



F.7(2)/pur/DSEU/2021

Tender No. 1/2021/Library

दिल्ली कौशल और उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)

Integrated Institute of Technology Complex

Sector 9, Dwarka, New Delhi - 110077

Tender Document for Empanelment of Book Supplier

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi to equip students with world-class skill education to enable access to aspirational jobs and inculcate entrepreneurial mindset and entrepreneurship. DSEU aims to create a win-win for the youth and the industry by filling the existing gaps in skill training.

Delhi Skill and Entrepreneurship University invites applications from book suppliers/publishers/book vendors/Distributors who intends to supply the books to 15 campus libraries situated in Govt of NCT of Delhi on approval basis during the financial year 2021-2022, 2022-2023 may apply for registration of their firm in the prescribed Proforma and Annexures attached. The prescribed Terms and Conditions laid down by Delhi Skill and Entrepreneurship University are also attached.

The duly filled in application along with necessary documents are required to be submitted by 21-10-2021 by 5:00 pm in a sealed envelope on the below mentioned address,

Registrar,
Delhi Skill and Entrepreneurship University
Integrated Institute of Technology Dwarka
Sector -9 Dwarka Delhi -110077

The application can also be submitted, through email with all necessary documents (soft copy) to registrar@dseu.ac.in.

Vendor may submit the application via click this form <https://forms.gle/o4JHz3bCYVXjZ6tB6>

The complete application must be supported by the following duly signed documents.

The Delhi Skill and Entrepreneurship University reserves the right to cancel any / all the bid(s) tender at any time / stage or relax /amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any enquiry, after submission of the bid by the firm, shall not be entertained. In case of withdrawal of bid by the successful firm, the firm will be blacklisted and will not be allowed to participate in university tenders.

Jatin Verma
OSD(Purchase)
9811805443

Scope of the work

To supply books in libraries situated in the 15 Campuses of the Delhi Skill and Entrepreneurship University against the purchase order.

Section-1: Technical Eligibility Criteria for Empanelment

1. The bidder should be a book supplier/vendor/agent/publisher and a member of State Book Suppliers/Publishers Association, Delhi or Federation of Indian Publishers or Book Suppliers Association (FIPBA), New Delhi or National Associations for book suppliers.
2. The vendor should have a Permanent Account Number (PAN) and Goods. Copies should be furnished.
3. Vendor should have satisfactorily supplied books **worth not less than Rs.25 Lakhs** to any five (5) libraries of national reputed organizations in the previous three financial years. Out of which, one should be an institute of national importance and one should be reputed research institute/university. Copies of purchase orders and certificates to the effect that the supplies have been made satisfactorily issued by respective Libraries/institutions need to be furnished.
4. Minimum Annual turnover of the firm should be one (1) crore for the last three consecutive years i.e. 2018-19, 2019-20 and 2020-21. Copies of ITRs or audited Balance Sheets duly attested by CA or Certificates from CA should be furnished.
5. The bidder should have never been debarred/blacklisted from any of the Government organisations or autonomous organizations. An affidavit to this effect on non-judicial stamp paper of Rs.50/- may be furnished.

Terms and conditions:

1. The latest editions of titles must only be supplied / accepted by the University.
2. The publication supplied must be new and in good condition without any defects/damage.
3. The books shall be supplied along with proof of price (As per the publisher's catalogue in case of foreign books or Indian books where the price is not printed) for verification of price.
4. If the institute has placed an order for foreign titled book but the Indian or low-price edition of the same book is available in the market, the vendor will inform about the availability to library regarding this before supplying the books. Failing which, the vendor shall bear the differential cost if the Institute comes to the notice of such availability at a later stage.
5. Unless otherwise specified the Indian/paperback edition of a title should be supplied.
6. Books of the latest edition should be supplied, with confirmation and approval to that effect to the Competent Authority, even though the Purchase Order may have specified an older edition.
7. In case of non-availability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the library- in charge, regarding the supply of the available editions in lieu of the default.

8. The library will place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
9. For any book which is not available in the market, the supplier has to intimate the purchaser about its non-availability within seven (7) days of the Purchase order.
10. As per the provided list of books or other materials, the empanelled vendors have to respond within three (03) days, only by email with the following details:
 - a. The number of copies available; Unit price (in original currency); Discount offered; Shipping time; Validity of the quoted price(s), etc.
 - b. Proforma for the same will be provided to the empanelled vendors.

11. Purchase Orders

- a) The library will place purchase orders with the empanelled vendor(s) offering the lowest price and/or the highest discount, as applicable, for the available latest/Indian edition or as applicable.
- b) If two or more empanelled vendors offer the same discount and/or the lowest price, the decision of the Competent Authority would be final.
- c) DSEU/Library incharge at their own discretion may increase or decrease the quantity of books to be supplied according to requirement.
- d) DSEU/Library incharge reserves the right to procure the books whole or a part and also split the order as per the requirement.
- e) Sending an acknowledgment of the receipt of the purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

12. Delivery Schedule of Books

- a) A maximum period of 30 days from the date of the purchase order - for Indian/Foreign titles (if available in India).
- b) A maximum of 60 days (maximum) from the date of the purchase order - for foreign titles (if not available in India).
- c) The supply of books should be free of freight charges to every campus. No freight
- d) In case there is a delay in supply that is unforeseen, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least, seven (07) working days before the supply due date.

13. Conditions for cancellations of the released purchase orders

- a) If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 0.5% of the value of the order not fulfilled, per week, subject to a maximum of 10%.
- b) Thereafter, the University reserves the right to cancel the order and place the empanelled vendor(s) in black list after providing them an opportunity to represent their side.
- c) The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the competent authority of the University shall be final and binding in this regard.

14. Conversion Rates

- a) The Prices in invoice should be mentioned in original currencies i.e. , Rs. \$, €, £, etc.
- b) Reserve Bank of India (RBI) currency conversion rates as applicable on the date of the PO should be followed and clearly mentioned on the invoice.

15. Consignee and Invoice Details

- a) The invoice shall be issued against the details mention in the purchase order and supply shall be made to address given in the purchase order.
- b) The Invoice should bear the firm's PAN.
- c) Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- d) A revenue stamp should be affixed on the original bill amounting to more than Rs.5000/-and should be signed by authorized signatory.
- e) 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.

16. Termination of Empanelment/ Registration

The vendor's empanelment/ registration may be terminated/ dropped/ black-listed from the panel of vendors and University reserves the right to claim the amount of losses occurred to the Institute at the occurrence of any of the following:

- a) Poor supply against the purchase order of books.
- b) If at any time found that the information provided by the book vendor in any form about publications, services, costs and related matters are incorrect/false and results in loss to the Institute in any form. In such case(s) the University will be free to terminate the empanelment without giving any prior notice to book vendor and University reserves the right to claim the amount of losses occurred to the Institute.

17. Discount: The following discount threshold pattern should be followed:

All Indian Title Books	Not less than 25%
All foreign titles Books	Not less than 25%
All low lost edition India/foreign.	Not less than 25%.
Government publications & Short discount titles	As may be applicable

In case if any textbook title or regular title does not attract even the minimum discount as specified in the above table, the reason may be explained while quoting for it.

18. Undertaking: Every invoice should certify the following

- a) The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- b) The prices charged are as per the publisher's invoice (publishers/ importers/ distributors) and the latest catalogue.

- c) 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 later, the defective books/CDs shall be replaced free of cost, at the destination of supply.
- d) The latest editions have been supplied and they are not remaindered titles.

19. Performance Security

The selected vendors should submit a refundable security deposit of Rs.1,00,000/- (Rupees One Lakh only) in the form of Demand Draft favouring "Registrar, Delhi Skill and Entrepreneurship University". The said security should be valid for sixty (60) days beyond the tenure of empanelment.

University reserves the right to reject the bid if documents are not enclosed with the application form. Vendor shall submit the document with self-attestation.

