



# DELHI TECHNOLOGICAL UNIVERSITY

(formerly DELHI COLLEGE OF ENGINEERING)

Govt. of NCT of DELHI

Shahbad Daulatpur, Bawana Road, Delhi 110 042

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[www.dtu.ac.in](http://www.dtu.ac.in),

File No. DTU/LIB/BK/TD/2019-20/35

Dated:

## E- TENDOR DOCUMENTS

E-tender under two bids system (**technical bid and financial bid**) from publishers/**authorized dealers/ Book sellers** are invited for Annual Supply Contract of Books (printed) and other reading material (printed). The tender is required for quoting discount on printed price on book or / catalogue price (online or printed) of different category of books as per Annexure B

Description	Date/ time
Bid Document Download Start Date	14/05/19 at 3.00 P.M
Bid Submission Start Date	14/05/19 at 3.30 P.M
Bid Submission End Date	07/06/19 at 2.30 P.M

The E-tender should be uploaded latest by **07/06/19 at 2.30 P.M.** The tenders will be opened on the same date at **3.00 P.M** by the Tender Opening Committee in the presence of the bidders who wish to be present at the time of opening of bids. Interested firms may download the documents from the website of Govt. of NCT Delhi/ DTU website. EMD amount of **Rs. 2,00,000/ in form of the B.G /FDR/DD drawn in f/o Registrar, Delhi Technological University, Delhi, A/c** may be submitted in the tender box placed in the office of Assistant Registrar, S&P, Delhi Technological University, Delhi or before the last date and time of submitting the e-tender. After closing of the e-tender no EMD would be accepted.

**Note: Technical Bids with incomplete documentation & details and in Manual/hardcopy bids shall be rejected summarily**

Yours faithfully,  
Assistant Registrar (S&P),  
DTU

## **Terms & Conditions.**

1. All the documents like copy of PAN, copy of latest Income Tax Return, IEC code, proof of being direct importer for at least one foreign publisher (applicable to those who wish to supply foreign books), copy of EMD and Proof of turnover etc. should be submitted with online application.
2. The rate should be F.O.R Delhi Technological University, Bawana Road, Delhi-42 and or East Delhi Campus Vivek Vihar Delhi as the case may be.
3. DTU reserves the right to accept or reject any or all quotation without assigning any reason. Delhi Technological University also does not bind itself to place the supply order or to add in approved list of vendors to any of the vendors
4. Incomplete or wrong information will disqualify the vendors at any time.
5. The contract will be valid for a period of one year extendable for a further period of Three **Years after assessing the performance.**
6. The contractor/Supplier should organize Book Exhibition as and when required at Delhi Technological University in consultation with the Library. The vendor should not exhibit a book published more the four years ago.
7. The decision of competent authority shall be final to accept or reject any recommendation.
8. The rejected publications should be removed within 15 days by the vendor at their own risk and cost after which no responsibility will be accepted by Delhi Technological University.
9. The "Supply Order" consists of publications as per bibliographic details mentioned therein and all other components (CD's etc.) which come bundled with it.
10. Price proof
  - a. Proof in support of the price charged should be attached along with the bills -Publishers website, Publishers invoice or catalogue
  - b. Price should be for ex-site (DTU, Delhi)
  - c. Any tax levied should clearly be indicated.
  - d. **RBI conversion rate** (Selling) prevalent on the date of Supply Order will be applicable and a copy of the same should be attached with the bill.
11. The acceptance of the supply order should be submitted by the agency within Seven days of the issue of letter. The supply of the accepted supply order should be made by the due date (Normally within 2 to 4 weeks for the books available in the market and within 4-6 weeks for books which are to be imported)
12. The publication supplied should be in good condition without any defects. Payments will be made only after inspection of the publication by the library or any other person so authorized.
13. Unless otherwise mentioned only latest edition of the publication shall be supplied
14. Per-receipted bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
15. (a) Bill(s) is /are to be address to the Librarian Delhi Technological University & submitted in the Library for further processing:
  - (b) All correspondence shall be addressed to  
The Librarian  
Delhi Technological University  
Bawana Road, Delhi-110042

