

संजय मेधावी
कुलसचिव
Sanjay Medhavi
Registrar



लखनऊ विश्वविद्यालय
(नेक द्वारा A++ ग्रेड प्रत्यायित)
लखनऊ-226007 (उ.प्र.) भारत
University of Lucknow
(Accredited A++ by NAAC)
Lucknow-226007 (U.P.) India

Ref

Date

University of Lucknow
Tender Notice

Applications are invited for Registration and Empanelment of firms for the supply of printed books to Tagore Library by 28th February, 2023. For detailed tender document, kindly visit www.lkouniv.ac.in

Registrar

(Sanjay Medhavi)
Registrar

No. GA-2232-36

Date 31.1.23

Copy to following for information and necessary action in this regard:-

1. PS to VC; for kind information of the Hon'ble Vice-Chancellor.
2. Finance officer, L.U.
3. Director, IPPR, L.U. with request to publish in two daily newspaper.
4. Incharge website with direction to upload the Tender document on University of Lucknow website.
5. Guard file.

31-1-23
Registrar



TAGORE LIBRARY, UNIVERSITY OF LUCKNOW, LUCKNOW

Eligibility criteria for Empanelment of vendors:

University of Lucknow invites applications from reputed Publishers/ Distributors/ Vendors to seek empanelment as authorized vendor for supply of printed books to the Tagore Library, University of Lucknow after the fulfillment of below mentioned points of eligibility criteria:

1. The bidder shall be a registered member of national/ state trade federations like FPBAI (Federation of Publishers & Book Seller Association of India), GOC (Good Office Committee), etc. Copy of Registration certificate must be enclosed with the proposal.
2. The bidder should submit Permanent Account No (PAN/GST Number).
3. The Distributors/Vendors must submit their license of Import/Export Code (IEC) certificate issued by the Ministry of Commerce, GOI with the proposal.
4. The bidders should have satisfactorily supplied books to any 3 Government Universities-Central/State (satisfactory supply certificate along with order copies should be attached).
5. The bidders should have a minimum average annual Turnover of ₹ 50 lakh in last Financial Year (C.A. certificate should be attached).
6. The bidders should enclosed ITRs for last 3 Assessment years (2020-21, 2021-22, and 2022-23) along with photocopy of P/L account and Balance Sheet duly certified by Chartered Accountant.
7. The bidder is required to submit DD of ₹ 2,000/- (non-refundable) as **registration fees** in favour of "the Finance Officer, University of Lucknow" payable at Lucknow alongwith application.
8. The bidder should also enclose separate DD for Rs.1,00,000/- (Rs. One Lakh Only) in the form of **Earnest Money Deposit (EMD)** in favour of "the Finance Officer, University of Lucknow" which will be returned upon expiry of the tenure of tender. However, the earnest money would be forfeited if the selected bidder(s) fail to supply the

A handwritten signature in blue ink, possibly reading 'A. S. G.', with some illegible text below it.

ordered books satisfactorily. The earnest money of the unqualified bids would be returned. Earnest Money will not entail any interest.

- 9.** The bidder should not be ever been debarred / blacklisted for doing business from any University or Government Organization. If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).
- 10.** The University of Lucknow reserves the right to accept or reject any or all the proposals/bids without assigning any reasons thereof. The acceptance of the qualified bidders rests with the University on its selection criteria. Decision of the Hon'ble Vice Chancellor of the University of Lucknow related to selection of vendor's for supply of books shall be final and binding. The University of Lucknow reserves the right to add any vendor to the approved list of vendor or to place the purchase order to any of the vendors.
- 11.** The bidder will not form or be part of any cartel and put/submit bid of group companies. This will debar the bidder from this tender.
- 12.** The bidder is required to agree to supply as per terms and conditions for supply of books as stipulated hereunder.

**TERMS & CONDITIONS FOR SUPPLY OF BOOKS TO THE
TAGORE LIBRARY, UNIVERSITY OF LUCKNOW, LUCKNOW**

The interested vendors should supply the books to the University of Lucknow on following terms and conditions.

- 1. Discount:** Applicant shall give 20% discount on all (Hardbound and Paperback) books excluding Govt./Society/NGO publication where there shall be no discount. Applicant shall give 30% discount on all Reference Books including multi-volumes.
- 2. Edition specifications:** Only latest edition books will be supplied, unless specified. Paperback editions of books should be supplied, unless specified otherwise. Indian editions of books should be supplied, unless mentioned otherwise. In case of non-availability of paperback and Indian editions, clarification/permission should be sought in writing from the library regarding supply of the available editions.
- 3. Mandatory enclosures with Bill/Invoice:**
 - a) The Supplier must append certified price proof from publisher's catalogue (online/printed)/ or Distributor's invoice as the case may be. In case of foreign publication only bank rate for conversion shall be followed. In case of those Indian books where the price is not printed on the book the vendor should submit an authenticate document in support of price proof.
 - b) The supplier shall append the declaration on the bill/invoice that-
 - i. Latest editions have been supplied and they are not remaindered titles/damaged books with missing pages.
 - ii. The actual prices of publications have been charged without any handling/postage charges.
 - iii. PAN no. of the firm should be indicated on the bill.
- 4. Supply conditions**
 - a) The price of book will be as printed on book or fixed by the publishers.
 - b) Foreign publications if available at special Indian price shall be supplied.
 - c) The suppliers shall not supply any foreign book for which an Indian edition is available.