Application Form

Application is invited from the Publishers/Distributors/Vendors for registration and empanelment for supply of books to Library of Delhi Skill and Entrepreneurship University.

(Duly filled application form should reach the Registrar, Delhi Skill and Entrepreneurship University, Integrated Institute of Technology Campus, Sector-9 Dwarka Delhi 110077 on or before 21-10-2021, latest by 05:00 P.M. along with all relevant document duly attested by self)

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS

To,

The Registrar,
Delhi Skill and Entrepreneurship University
Integrated Institute of Technology Campus
Sector-9 Dwarka Delhi 110077.

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to Libraries in DSEU Campuses, please find my duly filled application form along with relevant documents.

1.	Name of the Firm:	
2.	Postal address of the Head Office of the firm	
3.	Contact Information of authorised person	Name of the Contact Person:
		Telephone Number:
		Mobile Number:
		E-mail:
4.	Your Permanent Account No. (PAN):	
5	Bank details (A certificate issued by the bank may be attached)	Name of the Bank:
		Address:
		Bank Account No.:
		Name of the Account holder:
		IFSC code:
	MICR code:	
6	Are you a distributor / dealer / stockist/ exclusive/ preferred agent of the publishers in the area of Science and Technology? If so, please submit the most recent authority letters issued by the publishers.	

7	Are you a member of Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA) (Please attach a copy of your registration letter)		
8	Experience in the field of supplying books to IITs, NITs, Research labs and libraries of national reputed organizations (please mention no. of years)		
9	Are you registered and currently dealing with the minimum 2 libraries of national reputed organizations? Out of which 1 should be institutes of national importance and 1 should be reputed research institutes/universities (If 'Yes', please attach relevant documents) (List of institutes of national importance is available at MHRD website (http://mhrd.gov.in/institutions-national-importance))		
10	Name of the libraries where you have satisfactorily supplied books worth not less than Rs.25 Lakhs. In last three financial year. Out of which 1 should be institutes of national importance and 1 should be reputed research institutes/universities. (Please attach relevant documents)	<u>1.</u> <u>2.</u> <u>3.</u> <u>4.</u> <u>5.</u>	
11	Do you have direct import license? (If yes, please attach a copy of the same)		
12	Do you have an account with the reputed foreign publishers for importing? books directly through them? (If yes, please furnish documentary proof)		
13	Have your firm ever been debarred/blacklisted for doing business from any government organization? (If No, Certificate shall be furnished as indicated in the terms and condition)		
14	Annual Turnover of the firm for the last 3 financial years: (Please attach audited copy of the same)		
	(a) 2018-19:		
	(b) 2019-20:		
	(c) 2020-21:		
15	Do you agree to supply books on the terms and condition mentions in the annexure 1 of the advertisement available at DSEU Delhi website (www.dseu.ac.in)		

Declarations

- I/We _____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
- I/We also hereby declare that all matters related to University shall be treated as confidential and no information shall be passed on to any person without written permission of the Competent Authority.
- Mr. _____, whose signatures are given below, is an authorized representative of this firm.
- 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 also hereby declare that I'll deposit a refundable security deposit of Rs. 1,00,000 (One Lakh only) in the form of demand draft favouring "Registrar, Delhi Skill and Entrepreneurship University, Delhi", if my vendorship is approved.

Place:

Signature partners/Proprietors

Date:

(Seal of the Firm)

Check List

1. Application Form
2. Photo copy of Permanent Account Number (PAN)
3. Audited Balance Sheets duly attested by CA for previous three financial year
4. Most recent authority letters issued by the publishers stating you as a distributor / dealer / stockist/ exclusive/ preferred agent in the area of Science and Technology
5. Copy of your registration letter of Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
6. Reference letter of minimum two reputed libraries where the vendor is currently dealing with. Out of which 1 should be institutes of national importance and 1 should be reputed research institutes/universities.
7. Copy of import licence (if any)
8. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
9. Affidavit raised on non-judicial stamp paper of Rs. 50
10. A certificate issued by the bank