

**NOTICE INVITING APPLICATION FORMS FOR EMPANELMENT OF  
VENDORS FOR SUPPLY OF BOOKS TO DHARMASHASTRA NATIONAL  
LAW UNIVERSITY, JABALPUR**



The Dharmashastra National Law University, Jabalpur invites applications for “Empanelment of Vendors for the Supply of Books” in the prescribed format from reputed Publishers/Distributors/Suppliers/Agency established in India for Library.

1.	Information about Vendor Empanelment Process	Information is available on the University Website: <a href="http://www.mpdnlu.ac.in">www.mpdnlu.ac.in</a>
2.	Sr. No.	REG/118/DNLU/2021-22
3.	Last Date and time for submitting documents	14/07/2021 (Till 5:00 PM)
4.	Opening Date	15/07/2021
5.	Application Fee (Non-Refundable)	Rs. 5000/- (Through Demand Draft/ Postal Order, Payable at Registrar, D.N.L.U. Jabalpur)

**Note:**

1. Date and time of submitting the documents will not be changed.
2. The Vice-Chancellor has authority to reject/ cancel/ change the conditions, delete or relax any of the conditions of the process at any time without any notice, in the interest of University.
3. An application in sealed cover clearly super-scribed as “**Application for Empanelment of Vendors for supply of printed Books**” may be sent latest by 14/07/2021 to, The Registrar, Dharmashastra National Law University, BRBRAITT, Ridge Road, South Civil Lines, Jabalpur- 482001, by Speed Post/Registered Post.
4. Any Legal disputes that may arise during the period shall be subject to the jurisdiction of Civil Court Jabalpur (M.P.).

**Terms and Conditions for Empanelment of Books Suppliers / Vendors at  
Dharmashastra National Law University, Jabalpur**

1. Any book supplier found blacklisted by any Government institution within a period of last three years would not be entertained by the Dharmashastra National Law University, Jabalpur.
2. Dharmashastra National Law University, Jabalpur reserves the right to cancel empanelment vendor, if the submitted affidavit for not having been blacklisted / delisted for minimum three (3) years by any of the Institutes or Universities or Government organization in India is found to be false at any stage.
3. The supplier must be a member of GOC (Goods Office Committee) / FPBAI (Federation of Publishers' and Booksellers' Associations in India).
4. The supplier should be registered as a vendor with minimum of five libraries of nationally reputed organizations (e.g. NLU's, Central Universities, IITs, IIMs, NITs etc.). The Supplier must produce at least one copy of the latest purchase order from each client of the libraries and five satisfactory certificates from nationally reputed organizations. (The Supplier of the National Law University will be preferred.)
5. The supplier shall have average annual turnover of his/her firm of Rs. 1 crore for the last three consecutive years.
6. The selected vendors should submit a refundable security deposit of Rs. 50,000/- (Fifty Thousand Only) in the form of demand draft. The security deposit will be refunded only after two months from the expiry of empanelment period without any interest. The same amount may be forfeited in case of incorrect information provided by the vendor/ violation of any terms and conditions.
7. The University will be at liberty to use appropriate metrics and weightage in evaluating the applications for completing the entire process for the empanelment of vendors/supplier for supply the printed books.
8. The Vendor/Supplier shall supply the books exactly as per order placed by Dharmashastra National Law University, Jabalpur within 25 days for Indian Publications and 50 days for foreign publications from the date of receipt of the order. The Order letter shall be sent by e-mail / post.
9. The Vendor/Supplier shall supply the paperback volumes until specific instructions otherwise are given.
10. The Vendor/Supplier will ensure and provide the latest edition of the books available.
11. Foreign edition of the books will be supplied only if the books do not have an Indian edition.
12. Books are to be supplied free of freight charges. No charges of transportation/post will be borne by Dharmashastra National Law University, Jabalpur.

13. After the supply of ordered books etc. the vendor will raise a bill(s) in triplicate mentioning the order number and date to Dharmashastra National Law University, Jabalpur enclosing a copy of Delivery Challan duly bearing "Received" stamp of Dharmashastra National Law University, Jabalpur.
14. The Correct price as per publisher catalogue should be charged. The Vendor has to submit the price proof (i.e. publisher's catalogue price) / certificate from publisher's authorized distributor / publisher's Indian office / publisher's invoice, as the case may be. In case of cheating by charging more than actual Publisher's Price, the firm can be punished by blacklisting.
15. Exchange rates- If foreign books are purchased conversion rate of foreign currencies shall be taken from the "RBI Foreign Exchange Rate" as on date of bill/invoice.
16. Return of damaged books: Books found with wrong pages/ damaged condition/ old edition other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by supplier at their own cost within 15 days.
17. **Penalty:** Timely supply of books forms the crucial part of the order and therefore, supply of books beyond the stipulated date of delivery (including extension granted, if any) will result on imposition of 1% penalty for each week of delay with maximum of 5% penalty on the ordered values of books which are not supplied within the stipulated period as mentioned in terms and conditions. The same shall be deducted from bills/security deposit. If the suppliers are delayed due to reasons beyond the control of Vendor (viz. book out of Print / out of stock / delay from publisher end / overseas transportation issues) no penalty would be imposed.
18. If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
19. Dharmashastra National Law University, Jabalpur reserves the right to cancel the order at any time without assigning any reasons.
20. The Agreement shall come into effect the day the agreement is signed by the competent authorities of Vendor/Supplier & Dharmashastra National Law University, Jabalpur and shall remain valid for a period of **one year**.
21. The University will empanel more than one Supplier and shall be free to purchase books through any one or more of them.
22. The University will place purchase orders with the empanelled vendor(s) offering the lowest price and/or the highest discount, as applicable, for the available latest/Indian edition.
23. If two or more empanelled vendors offer the same discount and/or the lowest price, an approximate equal distribution of the purchase order(s) will be made among them.
24. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

25. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.
26. The decision of Dharmashastra National Law University, Jabalpur in all the matters of empanelment of Vendors and procurement of books shall be final.
27. No oral communication will be entertained by the library of Dharmashastra National Law University, Jabalpur. All communications should be in writing through mail/letter. In special cases whenever necessary, the supplier can request a slot for the meeting. The time and date of meeting will be informed by the library to the vendor through E-Mail.

## Annexure – I

### APPLICATION FORM FOR ENROLMENT AS VENDOR FOR THE SUPPLY OF PRINT BOOK(S) TO THE DHARMASHASTRA NATIONAL LAW UNIVERSITY, JABALPUR

#### A. APPLICATION FORM:

Sl. No.		
1.	Name of the Firm	
2.	Postal Address of the Firm a. Telephone Number b. Mobile Number c. Fax Numbers d. E-mail addresses e. Website, if any:	
3.	Kind of Proprietorship  a. Name and address of Directors /Managing Directors / Proprietor:  b. If partnership, name and address of partners:	
4.	Are you a member of GOC (Good Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Association in India). (Please attach a copy of your registration letter)	
5.	Are you a distributor / dealer / stockiest / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership / stockist / exclusive or preferred agency	
6.	Is the firm an Income Tax payee? If so, please submit self-attested copies of Income Tax Returns for the preceding three years along with Copies of PAN/TAN numbers of the partners / owners.	
7.	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name b. Address c. Bank Account No. d. Name of the Account Holder e. Date of the opening f. RTGS g. NEFT NO.	

<b>8.</b>	Please attach minimum five (5) references of the libraries of nationally reputed Organizations (e.g. NLUs, IITs, IISc., NITs, IIMs, Central Universities) with whom you are already registered. The Supplier must produce at least one copy of the latest purchase order from each client of the libraries and five satisfactory certificates from nationally reputed organizations.	
<b>9.</b>	Please provide the annual turnover of the firm for the last three consecutive years with documentary evidence i.e. Trading, P & L Account, Balance Sheet & Income Tax Return	
<b>10.</b>	Please provide an affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted / de-listed for minimum three (3) years by any of the Institutes or Universities or Government organizations in India.	
<b>11.</b>	Do you have a direct import license? (Please attach a copy of the same)	
<b>12.</b>	Do you have an account with the foreign reputed publishers for importing books directly through them (Please furnish documentary proof)	
<b>13.</b>	Experience in the field of supplying books. (Please mention number of years)	
<b>14.</b>	Details of legal dispute(s) with client(s), if any. (Yes/No). If yes, please provide the details litigations history.	
<b>15.</b>	Whether, the terms and condition given at annexure are acceptable to you in totality: Yes or No	

