



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar – Kapurthala Highway, Kapurthala

Website : www.ptu.ac.in

EMPANELMENT OF LIBRARY VENDORS (YEAR 2017-19)

Sealed offers super scribed as "Offer for supply of books, journals and other learning resources" for the year 2017-19 are invited. Applications complete in all respects and accompanied by EMD worth Rs. 25000/- in the form of DD favoring "Registrar, I.K Gujral Punjab Technical University, Jalandhar" payable at Jalandhar must reach the Central Library, IKGPTU, Jalandhar latest by 20.12.2017 at 2.00pm. The same will be opened at 3.30 p.m. on the same day. The terms & conditions for the vendor and form for the empanelment are available on the University website: ptu.ac.in or can be obtained from the Central Library, IKGPTU, Jalandhar on any working day.

REGISTRAR

PUNJAB TECHNICAL UNIVERSITY
Jalandhar-Kapurthala Highway, Kapurthala-144601, Punjab(India)

Terms & conditions for the supply of books by Vendors:

1. The Agreement signed stamp paper of amounting of Rs. 50/- bearing all terms and conditions must be supplied by the Vendors.
2. Vendor/Supplier shall have to deposit a sum of Rs. 25000/- as security deposit (at the time of signing an agreement with University) which is refundable in full without any interest thereon (if the vendor/supplier is not defaulter in any case) after the completion of the agreement period.
3. The vendors will submit the following documents :
 - a. EMD/Registration Fee of Rs. 25000/-
 - b. Copy of certificate of membership of federation of publishers and booksellers association of India.
 - c. Copy of PAN Card
 - d. List of customers entertained during the last year
 - e. Last three years turnover
 - f. Copy of Proof to establish authenticity of the given address
4. A uniform minimum discount of 22% shall be availed on all Categories of books (latest editions only unless specified otherwise) of Indian and foreign origin. In Case of Multivolume books and encyclopedia, 28% discount. Minimum discount as mentioned shall be provided by all Vendors.
5. In future when bulk requirement received, supply order shall be given to the firm(s) through quotations/tender/e-tender amongst empanelled vendors who will offer the best discounted (competitive rates) for required books (title-wise).
6. Only Latest and Cheap Indian Edition (Wherever published) of the publications shall be accepted. Where foreign editions are supplied, the supplier shall have to certify that no Indian Edition of the same has been published.
7. Foreign exchange rates shall be charged according to Good Office Committee report rates(GOC) or bank rates as decided by competent authority of IKGPTU.
8. Unless otherwise mentioned on the books, all bills must carry the price proof (like photocopy of publishers catalogue, publisher invoice etc.).
9. The Purchase order issued will be valid for 60 days only unless otherwise mentioned. If vendor do not supply the books during this period the order will be cancelled automatically.
10. Payment shall be released on receipt of minimum 90% supply of the books available in print/stock at the of ordering) against a particular supply order, provided the bills are accompanied by all relevant documents, viz, Price Proof, Proof of the effect that the editions supplied are the latest and cheapest. All bills should be stamped and certified as **"Books supplied are the latest and the cheapest editions and the prices charged are as per the catalogue of the publisher"**.
11. The vendors, who are not able to supply a minimum of 80% of their supply order quota within a fortnight time, they will be blacklisted and disqualified for next three years for supply of books. They will also be charged a **penalty of 10%** of the cost of the unsupplied books.
12. Journals may be subscribed as per GOC terms.
13. The Delivery of books shall be F.O.R. PTU LIBRARY and the books shall be dispatched to :
The Deputy Librarian
IKG Punjab Technical University, Jalandhar-Kapurthala Highway,
Near Pushpa Gujral Science City,
Kapurthala – 144601(Punjab).
14. Bills shall be submitted in duplicate(department wise separately) in favor of The Registrar, Punjab Technical University, Kapurthala.
15. In case of any dispute the decision of the University Registrar shall be treated as final and shall be subject to the jurisdiction of the courts in Jalandhar, India.

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Jalandhar-Kapurthala Highway, Kapurthala-144601, Punjab(India)

EMPANELMENT OF LIBRARY SUPPLIERS
Year 2017-2019

Name of the Firm

: _____

Address

: _____

Acceptance of terms and condition :

List of Enclosures

: _____

**Name of the authorized
signatory**

: _____

Signature with date and seal :