

University Library
Central University of Punjab

Advertisement No. CUP/LIB/2022/01

Dated 21.09.2022

Expression of Interest (EOI)

for

Empanelment of Vendors for Supply of Books to the University Library,

Central University of Punjab, Bathinda (CUPB)



Last date for submission of EOI

20 October 2022

Address for submission of proposals:

The Registrar,
Central University of Punjab
VPO: Ghudda, District Bathinda
PIN 151 401 (PUNJAB)

VPO: Ghudda, District: Bathinda – 151 401 (Punjab – India)

Email: library@cup.edu.in Website: www.cup.edu.in

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Empanelment of Vendors for Supply of Books to University Library of the Central University of Punjab

The Central University of Punjab (CUP), invites applications for “Empanelment of Vendors for the Supply of Books” in the prescribed Format from reputed publishers/distributors /suppliers/ agencies established in India, to its University Library.

This empanelment will be valid for a period of one year from the date of final approval of the empanelled suppliers list and it may be further extendable by mutual consent. Interested publishers/distributors/suppliers/agencies may submit the applications along with one copy each of the requisite documents to **The Registrar, University Library, Central University of Punjab, Ghudda, Distt. Bathinda 151401.**

- Last Date for Submission of Application: 20 October, 2022.

Instructions for applicants, detailed terms and conditions, and application format are as follows:

1. Instructions for applicants:

- I. Interested vendors/distributors/suppliers/agencies should submit application form in sealed envelopes super-scribing – “Application for Empanelment for the Supply of Books”.
- II. The application should be signed by an 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. Incomplete and conditional applications will not be considered.
- IV. 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 terms 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 an application for empanelment. No canvassing or repeated communication should be made with the

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University library. Failing to maintain this discipline, the applicants are liable to be black-listed by the University.

- VI. The application(s) received after the due date and time will not be considered.
- VII. The applications will be scrutinized and shortlisted for empanelment by the University Committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- VIII. The short-listed vendor(s)/distributor(s)/supplier(s)/agence(s) for empanelment are required to agree to supply as per the University's "Terms & Conditions for Supply of Books (Print)" as stipulated hereunder.

2. Eligibility for Empanelment for applicants:

1. The applicant should be a registered member of a National/State trade federation such as AIPB, FPBAI, DSBPA etc. A copy of membership registration shall be submitted.
2. The applicant shall not be blacklisted by any Govt./Semi Govt./Private Institution. Self-attested undertaking to the effect that the firm is/was 'not blacklisted' by any institutions/organization in the last five years (2017-18 to 2021-22) needs to be submitted.
3. The applicant shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against the bidder.
4. The firm should be registered under the Income Tax and GST.
5. The firm should have experience of at least 5 years (2017-18 to 2021-22) in publishing/supply of books and shall submit at least five purchase orders with a satisfactory certificate of supply of books to Central/State Universities /Research institutions.
6. Annual turnover during the past three years (i.e., 2018-19 to 2020-21) should be at least 3 crores for two out of three years.
7. The applicant should submit audited financial statements for the three financial years from 2018-19 to 2020-21.

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8. EMD earnest money deposit (EMD) of Rs. 25,000 INR (Refundable) must be submitted along with the application by demand draft in favour of "The Central University of Punjab".
9. EMD will be returned/refunded after finalization of empanelment of successful firms.

3. Each Applicant shall submit the following original / self-attested documents:

1. Annexure I duly signed and stamped
2. GST registration certificate, PAN/TAN Card and NSIC certificate if applicable.
3. Certificate of membership of national or state federation.
4. Audited Profit and Loss for the last 3 financial years from 2018-19 to 2020-2021.
5. Latest Purchase Orders of supply of books to Central/State Universities/research institutions.
7. Profile of the bidder in brief. Satisfactory performance certificate issued by Universities/ Research institutions.

4. Terms and conditions for Empanelment

1. Bids can be submitted by the publishers/distributors/vendors of books.
2. Bids without EMD, received after the due date will be summarily rejected.
3. The University reserves the right to postpone and/or extend the date of receipt or to withdraw the EOI notice or not to place the order or to place order for part or full quantities without assigning any reason thereof at any stage of the EOI. In such an event, the applicant shall not be entitled to any compensation, in any form whatsoever.
4. University reserves the right to exclude any or all of the suppliers from the list of empanelment at any time without any notice.
5. The University may empanel more than one Supplier and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the University of its right to purchase books directly without routing them through the empanelled suppliers.

