



ALLAMA IQBAL LIBRARY

(ISO 9001:2008 Certified Library)

University of Kashmir

(NAAC Accredited "A" Grade University)

University Campus, Hazratbal, Srinagar, Kashmir-190006

Tele/ Fax (O) 0194-2427448

Advertisement Notice for empanelment as Book Suppliers for Kashmir University 2017-2018

Applications are invited from reputed Book traders (local and non-local) for the empanelment as book suppliers to the University of Kashmir for the financial year 2017-18 to be submitted on prescribed form which can be had from the office of undersigned against payment (cash/draft) of Rs. 1500/- (Rupees Fifteen hundred only). The form complete in all respects and appended with a Bank Draft/Cash receipt covering security deposit of Rs.40,000/- should reach this office by or before 31st May, 2017. Alternatively, the application form can also be downloaded from our website <http://ail.uok.edu.in/> which can be submitted along with Demand Draft of Rs. 1500/- as cost of form. Those book Suppliers who were empanelled for the year 2016-17 need not to deposit security amount along with the form but they are required to pay cost of the form. All applicants are required to submit the latest form along with Photocopy of their income tax return duly attested of 2016-17.

(Dr. Abdul Majid Baba)
University Librarian

NO: F(Acq-Empanel) AIL/KU/17

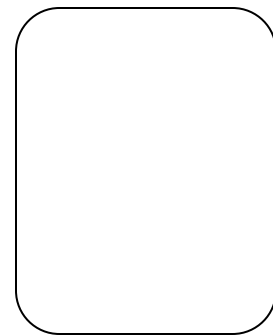
Dated: 15-05-2017

Copy to:

Public Relations Officer, for publicity through two prominent local dailies;
Scientist "D", IT&SS, for uploading on the website of University of Kashmir;
Scientist "B", AIL, for uploading on the website of University of Kashmir;
File.

ALLAMA IQBAL LIBRARY UNIVERSITY OF KASHMIR

NAAC Accredited Grade "A"
Srinagar-190006



Application Form for empanelment as Book Supplier (17-18)

Form No. _____

- Name of the firm-----
- Registration No.-----
- Name of the Proprietor-----
- Name of Partner (if any)-----
- D.O.B of Proprietor-----D.O.B of Partner-----
- Date of Establishment of Firm-----
- PAN No. of the Firm ----- (Please attach up to date income tax clearance certificate)
- Location Address-----

- Website (if any) -----Telephone No. -----
Cell No. -----
- E-mail address -----@-----
- Approximate cost of holdings/stocks available in the shop/showroom -----

- Standard of Holdings i.e (a) College level (b) University level or School level -----

- Specialization in supply materials, if any -----

Proprietor's Signature with Seal

Signature of Partner (If any)_____

Dated: _____

- Have you served as supplier to any institution of higher learning like university, college etc. If yes give their names with testimonials. If any:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
- Cash Receipt No./ Bank Draft No. -----and date -----
-----under which Rs 1500/- cost of form for empanelment has been deposited.
- Cash Receipt No./ Bank Draft No. ----- and date -----
-----under which security deposit of Rs 40,000/- has been deposited.

ELIGIBILITY:

The Book Supplier who apply for empanelment should fulfill following conditions for eligibility.

- a) PAN issued by the Income Tax Department.
- b) Up-to-date Income Tax clearance certificate.
- c) Registration of Federation of Publishers and Booksellers Association of India (FPBAI).
- d) Should have supplied books to the Institutions of higher learning like, Universities, IITs, IIMs, NITs etc.

Note: Documentary proof of above must be furnished with the form. Absence of any of the above will render the supplier ineligible.

Terms & Condition

1. The participating firm has to examine all instructions, terms & condition before applying for the empanelment. Failure to comply with the requirements/rules and regulations of the University constitutes sufficient grounds for the cancellation of the empanelment.
2. Each Supplier should clearly specify that the firm agrees to abide by the conditions of the empanelment and rules and regulations of the University on their printed letter head indicating thereon Registration, Fax, Email, telephone numbers etc.
3. All pages of the empanelment form are to be signed and stamped by the firm.
4. The University reserves the right to reject or accept any form without assigning any reason.

