



**Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR
G T ROAD BYE PASS, JALANDHAR-144011, PUNJAB (INDIA)**

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**Registration of Library suppliers
Year 2020-21**

Sealed offers super scribed as “**offer for supply of books, journals and other learning resources**” (**both print and E-books**) for the year 2020-2021 are invited. Applications complete in all respects and accompanied by EMD worth Rs. 20000 in form of DD favoring “**The Security account Dr. B R Ambedkar NIT Jalandhar**” payable at Jalandhar must reach The Librarian latest by 09.12.2020 at 2.00 PM. The same will be opened at 3.30 PM on the same day. The form for Registration and terms and conditions are available on the Institute website: www.nitj.ac.in or can be obtained from the Institute Librarian on any working day.

Registrar



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Registration of Library suppliers

Year 2020-21

Bid Proforma

Name of the Firm : _____

: _____

Address : _____

With contact no. : _____

and e-mail : _____

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Statement regarding

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And condition : _____

: _____

Discount offered (%): : _____

List of Enclosures:

1. Copy of certificate of Federation of Publishers and Booksellers association of India or Delhi.
2. Copy Of PAN/TAN
3. Copy of GSTIN
4. List (year Wise) of customers entertained during the last three financial years & copies of supply orders of last three financial years (at least one from each year (of books, e-books and journals) to any government Institute
5. Last three years financial turnover and copies of Last three years ITRs
6. Copy of registered address
7. Copy of Aadhar card of the proprietor.
8. Certificate with regard to the discount offered being highest ever given

Name of the Authorized Signatory: _____

Signature with date and Company Seal:



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Terms and conditions of supply of print & e-books

1. A maximum **“uniform” discount** is invited on all categories of books- text, non-text, reference etc. both in electronic and print format (latest edition only unless specified otherwise) of Indian and foreign origin. The Publisher/vendor/supplier(s) are required to certify that the discount quoted by them is the highest ever given to any other Institute by them. Duly signed certificate to this effect on the company letter head must be submitted along with the application for empanelment/ Registration.
2. **Purchase under special categories:** Documents like standards, government and society publications, short discount / no discount titles and any other category where discount as mentioned at Sr.1 is not available shall be purchased as per GOC terms .
3. Purchase of other publications like-CDs DVDs, and any other virtual learning resources not covered under above categories shall be purchased on case to case basis subject to approval of the competent authority, submission of **proprietary certificate and minimum cost certificate from publisher shall be mandatory in case of all virtual resources, CDs, and DVDs.**
4. Only latest and cheap Indian edition (wherever published) of the publications shall be accepted. Where foreign editions are supplied, the supplier shall have to certify that no Indian edition of the same has been published or / is available in the market at present.
5. Maximum time for supply of Indian publications shall be 30 days (from the date of dispatch of supply order) and 60 days for publication of foreign origin. After this date, the order shall automatically be treated as cancelled, unless there is some genuine reason acceptable to the Institute and the Institute library extends delivery period. In no case the delivery period shall be extended beyond six months
6. The Institute is not liable to pay any interest on EMD. Earnest money deposit shall be forfeited, if the bidder withdraws its bid during the period of bid validity. The Earnest money deposit of the bidder, whose bid has been accepted, will be retained by the Institute until the date of validity of contract. In addition to this, the supplier is required to submit a performance security @ 5% of the total value of the order placed on each occasion. The performance security will be kept till the validity of the contract. Earnest money deposit of



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- the successful bidder shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame as specified by the institute. The EMD(s) of other Bidder(s) whose offer are found according to required specifications/ lowest will be released after finalization of Technical Bids/ Lowest Bid/Purchase.
7. For out of print and out of publication documents, supplier shall submit publisher's proof in case of Indian books and authorized dealers proof in case of foreign books.
 8. Bills shall be submitted in duplicate (department / supply order wise separately) in favor of ***"Director, Dr. BR Ambedkar national Institute of Technology, Jalandhar"***.
 9. Institute Library shall process payment after completion of a particular supply order, provided the received documents are in good condition and the bills are accompanied by all required documents viz: price proof, proof to the effect of the document being the latest and cheap available edition. All bills should be stamped and certified as ***"books supplied are the latest and cheapest editions and prices charged are the same as fixed by the publishers."*** Supplier must supply all books once PO is accepted and only then, payment shall be processed. Bank rate of conversion (in case of books priced in foreign Currency) on the date of billing shall be followed .
 10. Delivery of the books shall be ***"FOR NIT LIBRARY "***and books shall be dispatched to:
The Librarian, Dr. BR Ambedkar national Institute of Technology, Jalandhar-144011.
 11. It is mandatory for an applicant for registration to be an approved supplier by GOC and be a member of Booksellers and publishers Association, India or Booksellers and publishers Association, Delhi.
 12. ***Suppliers shall be finalized / registered based on maximum discount (HI) and acceptance of Institute terms & conditions. Supply orders shall be evenly distributed among all the registered firms. Registered firms*** shall be given one test supply order. On successful completion of the same only, registration shall be confirmed.
 13. For delayed supply (unless the delivery period is extended by the Institute) of documents penalty rules as per GFR-2017 Chpt.9 (clause 9.7.10) shall be followed i.e. penalty @ 0.50% per week of the prices of the delayed goods maximum up to 10% shall be imposed. In case of



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POD, titles and titles out of print the supplier shall provide publishers proof and the Institute shall grant extension on case to cases as per the requirement of the Institute.

14. Once a publishers / suppliers/ stockiest is registered and the firm accepts Terms and conditions of the Institute in writing, then such firm is supposed to supply the ordered documents. At this stage if the registered firm refuse to start supply, his/ her EMD shall be forfeited.
15. In view of the prevailing situation, the suppliers shall have to set up off campus access (in case of e-books) for the users at no additional cost.

Terms and conditions of Supply of e-journals:

16. Institute prefer to subscribe e- journals as per the negotiated rates of eSS- e- Shodh Sindhu a national consortium established by MHRD or by NIT consortium, if any negotiation is held at this platform. For e-, journals and print journals where rates are negotiated neither by eSS nor by NIT consortium, subscription may be done on case to case to basis on limited quotation basis.
17. In view of the prevailing situation, the suppliers shall have to set up off campus access (in case of e-journals) for the users at no additional cost.
18. In all cases, decision of the **"Institute Director"** shall be treated as final. In case of any dispute, the same shall be subject to the **"jurisdiction of courts in Jalandhar"** or as per the **"Directives of the Institute Director"**.

Librarian