



DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M. P.)
(A Central University)

Ref. No.: Lib./2022 / 277

Dated: 20 July, 2022

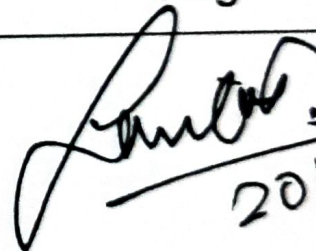
Vendor-Empanelment Notice

Applications are invited for empanelment of vendors for supply of printed books to J.L.N. Library (Central Library) of the Vishwavidyalaya. The detailed information including terms & conditions are available on the University website www.dhsgsu.edu.in

Last date of receiving complete application is 12/08/2022 (5:00 PM) through Registered/Speed post only.

Note: Those Vendors who have already submitted their application earlier against Univ. Notice No. Lib./2022/21 dated 14.01.2022 will have to submit their application afresh, alongwith all requisite documents and Bank Guaranty of Rs. 2.00 Lakhs and need not to enclose the D.D. of Rs. 5900.00 again, as application fees.

Registrar (Offg.)


20/7/2022

**APPLICATION FORM FOR REGISTRATION AND EMPANELMENT OF VENDORS
FOR SUPPLY OF PRINTED BOOKS**

ELIGIBILITY CRITERIA FOR EMPANELMENT

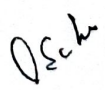
Applications are invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor(s) for supply of printed books to our Jawaharlal Nehru Library (Central Library) for the financial year 2022-23. Publishers/Distributors/Vendors seeking for empanelment have to fulfill the following eligibility criteria.

(STRIKE OFF WHICH EVER IS NOT APPLICABLE)

(Please read the terms and conditions carefully before filling the application form)

1. Name of the firm :
2. Address of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any :
.....
.....
.....
.....
.....
.....
3. Kind of Proprietorship :
 - (i) Name and address of Directors / Managing Directors / Proprietor :
.....
.....
.....
.....
 - (ii) If partnership, name and address of partners :
.....
.....
.....
.....
4. Permanent Account No. (PAN) issued by the Income Tax Department.
..... (enclose documentary proof)
5. Please tick mark and provide documentary proof of your membership in any of the following associations:
 - (i) Good Offices Committee (GOC) :
 - (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI) :
 - (iii) Any other State / National Association(s) of books suppliers :
6. Are you a distributor / dealer / stockiest / exclusive or preferred agent of any publisher? If so please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership/ stockiest / exclusive or preferred agency.





7. The vendor should enclose ITRs for Last 3 Assessment years along with photocopy of audited Balance Sheet duly certified by Chartered Accountant.

Please mention the Average amount of ITR of last three financial years :

8. Please attach minimum five (5) references along with certificate of satisfactorily supplied books of the libraries of nationally reputed organizations (e.g. Central Universities, State Universities or other reputed Institutions with whom you are already registered).
9. The vendor should have a minimum annual Turnover of Rs. 200 Lakhs (Rupees Two Crore only) in the Last 3 years. Please provide the annual turnover of the firm for the last three consecutive years (C.A. certificate should be attached)

Please mention the Average amount of Turn over of last three financial years:

10. Please provide an affidavit for not having de-listed for minimum three (3) years by any of the Institutes or Universities or Government organizations in India.
11. Copies of orders worth Rs. 25.0 Lakhs or more for supply of printed books to any Central/State University/other reputed Institutions within last 3 financial years should be enclosed.
12. Satisfactory Supply Certificate should be enclosed.

DECLARATION

- (i) I/We (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of my/our knowledge and that we shall be bound by the acts of duly constituted attorney.
- (ii) I/ We also hereby declare that all matters related to Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. whose signature is appearing below, is the authorized representative of the firm.
- (iv) 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.

TERMS & CONDITIONS (Please read the terms and conditions carefully before filling the form)

1. Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) does not bind itself to add any of the vendors in its approved list.
2. Hon'ble Vice-chancellor, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.) reserves the right to recommend or reject any or all application(s), whose decision will be final in all cases in respect of acceptance rejection / arbitration.
3. (a) Flat discount offer on Printed books
(Except Govt. Publications)
- (b) GOC Conversion rate of foreign currencies will be applicable at the time of billing.

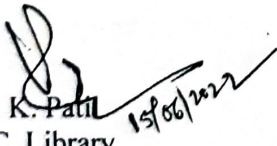
25%

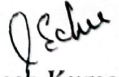
4. The vendor should also have to enclose a Bank Guaranty for Rs. 2,00,000/- (Rupees Two Lakhs Only) in the form of Security Deposit in the favour of "The Registrar, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.)", which will be returned after satisfactory completion of the supply of books and expiry of the tenure. However, the Security Deposit would be forfeited if the selected bidder(s) fails to supply the ordered books satisfactorily, in the specified time. The Security Deposit of the unqualified bidders would be returned after the empanelment of other qualified firms. Security Deposit money will not entail any interest. The details of Bank of the University are as follows:-

Account No. : 10186725260
IFSC Code : SBIN0001143
Name of Bank : State Bank of India,
Saugor University
Sagar (M.P.).

5. The vendor should not ever been debarred / blacklisted for doing business from any Government Organization (Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees hundred only) certifying for not being ever debarred / blacklisted).
6. Copies of orders worth Rs. 25.0 Lakhs or more for supply of printed books to any Central/State University/ other reputed Institutions within last 3 financial years should be enclosed.
7. Satisfactory Supply Certificate should be enclosed.
8. The University is not bound to accept all the qualified bidders, and reserves the right to accept or reject one or all the proposal(s) without assigning any reasons thereof. The acceptance of the qualified bidders rests upon the University on its selection criteria. Decision of the Vice- Chancellor of the University on any dispute related to selection of vendor(s) for supply of books shall be final and binding.
9. The application is required to be accompanied with a DD of Rs. 5900.00 (Rs. 5,000.00 Plus 18% GST) (non-refundable) as Application fees in the favour of "The Registrar, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.)".
10. Any Conditional discount offered will not be entertained and that application(s) will be treated as cancelled. No application fee will be refunded to such vendor(s).

Note: *Those Vendors who have already submitted their application earlier against Univ. Notice No. Lib./2022/21 dated 14.01.2022 will have to submit their application afresh, alongwith all requisite documents and Bank Guaranty of Rs. 2.00 Lakhs and need not to enclose D.D. of Rs. 5900.00 again, as application fees.*


Prof. U. K. Patil
Prof. I/C, Library
Mob. No. 9425172165


Dr. Mukesh Kumar Sahu
Assistant Librarian
Mob. No. 9425437265

AGREEMENT

This agreement is signed between the two parties as mentioned below:

The First Party : Registrar, Dr. Harisingh Gour Vishwavidyalaya (A Central University). Sagar, M.P., on behalf of Jawaharlal Nehru Central Library and other Libraries of the Universities. The First Party has registered office at Central office, University Campus, Dr. Harisingh Gour Vishwavidyalaya, Sagar , M.P. 470003, India Ph. (07582) 265226.

The Second Party: M/s.
.....
.....
Ph: () Mob.
e-mail :

- (A) This Agreement is for supply of books related to higher learning to the Central Library and other libraries of Dr. Harisingh Gour Vishwavidyalaya, Sagar, M.P. (hereinafter referred as the First Party).
- (B) The supplier shall be an Empanelled Vendor, as selected and notified by the University Via notification posted on Website www.dhsgsu.edu.in who shall render services (hereinafter referred as the Second Party).
- (C) The Agreement shall remain valid for the financial year 2022-23.
- (D) The terms and conditions of Agreement are:
- (1) The Second Party would provide a prescribed discount 25% on every purchase order, received, of whatsoever amount, except on Government publications and supply F.O.R. Sagar (Dr. H.S.G.V.V.)
 - (2) The Second Party would provide a Performance Security Deposit Amount of Rs. 2.00.000 (Two Lakhs only) with no claim of interest, to the First Party, refundable, when the tenure of Agreement is over.
 - (3) The Second Party shall produce actual price proof and declaration on every bill that :-
 - (a) the actual prices of publication have been claimed, without any packaging, loading, unloading handling /postage charges.
 - (b) Supplied books /publications are not defective or damaged books or missing pages and if found so, they have to be taken back, even after the Stamped/ Accessioned or both at own cost.
 - (4) The First Party will not accept any book that is pirated or hard-bound (in case of availability of paperback) photocopy of original book.
 - (5) Invoice(s)/bill(s) of the Second Party should be in triplicate. Revenue stamp should be affixed with original bill (if above Rs. 5000.00) duly signed by the authorized signatory.
 - (6) Any supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books on time without reasonable grounds, will be liable for blacklisting. Delay in supply would lead to the cancellation of order automatically. The First Party would reserve right to cancel either the entire order or a part thereof without any notice /reminder.
 - (7) In case of cheating by charging more than actual Publisher's price, denial of services, use of mal-practices, imposition of conditions. The Second party can be punished by blacklisting /seizing the Performance Security Deposit or both.
 - (8) Only latest and economical edition. Indian edition, paperback editions are to be supplied (unless otherwise specified) by the Registered Post/Registered Parcel/messenger-by-hand at own cost.

- (9) The supply of books against the purchase order received by the Second Party shall be as under:-
(a) Indian Books : Within 30 days
(b) Foreign Books : Within 60 days
- (10) The decision of the First Party regarding all matters of procurement and supply shall be final and binding.
- (11) The Second Party, if remain inactive on matter pertaining to procurement /supply for a long duration (as decided by The First Party) may be excluded from the panel of vendors for remaining empanelled period and onward also.
- (12) The Second Party shall charge only the current GOC (Good Office Committee) exchange rates of foreign currencies applicable on the date of billing and its copy to be enclosed with invoice /bill
- (13) In case of Indian /foreign books where prices are not printed (not available), an authentic document (price proof, etc.) will be required for verification and support.
- (14) In case of unsupplied title of book(s), a certificate of non-availability of the title of book(s) in the market from publisher /Distributor /Stockiest of Publisher should be enclosed /produced within a week.
- (15) The Second Party will not put (or impose) any pre-condition /post-condition before, during or after procurement and supply process, otherwise it may be blacklisted by the First Party.
- (16) Upon furnishing incomplete or wrong information in the bill /Invoice /price proof /Tax-Registration No./PAN/Membership and Association Form, the Second Party may be debarred /blacklisted from empanelment list.
- (17) If services are found unsatisfactory or terms & conditions as stated in the agreement are violated, the First Party may deduct a reasonable amount from the Performance Security Deposit or may seize the entire amount, as the case may be, by issuing a notice to the Second Party.
- (18) In case of dispute between the two parties, the decision of Hon'ble Vice Chancellor of the University shall be final, mandatory and binding on both parties.
- (19) Any Legal dispute that may arise during the period shall be subject to the jurisdiction of Sagar District Court only.
- (20) The agreement will be valid from the date of signature of the Second Party.

..... (sd/)

(The First Party)
Name of Signatory

Witnesses of First Party

(1) Name

Signature

(1) Name

Signature

..... (sd/)

(The Second Party)
Name of Signatory

Witnesses of Second Party

(1) Name

Signature

(1) Name

Signature