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6. Any legal action taken or proceeding initiated on any of the terms of the agreement shall be only in Bathinda jurisdiction.

5. Terms and conditions for the supply of Books

1. The supply of books has to be made strictly against the purchase orders.
2. The vendor shall supply not less than 75% of the number of books ordered.
3. If the supply is below 75% of the titles of the purchase order, a penalty of 5% of the cost of the unsupplied title (s) multiplied by the number of respective copies mentioned against each unsupplied title (s) shall be charged from the supplier.
4. The supplier has to execute all the supplies with the stipulated time (as mentioned in the order).
 - Maximum four (04) weeks - for Indian titles
 - Maximum eight (08) weeks - for Foreign titles

If the supplier fails to deliver the books within a specified delivery period, the same is liable to pay as penalty charges a sum of 0.5 per cent (Half of one percent) of the cost of undelivered supply per week of delay or the part thereof, not exceeding the maximum limit of 10 per cent of the cost of a complete unit of undelivered books so delayed.

5. If more time is required, the supplier has to inform the library in a timely manner with proper justification like the ordered title (s) is OFP (out of print) or POD (print on demand), Market restriction proof, sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply and if accepted the supplier shall not be liable to pay liquidated damage or penalty charges.
6. If the vendor does not supply any book without any justify reason then his vendorship shall be blacklisted from Central University of Punjab.
7. The supply should be free of freight charges and delivery should be made at the University Library, Central University of Punjab, Ghudda-151401, Dist. Bathinda –

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Punjab. The material should be supplied securely without damage. No extra charges will be paid for the carriage of any material to the University.

8. If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges shall be borne by the supplier. Books sent via V.P.P. shall not be accepted.
9. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
10. Invoicing procedure:
 - I. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
 - II. A revenue stamp should be affixed on the original bill and should be signed by an authorized signatory.
 - III. The invoice should be raised in favor of the Librarian, Central University of Punjab, Ghudda, Distt. Bathinda - Punjab, India.
 - IV. Edition, price specification and every invoice should certify the following:
 - a. Only the latest editions of books have been supplied.
 - b. The Indian/low editions of these publications are not available in India.
 - c. Only Published prices have been charged subject to admissible discount.
 - d. Price proof of all books must be attached.
 - e. RBI bank certificate for the conversion rates for the foreign currency on the date of order.
 - f. Certified that no remaindered titles have been supplied.
11. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by a vendor free of cost, at the destination of supply.
12. All disputes and differences arising out of concerned work shall be subject to the sole arbitration of The Vice-Chancellor, Central University of Punjab. The decision of the arbitration shall be final & binding on both parties. The empanelment will be
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interpreted under Indian Laws and any disputes shall be tried in the Courts of Laws under the jurisdiction of Bathinda only.

6. Purchase procedure:-

1. Prices will be applicable as per the publisher catalogue.
2. The order will be placed on the basis of discounted rates. If more than one supplier quotes the same discount, the distribution of the order amount shall be equalized to the best.
3. 100% payment will be released through RTGS/by cheque after receiving books in maximum in two slots (1st slot for available & Indian books and 2nd slot for foreign publishers/print of demand etc. books). However, the payment will be released after the completion of the supply order.
4. The university library reserves the right to cancel the purchase order as a whole or in part at any time or in the event of default on the part of the supplier.
5. All legal proceedings in connection with the purchase order shall be subject to the territorial jurisdiction of the local civil courts at Bathinda only.

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Annexure I

Declaration Form

1. Name of the Firm:	Passport size photograph of the tenderer/authorised signatory holding power of attorney
2. Full Postal Address:.... ..	
3. Mobile No.	
4. Telephone No.....	
5. Email Id:.... ..	

6. Date of Establishment of Firm.....

7 Clients served in Central/State Universities/ Research Institutes in the last three years

8. Details of the EMD

Particulars	Amount in INR	online transaction reference	Name of the Bank
EMD	25,000		

Declaration

- a. I/we, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the EOI document and undertake to comply with all the terms and conditions mentioned.
- b. I/we hereby undertake to supply the items as per specifications given in the EOI document/supply order within the stipulated period as per empanelment.
- c. There is no vigilance/CBI case or court case pending against the firm nor the firm is blacklisted by any agency/department.

Date: _____

Name: _____

Place: _____

Designation: _____

Seal:

Note to applicant: To be submitted by the applicant on the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.