16. All entries in the bill should be typed or neatly hand written
17. Foreign edition shall not be supplied if the Indian edition/ re-print has already been published.
18. Where low price edition are available, the low priced edition/ paper back shall only be supplied.
19. The vendor will have to give the following certificates on the bills:-
  - A. "The prices have been correctly charged in accordance with the publishers invoice and or the publisher's catalogue".
  - B. In case of foreign edition a certificate would be required stating that "Indian reprint/ edition is not published".
  - C. When low price edition/paperback edition are not supplied a certificate would be required stating that " No low price edition/Paperback edition for the books (mentioned at S.no\_\_\_\_\_,\_\_\_\_\_) are available".
20. A firm will have to submit an amount of Rs. 1,00,000 Rupees One Lakh ) as Security money in the form of FDR within 15 days of the receipt of offer and should be valid for a period of 38 months from the date of empanelment, drawn in favor of the Registrar, Delhi Technological University, Delhi-110042.
21. If at any time it is found that the information provided by the vendor is false about publication, services and related matter resulting losses in any form to the University then the Security money is liable to be forfeited.
22. For any dispute/ arbitration the legal jurisdiction will be that of the judicial court at Delhi.
23. The vendor will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for new publications.
24. The vendor should have an average turnover of Rs. 1, 00, 00, 000/- (Rs One Crore only) during last three years.
25. The vendor shall submit an affidavit to the effect that he was never blacklisted by any Govt. Library including Universities, college's library and PSU.
26. DTU reserves the right to call for any information and record, inspect the premises of any bidder, before as well as during empanelment.
27. DTU reserves the right to purchase any material from any other vendor who is not empanelled with it.
28. The order for supply of approved books shall be placed on the vendor empanelled for the book in question. In categories where more than one vendor has been empanelled due to same discount offered by them, as far as possible, the order for equal quantity shall be placed among them.
29. It will be mandatory for all the vendors to supply the ordered books within stipulated time period. If vendor fails to do so or expresses his inability to supply the same, the ordered book can be purchased from the market and the vendor will have to bear the difference of discount on account of purchase from open market which would be deducted from his pending bills or security money.
30. Highest discount received in a particulars category shall be offered to other technically qualified vendors and those who agree shall also be empanelled for that category along with the highest bidder.
31. The vendor shall submit a certificate from at least five Libraries,(Govt, University, collage or PSU Libraries) for satisfactory performance during last financial year.

DELHI TECHNOLOGICAL UNIVERSITY  
BAWANA ROAD, DELHI-110042  
APPLICATION FORM FOR ANNUAL SUPPLY CONTRACT OF BOOKS and other Printed reading material  
Kindly go through the attached terms and conditions before filling the forms  
(To be submitted on line)

1.	NAME OF THE FIRM	
2.	Address of Head office Branches	
3.	(a) Telex No. (b) Telephone No. (c) Fax No. (d) website, if any (e) email	
4.	Kind of proprietorship (a) If a limited concern, name and address of directors and managing Directors (b) If single ownership firm, Name and Address of the proprietor and manager (c) If partnership firm, Name and address of partners	
5.	Is your firm registered under:- (a) The Indian Companies Act (attach copy of Memorandum and Articles of Association) (b) The Indian partnership Act (attach statement in register of firms showing names of partners) (c) Indian Factories Act ( Registration No. and date to be Given) (d) Any other Act.	
6.	Are you a distributor/dealer/stockiest/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the detail of distributor/dealership/stockiest/exclusive/preferred agent.	
7.	Are you a publisher if so, please Mention the areas of publications?	
8.	Are you a member of state/National Association of books suppliers, If so, Attach a copy of the membership	
9.	Whether firm is Income Tax payee, if so, please attach a copy of IT return	
10.	GST Registration No. if applicable (attached copy of Certificate)	

Tender for annual Supply contract of Books and other reading material

11.	Banker's details ( A certificate issued by The banker's may be attached)  (a) Bankers Name (b) Address (c) Bank A/C No. (d) Date of opening (e) Name of sponsor to open A/c	
12.	Reference of the any other Library of national reputed organization (e.g. IIT, NSIT, IIM, NML, AIIMS, NISCAIR, NPL, ICMR, IARI, Central universities) with whom you are already registered. Upload copies of satisfactory performance from at least five libraries.	
13.	Have you ever supplied the publications to the Library of national reputed organization, if so, upload copies of the latest purchase orders.	
14.	average turnover of the firm during last three years (upload documentary evidence)	
15.	IEC code (in case you want to supply foreign publications)	
16.	Details of EMD i.e. Bank Name, date, amount etc.	
17.	proof of being direct importer for at least one foreign publisher(applicable to those who wish to supply foreign books)	

- I/We.....( names of partners/proprietors of share-holder) do here by declare that the entries made 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.
- I/We also hereby declare that all matter related to Delhi Technological University shall be treated as CONFIDENTIAL and no information shall be passed on the any unauthorized without written permission of the Competent Authority.
- Mr. .... Whose signatures are given below, is an authorized representative of this firm.
- I/We also undertake the responsibility to communicate all subsequent charges in the constitution or working Of firm, affecting the accuracy of the facts stated above

Date.....

Signature of Proprietors/ partners/(With firm's Seal)

Tender for annual Supply contract of Books and other reading material

**Annexure B(Price Bid)  
Proforma for discount on catalogue price**

S.NO.	Particulars	Discount Slab	
		1-50 Copies	More than 51 Copies
1.	Text Book in multiple copies (Foreign edition)		
2.	Text Book in multiple copies (International editions of Foreign publishers)		
3.	Text Book in multiple copies ( Indian reprint of foreign Publishers)		
4.	Text Book in multiple copies ( Indian Publishers) Hard Bound		
5.	Text Book in multiple copies ( Indian Publishers) Paper Back		
6.	Reference books (Multi Volume) Encyclopedia, manuals, Hand Books, Dictionaries etc. Published by foreign Publishers		
7.	Reference books (Multi Volume) Encyclopedia, manuals, Hand Books, Dictionaries etc. Published by Indian Publishers/Indian reprints of foreign publishers		
8.	Books Published by Foreign commercial publishers, which are neither reference books Nor cheap text books		
9	Books Published by Indian commercial publishers, which are neither reference books Nor cheap text books		
10	Books Published by societies		
11	Books Published by Govt.		
12	CD Rom Version of Books		
13	Others		