



Maharshi Dayanand Saraswati University,

Ajmer -305009

(Rajasthan)

CENTRAL LIBRARY

Ph: 0145-2787103, 2787056, 058 – Extn.211

E-mail: ashwini.tiwari@mdsuajmer.ac.in

No.: MDSU/LIB/ACQ/2023/

Date:

Application for Empanelment of Vendors / Suppliers for Supplying Books, Documents

Applications are invited from reputed Booksellers / Distributors / Vendors to seek empanelment as authorized vendors / suppliers for supplying books, documents to the Central Library, M.D.S.U. for financial years 2022-25; it may be further extended for two years. Prescribed application form alongwith the terms and conditions may be downloaded from the Maharshi Dayanand Saraswati University website mdsuajmer.ac.in

Interested Booksellers / Distributors / Vendors may respond in the prescribed application form alongwith the terms and conditions and requisite documents, Registration Fee and Security Deposit through Registered Post. The envelope should be marked as 'Application for Empanelment of Vendors for Supplying Books' and to be sent within 15 days of the advertisement published in the newspapers to:

The Librarian
Central Library, Saraswat Bhawan,
Maharshi Dayanand Saraswati University,
Pushkar Bypass, AJMER – 305009

LIBRARIAN

Notice No.: Date:



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APPLICATION FOR EMPANELMENT AS BOOKS' SUPPLIER

1. Name of the Firm :
2. Address :
3. Contact Phone Number s :
4. Email Address :
5. Website (if any) :
6. Date of Establishment of Firm :
7. Name of the Proprietor/Director:
8. Registration No. of the FPBAI/GOC:
Association (Attach a copy)
9. Permanent Account Number :
- (Attach a copy of the PAN Card)
10. Whether you have direct import license:
- (If yes, kindly quote the license number, its Date of expiry and the amount for which the license is issued.
Attach a copy.)
11. Terms of supply to this library (Peruse terms and conditions attached):
- (i). Whether the firm is ready to supply books on approval basis?
- (ii). Whether you offer any special terms for your own publications?
12. Name atleast five Central / State Universities to which you have been satisfactory supplying books.
Attach purchase orders & satisfactory performance certificate:
(1)
- (2)
- (3)
- (4)
- (5)
- (Attach some order copies, amount turnover)
13. Would you provide publishers catalogues, pre-publication notices, etc.?
14. Would you supply Institutional Publications?

.....
(Signature of Publisher / Supplier with seal of the firm)



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15. Details of Demand Draft of Rs 2000/- (Rs Two Thousand only) as **Registration Fee** for the Registration / Empanelment (Non-refundable) favouring the 'Registrar, Maharshi Dayanand Saraswati University' payable at Ajmer:

.....

16. Any other information, you wish to mention:

.....

(TERMS AND CONDITIONS FOR EMPANELMENT AS BOOKS' SUPPLIER is attached with this form, with signature and seal)

Place: Date:

.....
(Signature of Publisher / Supplier with seal of the firm)

Checklist for attachment:

- | | |
|---|-----|
| 1. Membership of national level trade federations like FPBAI / G.O.C. | () |
| 2. Copy of PAN card | () |
| 3. license of Import/Export | () |
| 4. The satisfactory supply certificates alongwith relevant order copies | () |
| 5. C.A. Certificate regarding annual turnover of last three consecutive financial years | () |
| 6. Order copy and satisfactory supply certificate | () |
| 7. ITRs for last 3 Assessment Years alongwith photocopy of P/L and Balance Sheet | () |
| 8. Authority Letters issued by the publishers | () |
| 9. Registration Fee Demand Draft of Rs 2000/- (Rs Two Thousand only) | () |
| 10. Security Deposit Demand Draft of Rs 1,00,000/- (Rs One Lakh only) | () |



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TERMS AND CONDITIONS FOR EMPANELMENT AS BOOKS' SUPPLIER

1. The publisher / supplier should be a **member** of national level trade federations like FPBAI / G.O.C. (Attach a copy)
2. The publisher / supplier should submit Permanent Account Number (**PAN**) issued by the Income Tax Department.
3. The supplier must submit their **license of Import/Export** Code certificate issued by the Ministry of Commerce, GOI alongwith the proposal.
4. The publisher / supplier should have **experience** of supplying books, documents to atleast five Central / State Universities during last three financial years. (The satisfactory supply certificates alongwith relevant order copies should be attached)
5. The Bookseller/Distributor/Vendor should have a minimum average **annual turnover** of Rs 100 Lakhs (Rs One Hundred Lakhs) in the last three consecutive financial years. (C.A. Certificate should be attached)
6. The vendor should have to enclose a **single highest value order** for supply of print books to any Central / State Government University alongwith Satisfactory Supply Certificate for particular order in any one of last three financial years. (Order copy and satisfactory supply certificate should be attached)
7. The Bookseller / Distributor / Vendor should enclose **ITRs for last 3 Assessment Years** alongwith photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
8. The Bookseller / Distributor / Vendor should be a distributor / dealer / stockiest / executive / preferred agent of the publishers. The Authority Letters issued by the publishers should be enclosed.
9. The Bookseller / Distributor / Vendor is required to submit a Demand Draft of Rs 2000/- (Rs Two Thousand only) (Non-refundable) as **Registration Fee** favouring the 'Registrar, Maharshi Dayanand Saraswati University' payable at Ajmer.
10. The Bookseller / Distributor / Vendor should also enclose a Demand Draft of Rs 1,00,000/- (Rs One Lakh only) in the form of **Security Deposit** favouring the 'Registrar, Maharshi Dayanand Saraswati University' payable at Ajmer which shall be returned after satisfactory completion of supplying books and expiry of the tenure. However, the earnest money would be forfeited if the selected bidder(s) fail to supply the ordered books satisfactorily. The earnest money of the unqualified bids would be returned. Earnest Money will not entail any interest.
11. **Rates of Discount:**

