



# VIDYASAGAR UNIVERSITY

## Office of the Finance Officer

MIDNAPORE



WEST BENGAL

PIN 721102

Phone: (03222) 298-240

Ref. No.: VU/FO/Tender/09/24

Dated: 11/07/2024

### Notice for Empanelment of Vendors for Supply of Printed Books and Journals

Vidyasagar University (VU) will empanel vendors who can supply printed books and journals (both Indian and foreign) as per the terms and conditions listed below. Interested vendors are requested to register by paying the prescribed fee of Rs. 3000.00 (Rupees three thousand only) and submit their credentials for consideration and possible empanelment.

**This panel will remain valid for three years from the date of the registration.**

The Registration form may be downloaded from University/ Library website. Filled in forms should be accompanied with a DD of Rs. 3000/- (Rupees three thousand Only) drawn from any nationalized bank favouring **Vidyasagar University** payable at Midnapore. The applications received (at the Office of the Finance Department, Vidyasagar University) till 01:00 p.m. of 20th July, 2024 will be considered for the registration for supply of books and journals to the University Library.

The university reserves the right to accept or reject any application without assigning any reason whatsoever.

**Last Date of the Receipt of Application: 22/07/2024 (up to 1.00 p.m.)**

**Finance Officer**



# VIDYASAGAR UNIVERSITY

## Office of the Finance Officer

MIDNAPORE



WEST BENGAL

PIN 721102

Phone: (03222) 298-240

---

### Terms and Conditions

1. Every Booksellers/Vendors/ Distributors have to register with the Central Library of V.U. before undertaking the business.
2. The Booksellers/Vendors/ Distributors have to submit the copies of the last three years' IT return, PAN, TAN, GST number as prescribed in the application form along with the address proof.
3. They should be in the field of supply of books/ journals for at least last five years and should have a minimum turnover of Rs.10 lakhs per annum.
4. They should have the experience of serving libraries of the higher academic institution like Universities and Colleges.
5. All the ordered foreign books are to be supplied within 60 days from the date of issue of purchase order. In case of Indian books, the supply should be made within 30 days. The order stands automatically cancelled, if the books are not supplied within the specified period. The period of validity of the order may be extended by the librarian with a written instruction for valid reasons.
6. After the notification regarding purchase of books, the empanelled suppliers have to visit the academic departments of Vidyasagar University and interact with the faculties to assess their requirements, and collecting requisitions duly recommended by the faculties/heads in the format available from the university library website (<http://library.vidyasagar.ac.in>).
7. The suppliers have to submit the requisition of books duly approved and signed by the concerned faculty member and forwarded by the HOD to the library for the processing of the purchase order.
8. Suppliers must submit the documents in support of price proof like Publisher's invoice/ Importer's invoice or Publisher's latest catalogue (print or web version) in case of those books which don't have price printed in it.
9. The decision of the Librarian in all the matters of procurement of books will be final.
10. Only latest and economical editions are to be supplied, if not otherwise specified.



# VIDYASAGAR UNIVERSITY

## Office of the Finance Officer

MIDNAPORE



WEST BENGAL

PIN 721102

Phone: (03222) 298-240

11. The book(s), supplied should be in good condition and acceptable to the Library. Suppliers are responsible for the replacement of defective copies of books at their own cost.
12. CDs/ DVDs or any other material available with the ordered books should be supplied in good condition. Suppliers are responsible for the replacement of defective items and return the wrong supply at their own cost.
13. Mere fulfilment of the eligibility conditions prescribed does not entail a supplier to be included in the panel of vendors. Decision of the University in all matters related to empanelment will be final.
14. University reserves the right to place purchase order for any print books or reading materials directly to the publisher, during the contract period, without intimation to the enlisted vendors.
15. Incomplete forms submitted by the vendors/ suppliers will be rejected.
16. The empanelment will remain valid for 3 years from the date of commencement of notice.

**Delivery of Books:** Delivery of all the ordered books have to be made F.O.R (Freight on Road) up to the Central Library, Vidyasagar University without any extra postage/handling charges through courier/registered post.

**Exchange Rates:** Conversion for foreign currency will be as per GOC conversion rates applicable at the time of billing/supply. Empanelled suppliers will have to honour the changes (if any) in the policy of procurement of books/ periodicals made by the University Authority.

**Discount Rates:** The following discount rates are applicable for purchase of books:

Sl. No.	Category	Minimum percentage of discount on the printed price of book
1.	Books in English published by Foreign Publishers as well as Indian Publishers	20%
2.	Books in Hindi	20%
3.	Books in Bengali	15%
4.	Books in other Indian languages	15%
5.	Central/ State Govt. Publication	10%



# VIDYASAGAR UNIVERSITY

## Office of the Finance Officer

MIDNAPORE



WEST BENGAL

PIN 721102

Phone: (03222) 298-240

6.	Institutional Publication/Publication by Learned Societies	10%
7.	Low discount titles will be procured on case to case basis	--
8.	No discount titles will be procured on printed price + payment of the handling charge (10% of the price)	--
9.	All non-priced titles will be procured on payment of postal/ handling charges in full.	--
10.	Reprint edition/ Low priced edition published by Foreign and Indian Publishers	20%

*Note: The discount rates may vary as per the discretion of the University/ Funding authority*

B. Achary  
11/07/2024

Deputy Librarian  
CENTRAL LIBRARY  
VIDYASAGAR UNIVERSITY  
Midnapore-721102, W.B.



# VIDYASAGAR UNIVERSITY

## Office of the Finance Officer

MIDNAPORE



WEST BENGAL

PIN 721102

Phone: (03222) 298-240

### Registration Form

**Enlistment of Vendors of Printed Books and Periodicals  
Central Library, Vidyasagar University, West Bengal.**

1	Names, Address of Firm/ Agency and Telephone No.	
2	Name, Designation, Address, E-mail and Telephone No. of Authorized person of Firm/ Agency to deal with	
3	PAN/TAN	
4	GST Number (if applicable)	
5	Trade license details	
6	Details of ST, VAT (Copies of at least three years' Tax Return need to be attached)	
7	Credentials (as Book sellers/ publishers/ suppliers)	
8	Bank details	
9	Other information	





# VIDYASAGAR UNIVERSITY

## Office of the Finance Officer

MIDNAPORE



WEST BENGAL

PIN 721102

Phone: (03222) 298-240

### **Declaration by the Books Sellers/ Publishers/ Suppliers:**

I/ We declare that I/ we have read and fully understood all the terms and conditions issued by the Central Library of Vidyasagar University and ready to abide by those and any other instructions issued by the University in future. Vidyasagar University may take any action deemed fit to be necessary for any misinterpretation or suppression of facts or malpractices adopted by the Book Sellers/ Vendors/ Suppliers or its employees undertaking business with the University.

**(Signature with seal of the Firm)**

**Name:**

**Designation:**

**Address:**

**Phone (Office and Residence):**

**Email:**

**Date:**