the Central University of Kashmir’s website www.cukashmir.ac.in. Security deposit of Rs. 1,00,000/- (One lac only) (refundable without interest) and tender fee of Rs. 3000/- (Three Thousand Only) (non refundable) in the shape of Demand Draft drawn from any Nationalized Bank in favour of Central University of Kashmir, payable at Srinagar must be submitted along with bid/s.

Tender Documents are non-transferable and tender should invariably be submitted on Suppliers’ letter head duly signed by the authorized signatory. Tenders are liable to be rejected if any of the conditions contained in the tender documents are not complied with. Amendments/ Corrigendum, if any, shall appear only on the website of the University.

Incomplete or conditional, tenders or those received late after the due date would be summarily rejected. Central University of Kashmir reserves the right to reject/ cancel any or all tenders without assigning any reason thereof.

ELIGIBLE BIDDER:

The Book Supplier who apply for empanelment should fulfill following conditions for eligibility.

- a) Should have an average annual financial Gross turnover of Rs. 15 Lac during the last three years. Verifiable with reference to annual accounts and Income Tax Returns.
- b) PAN issued by the Income Tax Department.
- c) Shall attach a proof of up-to-date income tax clearance certificate of last three consecutive years.
- d) Registration of Federation of Publishers and Booksellers Association of India (FPBAI).
- e) Should have supplied books to the Institutions of higher learning like, Universities, IITs, IIm, NITs etc at least from last three years.

Note: *Documentary proof of above must be furnished with the tender document. Absence of any of the above will render the supplier in eligible for the bidding.*



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General Terms and Conditions

1. The participating firm is expected to examine all instructions, terms & condition as specified in the tender documents. Failure to furnish all information required by the firm or submission of offer not substantially responsive to the conditions laid down in every respect will be at the risk of the participating firm and may result in rejection of its offer.
2. At any time prior to the dead line for submission of offer, the University may, for the reason, whether at its own initiative or in response to a clarification requested by a prospective participating, firm modify the documents by amendment/s.
3. Tenders received after the due date and time will not be considered by the University. The offers will be opened on 20th July, 2016 at 2:00 PM in presence of participating firms or their authorized representative if they desire so. The representative should bring the authorization letter from their firm for attending the tender opening committee meeting.
4. In the event of the date specified for offer receipt and opening being declared as a closed holiday for Universities Office, the due date for submission of offer and opening of offer will be the following working day and the time fixed above.
5. In exceptional circumstances, the University may solicit the participating firm consent to an extension of the period of validity. The request and the responses there to, shall be made in writing.
6. Any participating firm found influencing the University, in its decisions on evaluation, bid comparison or contract award may result in rejection of bid.
7. Failure of the successful bidder to comply with the requirements of the University constitutes sufficient grounds for the annulment of the award and forfeiture of the bid security.
8. The supply of books will be on the risk of the firm till its acceptance by the University.
9. Payment terms: All the payment will be made in Indian Rupees. 100% payment will be released after supply and acceptance of books by the University.
10. Security deposit will be returned to the Supplier after the expiry of the empanelment period. However, in case unsatisfactory performance during the empanelment period, security deposit will be forfeited. The decision of declaring the performance unsatisfactory will be the discretion of the University and shall prevail on all other judgments made thereto.
11. Each Supplier should clearly specify that the firm agrees to abide by the conditions of this tender document on their printed letter head indicating thereon Registration, Fax, Email, telephone numbers etc.
12. The University may at any time by written order given to the supplier, make changes within general scope of the contract in any one or more of the following:
 - a) The method of shipping or package.



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- b) The place of delivery.
13. All pages of the tender documents are to be signed and stamped by the firm and to be submitted along with the bid.
14. The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.

Special Terms and Conditions

15. The period of empanelment will be for Financial Years 2016-17 & 2017-18 which can be extended on the decision of University.
16. 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.
17. Unless specified, latest editions only shall have to be supplied.
18. Publisher's price only will be charged and its proof shall be attached with all the bills.
19. Only Good Office Committee (GOC) conversion rates should be followed for foreign books.
20. The vendor shall confirm the availability of the required books through a proforma bill based on which firm supply order shall be placed.
21. Vendor shall be bound to supply the books in one go as per supply order and not in piece meals.
22. The vendor has to give a certificate that the books that could not be supplied are not available at the local market. Any deviation or misinformation may lead to the blacklisting of the supplier.

Delivery Schedule of Books

23. 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.
24. 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.
25. In case the delivery of books is made beyond schedule date, a penalty of 0.5% per week shall be charged & deducted from the bill.
26. The cost of packing, freight charges, loading, unloading etc. at the ends are inclusive and shall be borne by book suppliers.
27. If a book is not available with the publisher or distributor and he is unable to supply the same in the stipulated period, the same shall have to be arranged on POD without any extra charges.
28. The supplier shall append the declaration on the bill that :
- a. Only original/latest editions of the books have been supplied,



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- 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.
29. Affidavit shall be attached by the supplier for not having been black listed by any institution during Last three years.
30. The University shall provide opportunity to all the empanelled Vendors to supply the books. However, the amount in each supply order shall be within the limit of Rs. Five Lacs. In case, any Vendor fails to supply the books within stipulated time, he shall cease the opportunity to get another supply order.
31. In the event of deviation on any of the aforementioned counts, the University shall be free to cancel the empanelment and/ or blacklist the Supplier and it may also result in the Forfeiture of the security deposit of the Supplier.
32. The existing empanelled Vendors shall have to attach Demand Draft of Rupees One Lac afresh along with the empanelled application form.
33. The Supplier shall give an undertaking on non-judicial paper worth rupees One hundred accepting all the terms and conditions mentioned above along with the other terms and conditions which the University shall deem Suitable after the firm is empanelled.

Jurisdiction

34. No language other than English shall be used for interpretation of clauses of this tender document.
35. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.
36. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.
37. For any clarification contact the Librarian at librarian@cukashmir.ac.in

Place: Srinagar

Date: 25/06/2016



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DETAILS OF BANK DRAFT TO BE ATTACHED WITH THE OFFER

No: CUKmr/Lib/F.No.181/16

Dated: 25/06/2016

1. Name of the Supplier.
2. Address with Telephone No.
.....
3. Cost of Tender Document (to be deposited along with the tender documents)
 - a) Bank Draft No.
 - b) Date.
 - c) For Rs.
 - d) Drawn on.
4. Security Deposit (to be deposited along with the tender document)
 - a) Bank Draft No.
 - b) Date.
 - c) For Rs.
 - d) Drawn on.



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*(APPLICATION FORM FOR EMPANELMENT AS BOOK SUPPLIER FOR
FINANCIAL YEAR 2016-17 & 2017-18)*

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)*
3. Name of the Proprietor. _____
4. Name of Partner (if any). _____
5. Date of Establishment of Firm. _____
6. PAN/ TAN of the Firm. _____ *(Attach a Copy)*
7. Address. _____

8. Phone no. _____ Fax. _____
Website (if any) _____ Cell No. of contact person/s _____
E-mail address _____ @ _____
9. 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. The certificate of satisfactory performance should be for last three Financial Years.
 - a)
 - b)
 - c)
10. 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



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consecutive years.

11. Year wise Turnover of the firm during of last three years (Rs)

a) 2013-14 _____ b) 2014-15 _____

b) 2015-16 _____ (*Attach documentary evidence duly authenticated
by Chartered Accountant*)

Declaration:

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

Signature of Partners/ Proprietors with Seal

Date: