



# Central University of Haryana, Mahendergarh

## University Library System

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### Notice

#### Registration for Supply of Books

The Booksellers/Vendors/Publishers/Distributors/Online Book Stores etc. who intend to supply books to the University Library System of Central University of Haryana during the current financial year ending 31<sup>st</sup> march, 2020, may take part in the online tender process for finalization of discount rates.

There are two ways to take part in online tender, 1) Registered with Federation of Publishers and Book Sellers Association in India (FPBSA)/its Affiliated Associations. Or, 2) if not registered with FPBSA/its affiliated Associations, the vendors may register with Central University of Haryana.

To register with Central University of Haryana, the online form and terms and conditions are available at [www.cuh.ac.in](http://www.cuh.ac.in) under Registration of Book Suppliers and Books Procurement Terms and Conditions.

Last date to submit online tender form is twenty one days from date of publication of e-tender.

Registrar

**Terms and Conditions to be self-signed at the time of submitting e-tender:**

1. The firm order shall be acknowledged and executed up to the specified date failing which it would be deemed to be cancelled.
2. The conversion rate on foreign books procured in foreign currency shall be as per GOC (Goods Office Committee) rate on the date of supply order.
3. All taxes, postage/freight charges or any other charges of delivery of books shall be borne by Vendors/Publishers and shall be included in quote.
4. No supplier/distributor/publisher shall have the sole right to supply books/publications on the discount rates so decided above. Notwithstanding the discount rates so decided, the University Library System shall have the right to procure books/publications at a higher rate(s) of discount.
5. The University Library System (ULS) shall also have the right to procure books directly from those suppliers/distributors/publishers/booksellers who are not part of this tender process on the terms and conditions decided by the ULS.
6. The decision of Library Purchase Committee in book purchase shall be final and binding on all concerned with the approval of Vice Chancellor.
7. The Civil Court Mahendergarh/District Court Narnaul shall have jurisdiction to entertain legal dispute, if any.

**Central University of Haryana**  
**Jant Pali, Mahendergarh, Haryana – 123031**

**University Library System**

[www.cuh.ac.in](http://www.cuh.ac.in)



**e-Tender Document**

**For Purchase of Books and Other Publications for University Library System of Central University of Haryana**

Deadline for Submission of e-Tender	21 days from the date of publication of e-tender
Date of Opening of e-Tender Document	21 days from the date of publication of e-tender
Online Platform for Submission of Tender Form & e-Documents	<a href="http://www.cuh.ac.in">www.cuh.ac.in</a>

## University Library System of Central University of Haryana (CUH)

The online quotations are invited from the book suppliers/vendors/publishers of India who are either registered with Federation of Publishers and Book Sellers Association in India (FPBSA)/its Affiliated Associations Or if not registered with FPBSA/its affiliated Associations then may register with Central University of Haryana to finalize the standard discount rate for procurement of books in the following categories with below mentioned terms and conditions.

Publications	Type of Publication	Minimum % of Discount on the printed price	% of Discount offer by your firm on the printed price
Indian	English Language Publications	20	
	Other than English Language Publications	20	
	Multi-Volume sets in any Language	20	
	Reference Sources in any Language	20	
	Remainder Publications in any Language	50	
	Publications published more than three years ago in any language	30	
	Short/No Discount Publications like Central State Government Publications and other such publications	Prevailing guidelines in the market will be followed	
	Publications in Electronic Medium	20	
	Multiple copies i.e. more than four copies	25	
Foreign	English Language Publications	20	
	Other than English Language Publications	20	
	Multi-Volume sets in any Language	20	
	Reference Sources in any Language	20	
	Remainder publications in any Language	50	
	Publications published more than three years ago in any language	30	
	Short/No Discount publications like Central State Government Publications and other such publications	Prevailing guidelines in the market will be followed	
	Publications in Electronic Medium	20	
	Multiple copies i.e. more than four copies	25	

It is requested to fill complete online form and upload e-documents/scanned documents for both technical bid and financial bid. The last date to fill online form is 21 days from the date of publication of e-tender (date). The online technical bid will be opened after 21 days from the date of publication of e-tender (date) at CUH, Mahendergarh (place). Later on those who will qualify technically, their financial bid will be opened. Interested technically qualified book suppliers/vendors/publishers may choose to be present at the time of opening of financial bid.

### Terms & Conditions for Online Quotations:

The following documents for each technical and financial bid in e-form i.e. scanned copy of document to be uploaded online at [www.cuh.ac.in](http://www.cuh.ac.in) (website).

### **Online Technical Bid Documents**

- Proof of registration with Federation of Publishers and Book Sellers Association in India (FPBSA) or its affiliated Associations  
Or  
Registered with Central University of Haryana.
- Copy of PAN/TAN card
- Copy of Income Tax Return of last one assessment year, if PAN is not in the name of the firm.
- Copy of Registration/Incorporation Certificate of the firm.
- List of Publishers represented by the firm, if the firm is a distributor.
- List of Universities and Research Institutions which are regular clients of the firm.
- Self-attested undertaking to the effect that the firm was 'not blacklisted' by any organisation in last five years, on letterhead.
- Self-signed copy of terms and conditions.

### **Financial Bid Terms & Conditions**

- Conversion rate is as per GOC (Good Office Committee) for books procured in all foreign currencies on the date of supply order.
- The finalized discount rates shall be valid up to 31<sup>st</sup> March 2020 or till the date these discount rates are revised by the University Library System of CUH, whichever is later.
- The finalized discount rates shall not be changed, once they are submitted through online system.
- All taxes, postage/freight charges or any other charges of delivery of books shall be borne by Vendors/Publishers and shall be included in quote.
- No supplier/distributor/publisher shall have the sole right to supply books/publications on the discount rates so decided above. Notwithstanding the discount rates so decided, the University Library System shall have the right to procure books/publications at a higher rate(s) of discount.
- The University Library System (ULS) shall have the right to procure books directly from those suppliers/distributors/publishers who are not part of this tender process on the terms and conditions decided by the ULS.
- The University Librarian/Assistant Librarian/Chairman Library Purchase Committee's decision in all matters of book procurement shall be final and binding on all concerned.
- Library Purchase Committee have the right to terminate the proposed bidding process at any time without assigning any reason.
- Self-signed copy of terms and conditions.

### **General Terms & Conditions**

- The scanned copy of quotation, having details of authorised person of firm along with signature and stamp, should be uploaded.
- In case, any book supplier provides false documents, it will be treated as violation of terms and conditions.
- The Library Purchase Committee reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
- Conditional and incomplete quotations are liable to be rejected.

### **Number of Quotations**

Only one quotation per bidder is allowed.

**Validity of Quotations**

The quotations shall be valid for a period of one financial year after the deadline date for online submission or till the next tender.

**Edition of Books**

- Latest, paperback and low priced edition of books has to be supplied wherever available.
- Order placed by the library will be valid for 45 days from the date of e-mail of supply order.
- Defective, damaged titles shall be replaced at the suppliers cost.
- Suppliers shall declare that only latest editions have been supplied and are not remainder titles.

**Jurisdiction**

The Civil Court Mahendergarh/District Court Narnaul shall have jurisdiction to entertain in the legal dispute, if any.

**More Information**

For further details regarding the book procurement process and procedures, you may contact the University Library In-Charge/Assistant Librarian at [library@cuh.ac.in](mailto:library@cuh.ac.in) or have a look at our university website – [www.cuh.ac.in](http://www.cuh.ac.in).