



SHRI VISHWAKARMA SKILL UNIVERSITY

DUDHOLA, PALWAL, HARYANA

Transit Office: Vishwakarma Bhawan, Plot No. 147, Sector – 44,
Gurugram, Haryana -122003

ADVERTISEMENT NOTICE FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY

Applications are invited from reputed publishers / Distributors / Vendors to seek empanelment as authorised vendors for supply of books to Central Library, Shri Vishwakarma Skill University, Dudhola, Palwal (Transit Office: Plot No. 147, Sector-44, Gurugram, Haryana) during F.Y. 2021-22(extendable up to 3 years).

Prescribed application form along with the copy of terms and conditions may be downloaded from the University website www.svsu.ac.in . The duly filled application form along with necessary documents and fees of Rs. 1000/- (One Thousand only) (non- refundable) in the shape of Demand Draft from any Nationalized bank / scheduled bank in favour of “Shri Vishwakarma Skill University” payable at Gurugram must be submitted in the Registrar office within 21 days after the publication of this advertisement.

Documents submitted for empanelment are non-transferable and should invariably be submitted on Suppliers’ letter head duly signed and stamped by the authorized signatory. Empanelment applications are liable to be rejected if any of the conditions contained in the Empanelment Notice are not complied with. Amendments / Corrigendum of the notice if any, shall appear only on the website of the University.

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

REGISTRAR



SHRI VISHWAKARMA SKILL UNIVERSITY

DUDHOLA, PALWAL, HARYANA

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Gurugram, Haryana-122003

Terms and Conditions for Empanelment of Vendors for Supply of Books

1. The vendor should be a member of the Federation of 'Publishers and Booksellers' Association of India (FPBAI) and Good Office Committee.
2. Vendor's turnover should be Rs. 30 Lakhs / per year or more in last three years (CA's certificate along with photocopy of balance sheet to be submitted).
3. Preference will be given, if vendor should be an authorised distributor of any of the three publishers i.e. Mc Graw-Hill / Prentice Hall of India / Pearson / Cambridge University Press / Oxford University Press/ John Wiley / Other reputed publishers.
4. Minimum 2 references of university libraries of national / state reputed organizations with whom the vendor is already registered and currently dealing with.
5. Vendor should have a Permanent Account Number (PAN), GST Number and firm registration (if any).
6. Vendor should supply the ordered books within a period of maximum one month for national publisher and two months for international publisher failing which lead to cancellation of the order and procedure to debar the vendor may be initiated.
7. (a) Vendor should offer maximum discount at published / printed price for all books in English / Hindi language of India or foreign origin and in no case less than the following discount percentage under different categories as given below:

S.No	RECOMMENDED DISCOUNT RATES FOR PROCUREMENT OF BOOKS IN CENTRAL LIBRARY		
1	Latest Edition Discount	Indian	Minimum 25% discount up to 2 copies, and 3 copies and above 30%
		Foreign	
2	Old Edition Discount	Indian	Minimum 30% discount published more than 5 years back (up to 2 copies) and 35% on three copies and more
		Foreign	
3	Reference Books	Indian	Minimum 30% (Allowed only purchasing of new edition)
		Foreign	
4	Remaindered Books	Indian	Minimum 50%
		Foreign	
		Foreign	
5	*Short Discount Books (Govt./Society Pub.)	Indian / Foreign	Publisher Price-Discount Earned + 5% service charges on Net Price(subject to the net price do not exceed the print price)

*vendor has to be provided the proof of earned discount (s.n. 5), otherwise payment will be made as per S.N. 1 to 4

8. Unless otherwise specified, only the latest edition of the publication will be accepted.
9. Unless otherwise specified the Indian / paperback edition of a title should be supplied, if available.
10. The publication supplied must be new and in good condition without any defects/damage.
11. The selected vendor may directly approach to the faculty with physical copy of the book to get it recommended by the faculty. Vendor should not get any book recommended if the same book is freely available on publisher's website.
12. Vendor will have to submit the bills of foreign books converted to Indian rupees at the bank exchange rate given by SVSU on the date of supply of book. The rate is obtained by SVSU from the State Bank of India (SBI) and the same is valid for a week.
13. The bill should have quoted the following:
 - i. The price has been correctly charged in accordance with publisher's invoice/printed price.

- ii. Latest edition/ordered edition of the books have been supplied. No “Remaindered” title is supplied.
- iii. Rates are charges as per bank exchange rate given by HVSU
- iv. Two copies of the bills are to be addressed in the name of the following and submitted in the central library of the university:

The Librarian

Shri Vishwakarma Skill University, Gurugram, Haryana

14. 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 publisher’s invoice copy of the book as a price proof.
- b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit 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 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.

15. All entries in the bill should be typed / neatly hand written in the format acceptable to the library.

16. Selected vendors should deposit a refundable Earnest Money amount of Rs. 20,000/- (Twenty Thousand Only) in form of Demand Draft drawn in the favour of “Shri Vishwakarma Skill University” payable at Gurugram. The vendor firm can be registered initially for one year and further extendable up to total three years, provided the firm submit an undertaking that they continue to fulfil the existing terms and conditions. The extension will be given on subject to satisfaction of services provided by the vendor in last years the Central Library.

17. The Library Advisory Committee reserves the right to amend terms and conditions for vendor ship, recommended or reject any or all the book vendors and the same is

binding to the vendors. The decision of Library Advisory Committee in all matters of procurement will be final and no explanation will be given.

18. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the books in print or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verifications
19. **The vendor will have to give an undertaking on stamp paper of Rs.10/- that the agency has not been blacklisted or is blacklisted by any university/ Educational Institution/Govt. Department.**
20. All legal disputes, if any, shall be settled in legal jurisdiction of the courts at Gurugram, Haryana only. In case the registered vendor made breach any condition herein contained, he shall be liable to penalty as decided by the LAC /Competent Authority



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Vendor Registration Form for Book Supply in Central Library

(Mandatory to fill the all columns)

1. Name of the Firm/Agency: _____

2. Type of the Vendor: Please tick appropriate

Publisher	Importer	Distributors	Supplier	Facilitator

If publisher, are you able to supply books & bill directly to Library without involving any agent or vendor?

3. Name of the Partners/Directors: _____

4. Address(Office) _____

(Residence)

5. Telephone (Landline) : _____ Fax _____ Mobile No _____

: Email _____

6. Area of Specialization: (Mandatory requirement for Vendorship)

Engineering & Technology	Agriculture Science & Technology	Management Studies	Humanities & Social Sciences	Applied Sciences	Books in Hindi and other Indian Languages	Miscellaneous Books including Reference Books, General Books, Govt. Publications etc.

(Please specify areas with priority number e.g. 1,2,3)

7. Dealing with Foreign Publishers (List of Publishers): Enclosed

Yes/No

- Are you able to provide latest publisher's Invoice without tempering as price proof in case of foreign publication? Yes/No

8. Dealing with Indian Publishers (List of Publishers): Enclosed Yes/No

- Are you able to provide latest Publisher's catalogue or latest publisher's invoice without tampering as price proof in case of Indian publications? Yes/No

9. Affiliated with (Please tick)

- Federation of Publishers & Book Sellers Association of India, (FPBA) Yes/No
If Yes, Register Number:
- Association of Indian Publishers & Book Sellers Yes/No
If Yes, Register Number:
- Haryana State Book Sellers and Publishers Association (if any) Yes/No
If Yes, Register Number:
- Good Office Committee (GOC) Yes/No
If Yes, Register Number

10. PAN Details: _____ GST No. _____

11. Annual Turn Over (for last three Years as per applicable)

2020-21 Rs. _____

2019-20 Rs. _____

2018-19 Rs. _____

(Please enclose photocopy of balance sheet duly certified by Chartered Accountant)

12. List of three major libraries to whom the 70% (or more than 70%) books are being supplied (Please enclose the list in order of volume of business and self-attested certificate of successful supply of 70% or more in the library).

13. Whether Involved in any litigation? Yes/No

If Yes, give details of the case. (undertaking to this effect to be enclosed)

14. Whether Blacklisted/debarred by any library/ Govt. Department Yes/No

If Yes, give details of the case. (undertaking to this effect to be enclosed)

15. Details of the Registration Fee (Rs. 1000/-), DD (Original) and Draft No:

Date of Issue: Bank Name:

Whether enclosed or not: Yes/No

(Note: Form without registration fee will not be accepted)

Signature of Director or Representative

(With seal)

Full Name: