

**Expression of Interest are invited for Empanelment of Vendors/
Publishers/Aggregator/ Distributors for supply of Books/ Journals/
Databases to Central Library, Kazi Nazrul University**

**Tender No. KNU/2023-2024/Books-Journals-Databases/001
Dated 12.12.2023**

Kazi Nazrul University invites Expression of Interest from the interested reputed Publisher/ Supplier/ Distributor/ Vendor/ Aggregator / Dealer / Preferred agents of the publishers in tender for supply of various categories of books, journals and databases (both print & electronic format).

Interested party may submit their applications in prescribed format. Forms may be downloaded from KNU website (www.knu.ac.in). The same should be duly filled-in and must be submitted in a sealed envelope addressed to “The Registrar, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. - Kalla C. H., Asansol-713340, Dist. - Paschim Bardhaman, West Bengal” superscribing **“Application for empanelment of Vendor/ Publisher/ Aggregator/ Dealer/ Distributor etc. for the supply of books. Journals and databases etc.”**

Last date of submission of the completed application form to the Office of the Registrar or Central Library either by hand or by post is on 31.12.2023 at 4.30 p. m. positively.

Applicant must comply with the Terms and Conditions as mentioned in the Annexure -I of the Tender Documents.

For any sort of query please contact librarian@knu.ac.in, fo@knu.ac.in, registrar@knu.ac.in.

The University reserves the right to accept or reject any application, if stands disqualified.

NOTICE INVITING TENDER

Section-1: Technical Eligibility Criteria for Empanelment

1. The Applicant should be a Publisher/ Supplier/Distributor/Aggregator/ Vendor /Dealer / Preferred agent of the publishers. Please submit the most recent authorized letters issued by the publishers.
2. The Applicant should have satisfactorily supplied books / journals / databases to any three (3) Govt. Universities or Institutes of National Repute.
3. The Publisher/ Supplier/ Distributor/ Vendor /Dealer / Preferred agents should submit the copy of their last three consecutive years IT Return and PAN/TAN and GST number in the prescribed application form along with the address proof (certificate should be attached).
4. The Applicant should have a minimum annual turnover of Rs.20 Lakhs in a financial year 2020-21, 2021-22, 2022-23 (certificate should be attached from CA).
5. In the case of no supply of any title of 3 orders the vendor/ publisher/ distributor will be blacklisted.
6. The bidder should not be ever been debarred/ blacklisted for doing business by any Government organization. An affidavit raised on non –judicial stamp paper of Rs.100 (Rupees hundred only) should be furnished in this regard.
7. The bidder should have experience in supply of books /journals/ databases orders during each of the last three financial years since 2020-21, 2021-22, 2022-23. Documentary proof in support of the same should be submitted viz., Copies of the Purchase Orders for the years 2020-21, 2021-22, 2022-23 in respect of books/ journals/ databases supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE).
8. The tender should enclose the copies of the following documents.
 - Certificate of Registration / Incorporation
 - Permanent Account Number issued by the Income Tax Authorities
 - Certificate of Registration with GST Authorities
 - Audited Balance Sheet for the Financial Years 2020-21, 2021-22, 2022-23. Purchase order executed in respect of supply of books to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)

Term and General Conditions

Print Books:

1. The books supplied should be of Current Edition only and in good condition.
2. The Books shall be supplied along with Price proof (As per Publishers Catalogue in case of foreign books) and in the case of Indian books where the Price is not printed on the Book, the supplier shall submit an authentic document in support of verification of Price.
3. KNU reserves the right to procure the books whole or a part and also split the order as per the requirements of KNU.
4. The participating vendors must give consent of supply of at least 75% of books from the order awarded to them, failing which action may be taken by the library against them, like, cancellation of order, black listing of vendors, no further participation for future empanelment, etc.
5. For books which are not available in the market, the supplier has to intimate the Librarian, KNU about its non-availability within a period of Seven (7) days from the date of issuance of the Purchase Order.
6. The rate printed on the Book supplied and also the price proof submitted should not be altered/changed.
7. KNU may at its discretion increase or decrease quantity of books to be supplied according to the requirement. In case of further requirement, repeat order may also be placed for full or for part quantity.
8. In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the Librarian, KNU.
9. The Empanelment will be initially valid for three years and may be extended for further years on the mutual agreement of the University and Vendor.
10. If vendor does not perform promptly, their empanelment may be cancelled at any time without stating any reason.
11. The payment will be made on satisfactory delivery and receipt of books in good conditions at KNU library.

12. Enquiry on availability of books:

- (a) The Librarian may place an enquiry with all the empanelled vendors for the required titles and the number of copies of each thereof.

- (b) The vendors have to reply within two days of receipt of the enquiry the availability of the Books and their unit price.
- (c) The order shall remain valid for a period of 35 days for foreign publications and 30 days for Indian publications from the date of order. The order shall be treated as cancelled after the mentioned period.
- (d) Foreign publications if available at special Indian/ Asian price must be supplied at Indian/Asian price edition.
- (e) Price quoted in invoice for all publications should be supported by procurement invoice/ publisher's Invoice in case of foreign publications.
- (f) Pre-Receipt bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
- (g) Price shown on internet or website of the suppliers shall not be accepted by the library in support of price verification.
- (h) The bill should have quoted the followings:**
 - a. The price has been correctly charged in accordance with publisher's invoice /printed price.
 - b. Latest edition /ordered edition of the books have been supplied. No 'Remaindered' title is supplied.
- (i) The bid documents will be rejected if it is:**
 - a. Incomplete
 - b. Not properly filled
 - c. Received after the due date

Terms of Delivery

The books shall be delivered at the place specified in the tender free of cost within Twenty (20) days from the receipt of the Purchase Order.

The delivery shall be through Registered / Book post / Parcel / Courier / in person at the cost of the supplier. No freight / transportation, Loading and unloading charges, Postage, Insurance or any other charges whatsoever shall be paid extra.

E-Books:

- a. Online access should be available within Campus (IP based) and off campus access will also be given based on ID & PW or through Remote Login (IP based). Librarian should be informed if online version is available free with print version.
- b. Access should be made available to the Authorised Users for an indefinite period and it should be one time purchase subject to the terms of the License Agreement.
- c. Other terms and conditions are same as Print books.

Payment Terms

- a. The supplier shall submit pre-receipted Invoice / Bill in Triplicate along with necessary supporting documents. The supplier shall mention the name of the Currency in respect of foreign publications.
- b. The exchange rate of foreign currency will be considered as per Nationalized Bank preferably SBI.
- c. The payments for the books supplied shall be made on the basis of the certification of receipt of books as per the terms and conditions of Purchase Order by the Librarian, KNU. No advance payment shall be made against the Invoice / Bill submitted for books supplied.

Penalty:

In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the Purchaser shall deduct an amount equivalent to 2% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the book subject to a maximum of 10%.

In case of books are not supplied due to non-availability, a certificate to this effect shall be submitted by the Supplier duly authenticated by the publisher, failing which, KNU reserves the right to deduct 2% of the unsupplied books from the Invoice / Bill of the supplier.

Subscription of Journals:

Terms and conditions:

Print Journals:

1. Please mention subscription period in the invoice with Vol, Issue.
2. FOREX rate, if any will be as per Nationalized Bank preferably SBI.

3. Payment – Publisher/ Vendors / Subscription Agency raise invoice at the beginning of the subscription year and payment made in advance. Vendors submit invoice with the followings:

- payment proof for advance payment to the publishers
- copies of bank draft
- bank exchange rate on the invoice date
- price proof of the product

4. Furnish the license agreement along with the invoice, if applicable.

There should be no maintenance/platform fees accessing downloading, printing etc in future Supply of periodicals at current catalogue prices. Signing an Agreement between KNU and the publisher in case of Foreign Journals should be arranged.

Certificates on bills:

a. Prices have been correctly charged in accordance with the publisher’s latest catalogue.

b. Library should not subscribe journals against ‘personal subscriptions’. However, Journals received against institutional membership are acceptable.

c. **Journal subscription payments:** The payment towards the journal subscriptions should be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).

d. **In case of payment through the subscription agent(s)/ vendor(s) following options are available:**

a. All subscriptions should be made through the Library only and the amount to be paid to the publishers/vendors by the vendors against firm orders, and-

b. After direct confirmation from publishers/vendors that the journals are subscribed in the name of the University.

Proof for remittance: (i) Invoice/ Bill in duplicate should be provided by the publisher/ vendor (ii) Publishers’ Renewal Letter/ Notice mentioning the subscription price/cost (e.g. Indian journals) (iii) Even, print out from the Publishers’/ journal’s official website can also be considered wherein the proper invoice/ bill etc. not received by the publishers. (iv) A copy of the letter sent to the publisher giving details of the journals for which remittance has been made and (v) Copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank), Publisher’s acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor’s foreign currency account).

Missing issues: Replace original missing issues or publishers certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque.

Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.

E-Journals:

- a. Online access should be available within Campus (IP based) and off campus access will also be given based on ID & PW or through Remote Login (IP based). Librarian should be informed if online version is available free with print version.
- b. Access should be “Perpetual Access” subject to the terms of the License Agreement.
- c. Other terms and conditions are same as Print journal.

Databases:

Ordering, payment, access method of electronic databases is same as e-Journals.

TDS certificate:

TDS certificate is issued to the Vendors/Publishers at the end of each financial year from Accounts Department.

Withholding tax rates on payments to non-resident towards fees for technical services/ royalties under the Income-tax Act, 1961.

Resolution of Disputes:

In case of a dispute arising between the supplier and purchaser relating to the execution of the Purchase Order, the decision of the Honorable Vice Chancellor shall be binding on both the supplier and purchaser.

Annexure-II

Application Form for Enrolment as Vendor/ Publisher/ Distributor/ Aggregator/ Dealer etc.

In response to your TENDER for registration and empanelment of Vendors/ Publisher/ Aggregator/ Dealer for supply of books/ journal/ database to Kazi Nazrul University, please find my duly filled application form along with other relevant documents.

1	Tender No. and Date	
2	Name of the Firm:	
3	Postal Address of the Office/ Firm (Attach Proof):	
4	Contact Information: (a) Name of the contact person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number: (e) E-Mail: (f) Website address, if any:	

5	Kind of Firm, Name and address of Directors/Managing Directors/Proprietor/Partners:
6	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years.
7	Your Permanent Account No. (PAN): (Copy Attached)
8	Your Certificate of Registration with GST Authorities (Copy Attached)
9	<p>Bank Details</p> <p>(a) Name of the Bank:</p> <p>(b) Address:</p> <p>(c) Bank Account No.:</p> <p>(d) Name of the Account holder:</p> <p>(e) IFSC code:</p> <p>(f) MICR code:</p> <p>(g) Date of opening of Account:</p> <p>(h) Type of Account (Saving / Current):</p>
10	Are you a distributor/dealer/stockiest/executive/preferred agent of the publishers? If yes, please submit the most recent authority letters issued by the publishers.

11	Have you satisfactorily supplied books/ journals/ databases to any 3 Central University or State University/ College or Institute during the last 3 years (Copy of Purchase orders should be attached)
12	Do you have direct import license? (If yes, please attach a copy of the same)
13	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS: (a) 2020-21: (b) 2021-22: (c) 2022-23: Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant)
14	Have your firm ever been debarred / blacklisted from doing business with any Government Organization? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred Only)

Declarations:

1. I/ We _____ (Names of Partners/ Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.

2. 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.

3. I/ We accept your all terms & conditions mentioned above.

Place:

Signature of Partner/Proprietor/ Director

(Seal of the Firm)