The minimum accepted discount rates are as quoted below:

| | | |
|---|---|-------------|
| i. Indian and Foreign Publications, except Reference Volumes | : | 20% |
| ii. Reference Volumes (Encyclopedia, Dictionary, Directory, etc.) | : | 25% |
| iii. Textbooks / Indian Low Priced Paperbacks | : | 10% |
| iv. Government, Trust Publications, Periodicals | : | No discount |

The Central Library shall purchase the books of unit price below Rs 15000/-. Quotations from different suppliers shall be invited for the books unit priced Rs 15000/- and higher and shall be presented before the Library Advisory Committee.
12. In case of **foreign publications**, Reserve Bank of India / State Bank of India conversion rate will be applicable at the date of billing.
13. The Bookseller / Distributor / Vendor should **not be ever being debarred / blacklisted** for doing business from any Government Organization. Please furnish an affidavit raised on non-judicial stamp paper of Rs 100/- (Rs One Hundred only).
14. Maharshi Dayanand Saraswati University is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the University on its selection criteria. Decision of the Vice-Chancellor of the University on any dispute related to selection of vendor for supply of books shall be final and binding.



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15. **Bibliographical details** (Author, title, edition, year of publication, publisher and price, etc.) should be clearly mentioned in the approval memo / Documents' Recommendation Form (while showing the books to the Faculty Members concerned) and the bill concerned. The Library receives recommendations from Faculty Members, Departments for purchasing books, etc.
16. Although possible attempt will be made to give full bibliographical details in the UGC's SOUL30 Software generated purchase order, however it will be the responsibility of the supplier to **locate a missing entity**. In case of any difference in the name of the author, title, edition, publisher, etc. of a book, the supplier shall advise the University Library about it and supply the items only after obtaining confirmation.
17. All books available ex-stock shall be supplied within 2 to 3 weeks of the date of order(s). Other books shall be procured and supplied within the time limit prescribed below:
 - a. Indian publications : One Month
 - b. All other publications : Two monthsThe university authorities however, reserve the right to extend the prescribed period. The supplier shall send a report within a fortnight after receiving the purchase order clearly mentioning the following:
 - a. Items to be supplied from ready stock;
 - b. Items to be procured from abroad and supplied within the prescribed time limit;
 - c. Items out of print and other, which can not be supplied, duly supported with proof.The supplier should get prior confirmation before supplying the books of the orders not complied within prescribed time.
18. The **losses or damage in transit**, if any, will be borne by the supplier.
19. The **book jackets** / dust covers should invariably be supplied alongwith the books.
20. Every volume should be **carefully checked** in respect of pagination, sound condition of books, etc., before being sent to this University. If any defect is found at our end, even at later stage and even after the books have been stamped and processed in the University, the supplier will have to replace the books or deposit its cost.
21. The supply should be at the **Central Library, Saraswat Bhawan**, Maharshi Dayanand Saraswati University, Ajmer inclusive of customs, packing, forwarding, registration, insurance, railway freight, other taxes and incidental charges.
22. Only **latest editions** will be accepted. The law, taxation contents and other such topics must be authentic, latest effective. Any defect detected at later stage, would simply lead to the rejection of books at the cost of the supplier.
23. Books not approved, found defective, remainders or duplicates will be returned to the supplier. The supplier has to bear its freight.
24. In case a **low priced latest edition** or soft cover or subsidized edition of a book has been published, University desires that only such edition must be supplied and not the original high priced edition. However, in case of book of permanent value, the University may prefer hard bound library editions.
25. In case of a book for which **Indian paperback edition** is available, it should be supplied, unless the foreign edition is the latest one and specifically recommended by the Faculty Member.
26. Unless specifically mentioned, no book should be supplied in duplicate. If there is **duplication** in the same purchase order or different purchase orders with a particular bookseller, prior confirmation from the University shall be obtained. Additional copies (other than text books) would not be generally accepted.
27. If a book is a **reprint or another book is under a different title or is an off-print** from a periodical publication or another publication, the supplier shall advise the University about it and supply the item only after receiving confirmation.



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28. In case of **foreign books**, the price of each book must be mentioned in original currency, then converted as per the latest effective RBI/SBI currency conversion rates, shall be mentioned at the bill. The bill must be having purchase order number & date and the serial number at which the book appeared in the purchase order. The bottom of the first page of each book should bear (In pencil) the serial number at which the book appears in the bill with the name of the supplier.
29. In case of **multi-volume sets**, supply should be made in consecutive order starting from the first volume. Whole set price should be mentioned.
30. Only the **published price** to be charged. The price proof (Original bill of the distributor / publisher or publisher's catalogue or other acceptable document) shall be submitted by the supplier, with the invoice, if price is not printed in the book.
31. The supplier will submit **bills in triplicate** with the books, documents supplied to expedite the payment. The payment shall be made after receiving and accessioning by the Acquisition Section, Central Library, M.D.S.U. and found satisfactory in every respect. Every bill must bear the following **certificate** with the seal and signature of the supplier, "Certified that the books supplied are not remaindered titles and are latest editions and prices charged in the bills are as per publisher's / distributor's bill. If anything is found contrary, the supplier is responsible."
32. **Payments** will be made by multicurrency cheques or online.
33. All legal proceedings, if arises, shall be lodged in the Courts situated at Ajmer only and not elsewhere.

(Signature of Publisher / Supplier with seal of the firm)