

Notice Inviting Expression Of Interest

Handique Girls' College, Guwahati, invites open offer of interest on prescribed Format from reputed publishers/vendors/distributors/ suppliers in India, for "Empanelment of Vendors for the Supply of Books" to its Rajabala Das Library. For details please log on to www.hgcollege.org.

Sd/-Principal
Handique Girls' College
Guwahati

HANDIQUE GIRLS' COLLEGE, GUWAHATI – 781 001

REF NO:HGC/ESTT/EOB/2017/148/1/1207

DATE: 12/07/2017

Sub.: Empanelment of Vendors for Supply of Books to Rajabala Das Library at Handique Girls' College, Guwahati - 1

Handique Girls' College, Guwahati, invites open offer of interest on prescribed Format for "Empanelment of Vendors for the Supply of Books" from reputed publishers/vendors /distributors/ suppliers in India, to its Rajabala Das Library. This empanelment will be valid for a period of three years from the date of final approval of empanelled suppliers list and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the College. Interested vendors/distributors/suppliers may submit the applications along with one copy each of the requisite documents to the Librarian, Rajabala Das Library, Handique Girls' College, Guwahati – 781 001.

Last Date for Submission of Application: 22ND July, by 2.00 P.M.

Instructions for applicants, detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

1. Interested publishers/vendors/distributors/suppliers should submit **application form in sealed envelopes** superscribing – "Application for Empanelment for the Supply of Books".
2. The application should be signed by an authorized signatory of the applicant(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. **Incomplete and conditional applications will not be considered.**
4. At any given point of time, if any of the documents furnished by the publishers / vendors / distributors /suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action, besides termination of empanelment.
5. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the College or its Librarian. Failure to maintain this discipline will make the applicants liable to be black-listed by the College.
6. Application(s) received after the due date and time will not be considered.
7. The applications will be scrutinized and shortlisted for empanelment by a Committee constituted by the College. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
8. The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the College's "Terms & Conditions for Supply of Books (Print)" as stipulated hereunder.

The empanelment for supply of books (print) will be governed by the following "Terms and Conditions".

1. **General:**

a. The competent authority of Handique Girls' College, Guwahati , reserves the right to approve or reject any or all the vendors.

b. Handique Girls' College does not bind to place the purchase order to the approved vendor.

2. Purchase Orders:

a. The College (Office) will place purchase orders with the empanelled vendor(s) who offers best and prompt services and will try to distribute purchase orders equally among vendors. However, order will be placed on lowest quotation basis.

b. Supply of books has to be made strictly against the purchase order only.

c. Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

d. Any clarification/query regarding the purchase order should be sought from the College within 03(three) days of receipt of the order.

3. Time-frame for supply:

a. 20 days (maximum) – for Indian/ Foreign titles (if available in India).

b. 45 days (maximum) – for Foreign titles (if not available in India).

c. The Books should be consigned to the Librarian, Rajabala Das Library, Handique Girls' College, Guwahati – 781 001.

d. If the requested title(s) is OFF (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.

e. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

f. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Librarian, Rajabala Das Library, Handique Girls' College, explaining the same and seeking an additional required time to supply the same, at least 07(seven) working days before the supply due date.

g. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockist, the College may consider extending the supply time as may deem fit.

h. The supply should be free of freight charges.

i. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

4. Conditions for cancellations of the released purchase orders:

a. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the College regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% - 10% of the value of the order not fulfilled, per week, up to four weeks.

b. Thereafter, the College reserves the right to cancel the order and place the empanelled vendor(s) in its blacklist after providing them an opportunity to represent their side.

c. The decision of accepting supply of cancelled titles is at the sole discretion of the College and the decision of the competent authority of the College shall be final in this regard.

5. Edition specifications:

a. Latest editions of books must be supplied.

b. By default, paperback editions of books must be supplied.

c. By default, Indian editions of books must be supplied.

- d. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.
6. **Discount:**
Discount for foreign publications and Indian publications should be mentioned separately by the supplier.
7. **Mandatory enclosures with Invoice:**
- a. For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of the publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.
- b. A currency conversion proof with date.
- c. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
8. **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. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- b. If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the College.
9. **Other Terms and Condition:**
- a. The College reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- b. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, Handique Girls' College shall have the right to procure books/publications on higher discount rates.
- c. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by Handique Girls' College.
- d. The book supplier shall deliver the books/documents to the College premises at his/her own expenses. No freight for to and fro transportation shall be paid by the College. If freight for to and fro transportation etc. is applicable, it should be communicated in writing in advance.
- e. In case of urgency, the vendors need to deliver the books under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the books within stipulated time, the vendor will be blacklisted by the competent authority of the College.
- f. The book supplier has to supply the new books in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged books due to any reasons during transportation, etc. If any book/s found damaged, the recovery for the same will be adjusted from outstanding payment/pending bills of the book supplier. Penalty will be imposed for failure of delivery on stipulated time.
- g. In case of books of international edition, quotation in foreign currency (US\$/British Pound) will be acceptable. Excess copies of book(s) will have to be taken back from the College, at the own responsibility of the vendor. The College will have no liability for these returnable books. Billing will be done on the basis of final challan with receipted quantities of books.
- i. The book supplier has to submit the bill only on the basis of receipted. On delay of any payment, no claim of interest or any charge will be entertained by the College.
- j. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Principal, Handique Girls' College, Guwahati -1 or his nominee. The decision of the arbitration shall be

final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law.

- k. Appeal against any terms & conditions shall, however, lie with the Principal, Handique Girls' College, Guwahati, whose decision shall be final. The dispute, if any, shall be subject to the jurisdiction of Courts at Guwahati. Any other jurisdiction mentioned in the quotations or invoices of the book supplier shall be invalid and shall have no legal sanctity.
- l. The sealed quotations, complete in all respects, should be dropped in tender box located at Office of the Principal, Handique Girls' College, Guwahati – 781 001, latest by 2.00 p.m. on 22ND July, 2017.

Principal
Handique Girls' College
Guwahati

**HANDIQUE GIRLS' COLLEGE
GUWAHATI, ASSAM PIN : 781001**

(PLEASE READ THE 'TERMS AND CONDITIONS' CAREFULLY BEFORE FILLING THE FORM)

(Strike off whichever is not applicable)

1. Name of the firm/vendor :

2. Complete postal address :

:

Telephone numbers : Fax number

: e-mail

address, website :

:

3. Kind of Proprietorship (please) Single Partner

i. Name and address of Director:

:

ii. If partnership, name and

address of partners :

:

:

4. Are you a member of Good Offices Committee (G.O.C.)? Yes/No. If Yes, attach a copy of the Membership Certificate

5. Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI) ? Yes/No.

If Yes, attach copy of the Membership

6. Are you a distributor / dealer / stockist / exclusive / preferred Agent? If so, tick mark the appropriate one's and attach the authority letter(s) issued by the publishers in support of your claim
7. Year of starting of the Firm with Registration Number/ date
8. PAN/TAN No.
9. Tax Registration No. (Attach : copies of GST, Certificate).....
10. Is the firm Income Tax payee ? If so, please attach one copy each of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners / owners.
11. Minimum 03(three) references of the reputed institutes/organizations with whom you are already registered such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., NITs, IIMs, State and Central Universities, Govt. or Provincialized Colleges etc.). If not been able to submit so, proper justification to be submitted and the decision of the committee for inclusion of the name will be considered to be final.
12. Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence.
13. Please provide an affidavit on a non-judicial stamp paper of Rs.50.00 for not having black-listed for minimum 03(three) years by any of the Institutes or Universities or Government organizations in India.

Senior Administrative Officer (Purchase)

**HANDIQUE GIRLS' COLLEGE
GUWAHATI, ASSAM PIN : 781001**

DECLARATIONS

1. I/We (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to Handique Girls' College shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr/Ms. whose signatures are appearing below, is / are the authorized representative(s) of the firm.
4. 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.
5. I/We have read and understood all the "**Terms and Conditions**" of Handique Girls' College as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors :

Place

Signature of Authorized representative of the firm:

Date (with Firm's Seal):

Authorized Signature of Vendor/Supplier with Date and Stamp