- d) In case of foreign publication, proper price proof in foreign currency must be submitted.
- e) Supply of books will be made by registered post or through messenger at vendors cost. The supply should be free of packaging, forwarding and freight charges. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles supplied, their quantity and price. Items should be delivered as per the supply order without any extra cost. No VPP or Railway Bilty will be entertained by the University.

5. Timeframe for supply and cancellation:

- a. The supplier must acknowledge the receipt of an order within 4 days.
- b. Four (04) weeks (maximum) for Indian titles from the date of receipt of the order.
- c. Eight (08) weeks (maximum) for Foreign titles from the date of receipt of the order.
- d. After the expiry of timeframe, the purchase order shall automatically stand cancelled.
- e. Separate permission for supply of the cancelled order/titles should be sought from the library in writing.
- f. The decision of accepting supply of cancelled titles is at the sole discretion of the Tagore Library Lucknow University.

6. Invoicing/Bill procedure:

- a) Bill(s)/invoice are to be submitted in duplicate (2 copies)
- b) Bill(s)/invoice should be raised in favour of the Honorary Librarian, Tagore Library, University of Lucknow, Lucknow mentioning the order no. and date, and shall reflect ISBN, author, title, edition, name of publishers, year of publication and price.
- c) One Bill should be raised against one purchase order (P.O.) only. Titles from different P.O. should not be clubbed in one bill.
- d) The payment will be made on satisfactory delivery and receipt of books in acceptable conditions at University of Lucknow.

7. Return of Soiled/damaged Books: Damaged books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning at his own expense and replace it within one month, otherwise the order shall be cancelled. No payment

for such books will be made. However, if payment has been made of such books, loss will either be adjusted from other bills or against security deposit. The library will not be responsible for such books if not taken back and replaced within the said period.

- 8. The Period of Empanelment:** The empanelment will be valid till 31st March, 2026. If the performance of the vendor is not satisfactory then the empanelment of the supplier may be cancelled at any time without stating any reason. University of Lucknow reserves the right to exclude any or all of the suppliers from the list of empanelment at any time without any notice & reason.
- 9. Termination of Empanelment:** A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:
- a) If the vendor fails to deliver atleast 70% of the supply (in terms of number of titles) during the year.
 - b) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
 - c) If at any time, it is found that the information provided by the vendor in any form about publications, services prices charged and related matters are false, incorrect and result in losses in any form to the Lucknow University.
 - d) The University of Lucknow reserves the right to terminate the contract at any time without assigning any reason. The suppliers will not be entitled to claim any compensation against such termination.
- 10.** The University of Lucknow reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
- 11.** Disputes are subject to jurisdiction of Lucknow court only.


(Prof. D.K. Singh)
Honorary Librarian
Honorary Librarian
TAGORE LIBRARY
LUCKNOW UNIVERSITY

TAGORE LIBRARY, UNIVERSITY OF LUCKNOW, LUCKNOW

Application Form for Registration and Empanelment for the Supply of Printed Books

1. Name of the Applicant/Firm :
2. Address :
(Attach documentary proof)
3. Constitution of the Applicant :
Proprietor/Partnership/Company
4. Telephone Nos. & Email :
5. Turnover for the last three :
Financial years
(Attach documentary proof)
6. List of regular clients with the :
name of contact person and
telephone No. (Attach list of client)
7. Permanent Account No. (PAN) :
(attach photocopy)
8. Registration No. :
(Attach photocopies)
9. All India Association of Publishers :
and Distributors Membership
No., if any (Attach photocopy)
11. Income tax return for last three :
Financial years
12. EMD details:-
Details of Bank Draft as earnest money (₹ 100000/-)
(Rs. One lakh only) in favour of "The Finance Officer, University of Lucknow,
Lucknow" payable at Lucknow


31-01-2023
Honorary Librarian
TAGORE LIBRARY
LUCKNOW UNIVERSITY

DECLARATIONS

- i.** I/We _____ (names of partners/proprietors) do hereby declare that the information made in this application form are true to the best of my/our knowledge.
- ii.** I/We also hereby declare that all matters related to Lucknow University, Lucknow 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 signatures are given below, is an authorized representative of this firm.
- iv.** I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm/company.
- v.** I/We have read and understood the terms and conditions of University of Lucknow, Lucknow as mentioned in the document and consciously agree to abide by them.

Signature of Partners/Proprietors: _____

Name: _____

Designation: _____

Place: _____

Date (with Firm's Seal): _____


31-01-2023
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