



ଖଲ୍ଲିକୋଟ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବ୍ରହ୍ମପୁର
Khallikote University, Berhampur
Central Library

Gmax Building, Konisi, Odisha-761008

Ref. No.: KUB/LIB/20-21/Vendor Empanelment/01

13th January 2021

Notice Inviting Tender for Empanelment of Vendors for Supply of Books to the Central Library, Khallikote University, Berhampur, Odisha.

Date of Publishing of Tender in the Website of University: 13.01.2021

Last date of the submission of the filled-in Tender documents: 06.02.2021(2.00 PM)

Date & Time of opening of technical bid: 06.02.2021 (4.00 PM)



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Empanelment of Vendors for Supply of Books to the Central Library, KUB

The Central Library, Khallikote University, Berhampur, Odisha invites application for “Empanelment of Vendors for the Supply of Books” in the prescribed format from the reputed vendor(s)/supplier(s)/distributor(s) in India, to the Central Library, Khallikote University, Berhampur.

Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents to **The Registrar, Khallikote University, Berhampur-761008.**

Last date of the submission of the filled-in Tender documents: 6th February 2021 (2.00 PM)

Date & Time of opening of technical bid: 6th February 2021 (4.00PM)

Instruction for applicants, detailed terms and conditions, application formats are as follows:

i. Instructions for applicants:

- i. Interested vendors/distributors/suppliers should submit the application form in sealed envelopes super-scribing – **“Application for Empanelment for the Supply of Books”**.
- ii. The response should be signed by the authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- iii. The prequalified identity Bids (Technical Bids) are to be opened at the first instance & to be evaluated while at the second stage, the Financial Bid of only technically qualified Firms will be opened for the empanelment purpose after due intimation. Thus the bidders are advised to submit **two separate sealed envelopes** superscribing - **“Prequalified Identity Bid (Technical Bid)”** for the envelope containing documents with respect to Prequalified Identity Bid and **“Financial Bid”** for the envelope containing documents with respect to Financial Bid.

- iv. Incomplete and conditional applications will not be considered. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of the term of contract making the firm concerned liable for legal action, besides termination of empanelment.
- v. Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communication should be made. Failing to maintain this discipline, the applicants are liable to be blacklisted by the Institute.
- vi. Responses received after the deadline will not be considered. No vendor /supplier/distributor will be allowed to withdraw after submission of applications.
- vii. The applications will be scrutinized and shortlisted for empanelment by the constituted Committee by the University. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- viii. The firm should submit a **Bid Security (EMD)** of **Rs. 10,000.00/-** (Rupees Ten thousand only) with their quotation in the form of a Demand draft along with Tender Processing Fees of Rs.1,000/-(Rupees one thousand only) (non-refundable). The Bid Security will be returned to all the unsuccessful firms after the finalization of the empanelment procedure. EMD instrument is to be enclosed with Technical bid (Part A) only. The offers without Bid Security, as well as Tender Processing Fees, shall be rejected.
- ix. This empanelment will be valid initially for one year and may be extended up to five years, but one year at a time depending upon satisfactory performance of the empanelled vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the University.

Check List of enclosures:

i	Proof of your membership in any of the associations: <ol style="list-style-type: none"> a. Good Offices Committee (GOC) b. Federation of Publishers' and Booksellers' Association of India (FPBAI). c. Any other State / National Association(s) of book suppliers.
ii.	Copies of the authority letters issued by the publishers along with details of your distributorship/dealership/stockiest/exclusive or preferred agent(s).
iii.	Copy of PAN Card of firm/owner/partners.
iv.	One copy each of Income Tax returns of last three consecutive years.
v.	Details of your firm's Sales Tax Registration Number (Copy of GST, CST Certificate).
vi.	Minimum four (04) references of the Libraries of reputed Institutes/

	Organizations with whom you are already registered such as Institutes of National Importance, Government established Research Laboratories (e.g. IITs, NITs, etc.). At least one reference from IITs Library.
vii.	Details of the annual turnover of the firm for the last three consecutive years with documentary evidences.
viii.	Affidavit on a non-judicial stamp paper of Rs. 50/- of not having blacklisted by any of the Institutes or Universities or Government organization in India.
ix.	Demand Draft of Rs. 1000/- (one Thousand Only) in favour of “The Registrar, Khallikote University, Berhampur” as Tender Processing Fees.
x.	EMD/Security: Demand Draft of 10,000/- (Ten thousand Only) in favour of “The Registrar, Khallikote University, Berhampur”.

2. The empanelment for supply of books (print) will be administered by the following “Terms and Conditions”

General:

- i. The Vice-Chancellor, Khallikote University, Berhampur reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- ii. Central Library, KUB reserves the right to add and/or drop any vendor to/from its empanelled list, and/or to place purchase order(s) with any vendor(s) at any time, with the approval of Competent Authority.

