

# INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

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## Terms & Conditions for empanelment of Book Vendors

Indian Institute of Science Education and Research ( IISER) Mohali would like to empanel the Book Vendors initially for two years. The Firms interested to supply the books to the Institute library on the following terms & conditions may apply before due date 05/11/2018 before 5.00pm as expression of interest.

- a). Enclose your Firm's valid registration certificate with the Good Offices Committee (GOC)/ Federation of Publishers & Book Sellers association of India (FPBAI) or Any other State / National Association(s) of books suppliers.
- b). Produce at least one copy of the latest purchase Order from each client of Institutions of National Importance/ Govt Universities along with **satisfactory Certificate**
- c). Firm should agree to extend minimum of **20% flat discount** on all types of books except Govt Publications
- d). Successful Bidder should submit Security Deposit for **Rs.10,000/-** (Rupees Ten thousand only) by way of Demand Draft in favour of **Registrar, IISER Mohali Payable at Mohali**. No interest will be paid during the period .
- e). Only the RBI exchange rates i.e on the date of billing shall be charged by the supplier and its copy of rates must be attached along with the bill.
- f). All Books shall be supplied along with an authentic price proof of **only** Publisher's in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted an authenticate document in support of price verification.
- g). In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
- h). As a procedure of procurement, at the first instance the empanelled Vendors/Suppliers will be sent a email query by library with list of books required and the Vendors having books as per the list in their ready stock of books / in the market should respond within **three working days**. On receipt of the same , the Vendor will be placed with supply order by the Institute library . The priority of the order will be in accordance with the order of the reply. i.e The Vendor who responds first will be given first priority.( First come first served)
- i). Books should be supplied only against Institute's formal / email supply order. Once formal/ email order is placed, the same shall be acknowledged and Books should be supplied in good physical condition The Supplier shall supply all the ordered books within the period of **20 days** ( for both Indian Publication and Foreign Publication) from the date as specified in the purchase order.
- k). In the case of unsupplied titles, a certificate of non availability of that titles (s)/ books(s) in the market from Publisher / distributor / Stockists of the Publisher should be enclosed / produced within one week to the Institute library.
- i). The Supplier shall append the declaration on the bill that—
  - i.a. The actual prices of Publications have been charged without any handling/postage charges.

- i.b. These are not remaindered titles/ damaged books with missing pages.
- i.c. PAN No. Of the Firm should be indicated on the Bill.
- j). Damaged books, books with missing pages shall have to be accepted back by the supplier with its own cost even after they have been stamped for accessioning. Otherwise the cost of the book will be deducted from the Security Deposit.
- k). Any Supplier found to have been cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting
- l). Firm shall provide the list of Major Publishers represented ,Important Subject Areas, Languages dealing with (Use additional sheets, if required).
- m). Suppliers entering the panel, and remaining inactive for a period of more than six months may be automatically excluded from the panel.
- n). Supply of books will be made by registered post/ courier or through messenger at Supplier's cost.
- Only latest and economical editions are to be supplied, unless otherwise specified.
  - Please note that Indian edition of books available in the market should be supplied unless otherwise specified.
  - Paperback editions should be supplied unless otherwise specified
- o). If the ordered books are not supplied and required “ **Non availability Certificate**” of the ordered books is not furnished within one week by concerned supplier , 10% of the unsupplied order of the particular order will be deducted from the bill(s) of the supplied books.
- p). If Supply order is placed with the vendor without making the query and if the Vendor has not responded to the Institute within one week whether it is able to supply or not, then Supply Order will automatically get cancelled without further notice.
- q). If the supply is not received within the stipulated time, the Institute reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the library at least four days before supply date expires.
- r). The institute may empanel more than one Supplier and shall be free to purchase books through any one or more of them.
- s). The initial period of empanelment will be two years extendable to a further period one more year depending up on performance of the Vendor and the mutual consent of the Institute and the agency.
- t). The decision of IISER Mohali in all the matters of empanelment of Vendors and procurement of books shall be final
- u). Any Legal disputes that may arise during the period shall be subject to the jurisdiction of a court in Mohali, Punjab, India.