**Name and Signature of Partners/Proprietors**

## Annexure II

### (Document Check List)

Sl. No.	Document	Please put tick mark and provide documentary proof attached at Annexure No.
1.	Registration certificate of the firm / Proof of date of establishment of the firm	
2.	Address proof of firm	
3.	Registration certificate of GOC (Good Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Association in India).	
4.	Any other State/ National Association (s) of books suppliers	
5.	Authorization letter from publisher for distributor/dealer/stockist/exclusive or preferred agent	
6.	Self-attested copies of Income Tax Returns for the preceding three years	
7.	Copies of PAN/TAN numbers of the partners / owners.	
8.	<ul style="list-style-type: none"><li>a. Bankers Name</li><li>b. Address</li><li>c. Bank Account No.</li><li>d. Name of the Account Holder</li><li>e. Date of the opening</li><li>f. RTGS</li><li>g. NEFT NO</li><li>h. IFSC Code</li><li>i. GST No.</li></ul>	
9.	Five satisfactory performance certificates from nationally reputed organizations.	
10.	Five copy of the latest purchase order (one copy of each client) from the clients of the libraries.	
11.	Annual turnover of the firm for the last three consecutive years with documentary evidence i.e. I. Trading & P & L Account, II. Balance Sheet, III. Income Tax Return	
12.	Affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted / de-listed for minimum of three (3) years by any of the Institutes or Universities or Government organizations in India.	
13.	Direct import license	
14.	Account with the foreign reputed publishers for importing books directly through them	
15.	List of clients	
16.	Details of legal dispute(s) with client(s), if any. (Yes/No). If yes, please provide the details litigations history.	

**Name and Signature of Partners/Proprietors**

## **Annexure III**

### **Declaration**

- 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. If any information provided by us is found incorrect, wrong or misleading, Dharmashastra National Law University, Jabalpur is authorized to blacklist our firm/company/agency and debar us in participating in any type of tender/bid in future.
- I / We also hereby declare that all matters related to Dharmashastra National Law University, Jabalpur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of Dharmashastra National Law University, Jabalpur (M.P)
- Mr. .... whose signatures are appearing below, is / are the authorized representative(s) of the firm.
- 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.
- I / We assure that if empanelled, the firm will serve the University for a minimum period of one year.
- I / We have read and understood all the “Terms and conditions” of Library, Dharmashastra National Law University, Jabalpur, as mentioned in this document and consciously agree to abide by them.
- If selected for empanelment, I/we agree to furnish a refundable security deposit of Rs. 50,000/- as performance guarantee deposit, at the time of personal interaction.

Signature of Partners /  
Proprietors:

Place: .....

Date (with Firm's stamp): .....

A format of the terms and conditions to be executed on non-judicial stamp paper of Rs. 100/- shall be submitted along with application form.



## Annexure IV

Types of Books	Discount
Law Books (Indian publications including Indian Reprints of international publications and Books published by Foreign/international publication in INR in India)	
Law Books (Foreign publications liable to import from outside India excluding the books covered in 1)	
Reference Books i.e. Encyclopedias/Dictionaries/Digests/Yearbooks/ Handbooks (Indian publications)	
Reference Books i.e. Encyclopedias/Dictionaries/Directories/Handbooks (Foreign publications)	
Sociology / Political Science/Economics/History Books (Indian publications including Indian Reprints of international publications)	
Sociology / Political Science/Economics/History Books (Foreign publications)	
Literature	
Government Publications	
Bare Acts, Manual/Local Acts (Central/State Acts)	
Institutions/Universities publications & Reports	
Any other pls. specify.....	

- **The vendor/supplier may quote the discount percentage individually offered on different publishers separately.**