Pre-order Inquiry:

- i. The Library may send a “Pre-order Inquiry” by email, to all the empanelled vendors, for the required list of books to know the following details, in accordance with these approved "Terms & Conditions":
 - a) Availability (In stock/procurable/whatever may be the availability condition)
 - b) Shipping time (in weeks), strictly in weeks only.
 - c) Unit Price (in Original Currency)
 - d) Validity period of price information provided.
- ii. The empanelled vendors have to respond with the details inquired for, within five (05) working days from the date of receipt of the “Pre-order Inquiry”, by email only.
- iii. All the details inquired for must be provided. If any field is left blank, the response will not be considered.

Purchase Orders:

- i. The Library will place purchase orders with the empanelled vendor(s), in rotation basis.
- ii. The purchase orders will be placed with the empanelled vendors based on the shortest turnaround time (T1)/ maximum discount in case of pre-order inquiry as committed by the vendor against the pre-order inquiry placed by the Library, also keeping in view their past performance and their links with the publishers and distributors, as finalized by Library.
- iii. Supply of books has to be made strictly against the purchase orders only.
- iv. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, by email only.
- v. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

Time-frame for supply:

- i. 30 days (maximum) – for Indian/ Foreign titles (if available in India).
- ii. 60 days (maximum) – for foreign titles (if not available in India).
- iii. If the requested title(s) is “Out of Print” (OOP), “Out of Stock” (OOS) or “Print on Demand” (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
- iv. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- v. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a request for extension of time with reasons, at least, five (05) working days before due date of supply.
- vi. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may consider extension of time as may deem fit.
- vii. The supply should be free of freight charges. Supply must be made either by Postal Services or Courier Service only. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

Place of Supply:

- i. Books or items ordered should be supplied to **“The Central Library, Khallikote University, Berhampur, Gmax Building, Konisi, Odisha-761008.”**

Conditions for cancellations of the released purchase orders:

- i. If the empanelled vendor(s) to whom the order has been placed, fails to supply the entire order or any part of the order thereof, within the stipulated time without sending any written communication to the Library regarding delay or his inability to supply the ordered title(s), then the order will stand cancelled and the Institute reserves the right to drop the vendor from its empanelled list after providing him one opportunity to represent his case.
- ii. The decision of accepting supply of cancelled titles is at the sole discretion of the Library and the decision of the Competent Authority shall be final in this regard.
- iii. In case the vendor(s) regrets to supply the titles mentioned in the P.O. due to any reason, then the P.O. will be cancelled and a fresh P.O. will be placed with the next available vendor(s).

Edition specifications:

- i. Latest editions of books must be supplied;
- ii. By default, paperback editions/Indian edition of books should be supplied;
- iii. In case of unavailability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

Discount:

The Institute follows the discount pattern given in the table below. The vendor should offer a maximum discount on published/printed price for all books in English /Hindi language of Indian or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of a book.

Sl. No.	Publications type/Number of copies purchase	Indian Title/Indian imprint of the foreign title (Discount % on Printed/Publisher's price)	Foreign Title (Discount % on Printed/Publisher's price)
1	Text and Reference Books	20%	25%
2	Other Reference books such as encyclopedias, handbooks, etc.	30%	25%
3	(Govt./ society publications/short discount/no discount publications)	Publisher's price - (discount earned) + 5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regards)	

Invoicing procedure and Conversion Rates:

- i. The Invoice should bear the firm's IT PAN.
- ii. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).

- iii. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- iv. The invoice should be raised in favour of The Prof-In-Charge, Central Library, Khallikote University, Berhampur – 761008.
- v. One invoice should be raised against one purchase order (P. O.) only. Titles from different P. O.s should not be combined and supplied under one invoice.
- vi. The prices in the invoice should be indicated in original currencies. Vendor will have to submit the bills of foreign books converted to Indian rupees at the bank exchange rate given by KUB on the date of purchase order.

Undertaking:

Every invoice should certify the following:

- i. The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- ii. The latest editions have been supplied, and they are not remaindered titles.
- iii. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected at any stage, the defective books/CDs shall be replaced free of cost, at the destination of supply.
- iv. **Defective Items & Reverse Pickup:** Reverse pick-up of the defective items is the responsibility of the vendor(s) and the charges are to be borne by the vendors(s) only. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from the Library.

Mandatory enclosures with Invoice:

The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- i. In case of a foreign title:
 - a) If the price of the book is not printed, the vendor must submit the publisher's invoice copy of the book as price proof.
 - b) If a foreign title is exclusively distributed by any exclusive Indian distributor, then the vendor must submit a letter from the publisher/authorised exclusive distributor stating the same and price of the book along with the invoice of the authorised exclusive distributor, as price proof.
- ii. In the case of Indian title: If the price of the book is not printed, then the vendor must submit the publisher's /authorised distributor's invoice copy, as price proof.

Publisher's Catalogue is generally not accepted as price proof.

Termination of empanelment:

The Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- i. In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.
- ii. If the vendor fails to deliver at least 75% of the supply (in terms of the number of titles ordered) during a year.
- iii. If at any time, found that the information provided by the empanelled vendor in any form about publications, services, and related matters are incorrect and result in losses in any form to the Institute. The Institute shall also reserve the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

Other Terms and Condition:

- i. The university reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, at any time. The empanelled vendor(s) may find the update(s), on KUB website (<http://www.kub.ac.in>) in this regard.
- ii. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Vice-Chancellor, Khallikote University, Berhampur or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Berhampur, Odisha.
- iii. In case of urgency, the vendors need to deliver the books under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the books within the stipulated time, the vendor will be blacklisted by the competent authority of the Institute.
- iv. In case, any other information/clarification is required, The Dy. Librarian (In-Charge), Central Library, KUB, Konisi may be contacted at Telephone No. 6370317371 on any working day (Monday to Friday) during 10.00 A.M. to 06.00 P.M.



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Central Library

Gmax Building, Konisi, Odisha-761008

APPLICATIONS FORM FOR EMPANELEMENT OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY

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(PLEASE READ THE 'TERMS AND CONDITIONS' CAREFULLY BEFORE FILLING THE FORM)

(Strike off whichever is not applicable)

1. Name of the Organization:

2. Complete postal address:

:

Telephone Numbers.....

Fax number:

E-mail address, website:

3. Kind of Organization (please) Proprietorship/Partnership/Company

i. Name and address of Authorized person:

:

.....

:

4. Year of starting of the Firm with Registration Number/Date.....

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5. Are you a member of Good Offices Committee (G.O.C.)/Federation of Publishers' and Booksellers' Association of India Yes/No. If Yes, attach a copy of the Membership Certificate

6. Are you a distributor / dealer / stockiest / exclusive / preferred Agent? If so, attach the authority letter(s) issued by the publishers in support of your claim

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7. PAN No.Attach Copy of IT PAN.....

8. GST Registration No. (Attach: copy of the GST Registration Certificate).....
9. Provide minimum 03 (three) references of the reputed Institutes/Institute/ organizations with whom you are already registered/empanelled such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., NITs, IIMs., Central Universities).
10. Please provide details of the annual turnover of the firm for the last three consecutive financial years with documentary evidence such as audited statement of accounts or statement of turnover certified by Chartered Accountant for the last three consecutive financial years.
11. Please provide an affidavit on a non-judicial stamp paper of Rs.50.00 for not having black-listed by any of the Institutes or Universities or Government organizations in India.
12. Details of Demand Draft of Rs. 10,000/- (Ten thousand only) as **EMD/security deposit** (refundable) drawn from any nationalized Bank favouring The Registrar, Khallikote University, Berhampur payable at Berhampur.

Demand Draft Details

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

13. Details of Demand Draft of Rs. 1000/- (one thousand only) as Tender processing fees (non refundable) drawn from any nationalized Bank favouring The Registrar, Khallikote University, Berhampur payable at Berhampur.

Demand Draft Details

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

Signature of Authorized Person:

Place

Signature of Authorized representative of the firm:

Date (with Firm's Seal):



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Central Library

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DECLARATION

1. I/We (Names of Authorized Person) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to Khallikote University, Berhampur 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 firm, affecting the accuracy of the facts, stated above.
5. I/We have read and understood all the “Terms and Conditions” of KUB as mentioned in this in this document and consciously agree to abide by them.

Signature of Authorized Person:

Place

Signature of Authorized representative of the firm:

Date (with Firm’s Seal):

PROFORMA FOR FINANCIAL BID (Books)*(Should be submitted in a separate sealed envelope)*

1. Name of the Firm:

Address & Telephone Number:

.....PAN No.:

GST No.:

2. Discount Offered:

The maximum discount the bidder concerned intend to offer shall be mentioned clearly (Books required for library purchases in general are of original version/latest edition/ reprints only). Thus, bidders are requested to quote appropriate, reasonable and realistic offer only.

Sl. No.	Publications type/Number of copies purchase	Indian Title/Indian imprint of the foreign title (Discount % on Printed/Publisher's price)	Foreign Title (Discount % on Printed/Publisher's price)
Please Note: Only flat discount rate to be quoted. Your quote only an indicator to help the committee to decide a standard discount pattern for the University. The final discount structure will be fixed by the University after reviewing all technically qualified bidders quoted discount pattern.			
1	Text and Reference Books		
2	Other Reference books such as encyclopedias, handbooks, etc.		
3	(Govt./ society publications/short discount/no discount publications)		
4	Books other than print format i.e. CD/DVD and like Electronic media		
5	Any other type/format (if any) or Any other charges to be levied		

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....