



Indira Gandhi National Tribal University, Amarkantak

Lalpur, Dist. Anuppur (M.P.) -484 887

Email id: registrar@igntu.ac.in

Phone No. 07629-269701

Expression of Interest

for

Supply of Books to Prof. Ram Dayal Munda Central Library, Indira Gandhi National
Tribal University, Amarkantak

[Detailed information on page no.2-07]



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Prof. Ram Dayal Munda Central Library, Indira Gandhi National Tribal University, Amarkantak invites expression of interest for the Supply of Books” on prescribed format from reputed vendor(s)/supplier(s)/distributor(s) in India, to Prof. Ram Dayal Munda Central Library, Indira Gandhi National Tribal University, Amarkantak.

Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy each of the requisite documents to “The Registrar Indira Gandhi National Tribal University, Amarkantak Lalpur, Dist. Anuppur (M.P.) -484 887” by 22/12/2017 at 5:00 PM through Speed Post /Registered Post only.

Instructions for vendors(s)/suppliers(s)/distributor(s), detailed terms and conditions, format of response, are as follow:

Instructions:

1. Interested vendor(s)/supplier(s)/distributor(s) should submit their **response in the prescribed format, in sealed envelope** superscribing – **Expression of Interest for the Supply of Books to Prof. Ram Dayal Munda Central Library, Indira Gandhi National Tribal University, Amarkantak”**.
2. The response should be signed by an authorized signatory of the vendor(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 responses will not be considered.
4. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of and forfeiture of security deposit.
5. Strict discipline must be maintained with respect to your expression of interest for with Prof. Ram Dayal Munda Central Library, IGNTU. No canvassing or repeated communication should be made with the Library, failing which may attract punitive action and will become liable to be de-listed by the Institute.
6. Responses received after the deadline will not be considered.
7. No vendor/supplier/distributor will be allowed to withdraw after submission of applications.
8. The responses will be scrutinized and shortlisted by a Committee duly constituted by the Competent Authority of the University. The shortlisted vendor(s)/supplier(s) will



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then be required to be present at the University for personal interaction on a date, which will be informed by eMail.

9. The vendor(s)/distributor(s)/supplier(s), are required to agree to supply as per the University's "Terms & Conditions for Supply of Books" as stipulated here.
10. The vendor(s)/distributor(s)/supplier(s), submit a Security Deposit of Rs. 25,000/- in favour of Indira Gandhi National Tribal University, payable at Central bank of India, Amarkantak(A/C No. 326218906,IFSC : CBIN0284695, which is refundable after completion of Six months of and providing successful services to Prof. Ram Dayal Munda Central Library, Indira Gandhi National Tribal University, Amarkantak.

General Terms & Condition

1. EOIs not in proper format or EOIs without appropriate and supporting documents will be summarily rejected.
2. The Committee Constituted for scrutiny and shortlisting, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
4. The work will be assigned to the vendor(s)/distributor(s)/supplier(s) who will give maximum discount.
5. Discount policy will not be applicable for Government/Non Profit/ Special Category Publications.
6. Exchange Rate for foreign currency shall be calculated as per Bank Rate declared by RBI will be applicable.
7. Selection procedure for all library resources will be based on the recommendations by Authorities/Faculty/HOD/Director/Librarian/Book Purchase Committee/ Research Scholars/Users. The final decision for purchasing will be taken by the Librarian/Book Purchase Committee after necessary verification.
8. The Supplier shall supply books/other items free of postage, packing and forwarding charges.
9. The University shall not make any advance payment to the supplier for the orders made by the University. The payments shall be released by the University against the bill (s) received from the supplier after having received the books in good state and to the satisfaction of the University and part of payment is not allowed.
10. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Honorable Vice Chancellor, IGNTU, Amarkantak or his nominee. The decision of the arbitration shall be final & binding on both the parties. The will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of Jabalpur.