Proprietor's Signature with Seal

Signature of Partner (If any)_____

Dated: _____

5. The University may at any time make changes within general scope regarding the place of delivery of books etc. The book suppliers shall be bound to supply the books in one go as per supply order and not in piece meals.
 6. Payment terms: All the payment will be made in Indian Rupees.
 7. In case of unsatisfactory performance during the empanelment period, security deposit will be forfeited. The decision of declaring the performance unsatisfactory will be the discretion of the University and shall prevail on all other judgments made thereto.
 8. Forms received after the due date and time will not be considered by the University.
 9. In the event of the date specified for receipt of forms being declared as a closed holiday for Universities Office, the due date for submission of form will be the following working day.
 10. Any participating firm found influencing the University in its decisions may result in cancellation of empanelment.
 11. In case the books are not available at the local market, the supplier has to give a certificate that the books that could not be supplied are not available at the local market. Any deviation or misinformation may lead to the blacklisting of the supplier.
 12. An Affidavit shall be attached by the supplier for not having been blacklisted by any institution over the last few years.
 13. Discount of 15% on all types of books including textbooks shall have to be offered (except no-discount/ short discount/ institutional publications).
 14. Library development fund @ 2% shall have to be paid as usual.
 15. Unless specified, Latest editions only shall have to be supplied.
 16. Publishers prices only will be charged without any handlings/ postage charges. (However, such handling charges may be allowed in case of short discount/non discount items etc.)
 17. Remaindered items shall not be supplied.
- (Note:** A certificate covering terms No.'s 15-17 shall be printed on / typed on / appended (with signature and seal) with each bill under which supply shall be made.)

Proprietor's Signature with Seal

Signature of Partner (If any)_____

Dated: _____

18. Supply of books will be made within the stipulated time given in the supply order viz. 20 days for Indian publication and 90 days for foreign publication. In case the supply is not made within the stipulated time, order shall be treated as cancelled without any further notice/ reminder and shifted to some other supplier. In case the delivery of books is made beyond schedule date, a penalty of 0.5% per week shall be charged & deducted from the bill and only two weeks' time can be provided (if possible) on written request.

19. Any supplier found to have cheated by supply old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides forfeiture of security deposit.

20. In case supplier needs some more time for supply he/she should seek in writing on sound grounds, further time from the University Librarian/Head of the Department concerned at least four days before supply date expires.

21. Empanelment means just eligibility of a Bookseller to receive orders for supply of books if selected for purchase by Head of the Department/ University Librarian of the University. The authority to select or reject the books presented by the booksellers lies absolutely with Head of the Department/ University Librarian.

22. In case of cheating by charging more than the actual publisher's prices, the firm can be punished by blacklisting/ forfeiting the security deposit or part thereof or both.

23. Damaged books, books with missing pages, old editions of books shall have to be accepted back by the supplier even after they have been stamped for accessioning.

24. Supply of Indian reprints if available of foreign titles shall have to be made. Shirking supply of books (particularly text books) otherwise available in market shall be deemed as non-compliance and non-cooperation on the part of supplier which shall deprive the supplier from further orders.

25. The supplier shall confirm the availability of the required books within a period of 10 days through a Proforma Bill based on which supply order shall be placed. In case no Proforma Bill is submitted, no order shall be issued to the supplier.

26. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 90 days failing which appropriate courts at Srinagar only will have the jurisdiction to adjudicate upon the matter.

Proprietor's Signature with Seal

Signature of Partner (If any)_____

Dated: _____

27. All the costs involved in the supply of books from packing to delivering books (including freight charges, loading, unloading etc.) in the Acquisition Section or Any Department/Campus of the University are to be borne by book suppliers.

I/We, undertake that all entries made in this application form are correct to the best of my/ our Knowledge and belief and that the above terms and conditions are acceptable by me/us.

Note: For details about subjects taught in the University, please refer University website <http://www.kashmiruniversity.net/Default.aspx>

Proprietor's Signature with Seal

Signature of Partner (If any)_____

Dated: _____