

**DELHI UNIVERSITY LIBRARY SYSTEM  
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**TENDER DOCUMENT  
FOR PURCHASE OF BOOKS AND OTHER PUBLICATIONS  
FOR DELHI UNIVERSITY LIBRARY SYSTEM LIBRARIES**

Last Date and Time of Submission of Tender	Tuesday, 19 <sup>th</sup> April 2016 till 4.00 PM
Date of Opening of Tender Documents	Thursday, 21 <sup>st</sup> April 11.00 AM
Cost of the Tender Document	Rs.1000/- to be deposited at the time of submitting bids in the form of bank draft in the name of Registrar, University of Delhi
Address to which Quotations are to be sent	The University Librarian Delhi University Library System University of Delhi Delhi 110007

**DELHI UNIVERSITY LIBRARY SYSTEM**

No. DULS/UL/TENDER/2016

Dated: 22<sup>nd</sup> March 2016

Sealed quotations are invited from the Indian book suppliers/distributors/publishers of repute for deciding the standard rates of discount for purchase of following categories of books/publications on the terms and conditions mentioned hereunder.

Publications	Type	Minimum % of Discount on the printed price	% of Discount Offer by Your firm on the Printed Price
Foreign	English language publications	15	
	Other than English language publications	10	
	Publications procured against specific orders	15	
	Multi-Volume sets of English language publications	15	
	Multi-volume set of other than English language publications	15	
	Reference sources in any language	15	
	Government Publications in any language	10	
	Learned Societies/Institutional publications in any language	10	
	Short/No Discount publications in any language		
	Publications acquired from on-line store (e.g. Amazon, Flipkart etc.) in any language		
	Remainder publications in any language	50	
	Publications published more than three years ago in any language	30	
	Publications available in electronic medium	10	
Indian	English language publications	15	
	Hindi language publications	15	
	Other than English and Hindi languages publications	15	
	Multi-volume sets in English language publications	15	
	Reference sources	15	
	Reference sources (Published in foreign countries and Reprinted in India)	15	
	Government publications in any language	10	
	Publications acquired from on-line store (e.g. Amazon, Flipkart etc.) in any language		
	Learned Societies/Institutional publications	10	
	Short/No Discount publications in any language		
	Remainder publications in any language	50	
	Publications published more than three years ago of any language	30	
	Reprinted Editions/Low priced publications (Published in foreign countries and Reprinted in India) – separate rates for	15	

	both		
	Publication available in electronic medium	10	

The last date of receipt of sealed quotations in the office of the undersigned is 19<sup>th</sup> April 2016 till 04.00 P.M. The bids should be in parts i.e., (i) technical bid (ii) financial bid i.e., discount rates on various categories. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which also be sealed and super scribed. The technical bids will be opened first in the presence of the suppliers/distributors/publishers or their authorized representative in the office of the undersigned on 21<sup>st</sup> April 2016 at 11.00 AM. At the second stage, the financial bid of only those bidders who have been declared technically qualified shall be opened. No separate notice will be issued for this purpose. The interested technically qualified suppliers/ distributors/ publishers may remain present at the time of opening of financial bid.

**Terms and conditions for sending sealed quotations:**

You are invited to submit your most competitive quotation for the supply of books and other documents according to the specifications and delivery terms as given below

**Technical Bid shall contain:**

- a. Copy of PAN or TIN registration.
- b. Copy of IT returns of the firm or its proprietor for the preceding three years.
- c. Certificate of membership of booksellers/publishers associations like DBA, FPBAI etc.
- d. List of central/state universities, autonomous academic institution of higher learning to whom the bidder has supplied the books and other publications during the last three years.
- e. In the event of supplier /distributors not being publisher, they would provide a list of publishers to whom they are catering.
- f. An undertaking from the bidder that they have not been blacklisted/declared ineligible by any government agency/ university/ autonomous bodies in India during the last five years.

**Price Bid**

- a. All publications of foreign origin priced in foreign currency will be procured on TT selling exchange rates adopted by either SBI or RBI on buying on the date of receipt of books in the DULS.
- b. The discount rates shall be valid till 31<sup>st</sup> March 2017 or till the date these discount rates are revised by the DULS whichever is later.
- c. The discount rates once quoted by the suppliers/distributors/publishers shall not be allowed to be altered after submission of sealed quotation.

- d. The suppliers/distributors/publishers shall not be allowed to vary their quoted discount rates at any time on whatsoever ground subsequent to rates having been decided by the DULS through this bidding process.
- e. All duties, taxes, packing and forwarding charges, if any, and other levies payable and other charges connected to delivery and other allied items at the destination shall be included in the quote.
- f. The discount rates decided by the DULS shall be binding on such suppliers/distributors/publishers who quote lesser rates of discount provided they empanel with DULS.
- g. No supplier/distributor/publisher shall have the sole right to supply books/publications on the discount rates so decided above. Notwithstanding the discount rates so decided, the DULS shall have the right to procure books/publications at a higher rate(s) of discount.
- h. The DULS shall also have the right to procure books directly from those suppliers/distributors/publishers that are not part of this tender process on the terms and conditions decided by the DULS.
- i. The University Librarian's decision in all the matters of procurement of publications shall be final and binding on all concerned.
- a. The University Librarian reserves the right to terminate the proposed bidding process at any time without assigning any reason.

**General Terms and Conditions**

- a. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamp of the firm.
- b. At any point of time any of the document furnished by the supplier/ distributor/ publisher found to be false, it would be deemed to be a breach of terms of contract.
- c. The University Librarian, DULS reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
- d. Incomplete and conditional quotations are liable to be rejected summarily.

**Number of Quotations**

- a. Each bidder shall submit only one quotation.

**Validity of Quotations**

- a. Quotation shall remain valid for a period of 120 days after the deadline date specified for submission.
- b. No interim communication on the status of quotations shall be entrained; bidder shall, however, provide additional details for evaluating the quotations if wanted.

**Quality/Edition of the Documents to be Supplied**

- a. Only paperback, latest and low cost editions of the book/document are to be supplied where available.

- b. Order placed by the library will be usually valid for only 2 months from the date of dispatch.
- c. Defective titles should be replace at the supplier's cost.
- d. Declaration on the bill that "Only latest editions have been supplied and these are not remainder titles"

**Jurisdiction**

Any legal disputes shall be subject to the jurisdiction of the courts of law, Delhi jurisdiction only.

**Any Other Information**

Any further details regarding quotes can be obtained, free of cost, from the University Librarian, University of Delhi.

(D V Singh)  
University Librarian