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Documents to be submitted along with Proposal

1. Details of experience in the field of supply of library resources indicating the total number of years in this field & libraries served & the period of such service to them as well as the value of the orders executed.
2. Last three years Income Tax Return or audit Balance Sheet audited by reputed audit firm.
3. Membership details of any Publisher/Booksellers Association like FPBAI, if any.
4. Certificate for Exclusive distribution of the product, if any.
5. Reasonability Certificate in support of subscription rate Proprietary Certificate, if any.
6. Copy of PAN/TAN Number.
7. UTR No.
8. Any other relevant document (The University may ask other specific document(s), if required)



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RESPONSE FORM FOR EXPRESSION OF INTEREST OF VENDORS FOR SUPPLY OF BOOKS TO PROF. RAM DAYAL MUNDA CENTRAL LIBRARY, INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK

***PLEASE READ THE "TERMS AND CONDITION S" CAREFULLY BEFORE FILLING THE Form**

(Strike off whichever is not applicable)

**To
The Registrar
IGNTU, Amarkantak
Madhya Pradesh
484 887**

SN	Details	Response
01	Name of the firm	
02	Date of Establishment (attach proof)	
03	Address	
	Email	
	Mobile No	
	Telephone No (Landline)	
	Fax	
	Website	
04	Constitution of Firm (Please Tick✓)	Proprietor/ Partnership/ Directors/Managing Directors of Company
05	Name of the Owner (s)	
	Email	
	Mob. No.	
06	If you are an authorized distributor of any publisher, Please provide name (s) of Publisher(s) whom you represent. (Attach Separate sheet)	
07	List of regular clients with the name of contact Person(s) and Phone/ Mobile Nos. (Please attach Satisfactory Supply Certificate from at least three	1. 2. 3. 4.



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	Libraries of Universities/ Govt. Institutions out of which at least one should be from a Central University. Separate sheets may be used for the list of regular clients)	5.
08	Membership details of National or State Level Booksellers and Publishers Association: (Attach Proof)	1. 2. 3. 4. 5.
09	UTR No.	
10	Discount Rate	1. Indian Publication: 2. Foreign Publication:
11	Whether You are Income Tax Payee? If Yes, Please submit a copy of Income tax return filed for last three consecutive Years. (Attach Proof)	1. 2014- 2015 : 2. 2015- 2016 : 3. 2016-2017 :
12	Annual Turnover of the firm for last Three Consecutive financial years (Attach proof of CA certified balance sheet)	1. 2014- 2015 : 2. 2015- 2016 : 3. 2016- 2017 : Total : Average :
13	PAN TAN (Copy Attached)	PAN : TAN:
14	Bank Details of Vendors/ Suppliers or distributors	(a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC Code : (f) MICR Code : (g) Date of opening of Account : (h) Type of Account (Saving/ Current) :
15	Are You a distributor/ dealer/ stockiest/ executive/ preferred agent of the publishers?	If so, Please submit the most recent authority letters issued by the publishers.
16	Do you have the direct import license?	If yes, please attach a copy of the same
17	Execution of highest single order along with price(Attach Proof)	
18	Do you have satisfactorily supplied books to any Educational Institutions of National importance.	1. 2.



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		3.
19	Have your firm ever been debarred/black listed for doing business from any Government Organization	If no, Please furnish self- declaration of an affidavit raised on non- judicial stamp paper of Rs. 100 (Rupees hundred only).

DECLARATION

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 Indira Gandhi National Tribal University, Amarkantak shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of IGNTU Amarkantak.

3. Mr. _____,
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 Prof. Ram Dayal Munda Central Library, IGNTU Amarkantak as mentioned in this document and consciously agree to abide by them.

6. I/we agree to furnish a Refundable Security Deposit of Rs. 25,000/- as performance guarantee deposit, at the time of application.

Signature of Partner/Proprietor/director
(Seal of the Firm)

Place:

Date: