

Notice.No. 29/ UL/MGU/NLG/vendor selection/2017-18

Date: **01-09-2017**


**NOTICE**

Applications are invited for registration from Book Sellers/ Distributors/Publishers for supply of printed books to Mahatma Gandhi University Library System, Nalgonda, Telangana State for the year 2017-18 & 2018-19.

Applications have to be addressed to the University Librarian, University Library, Mahatma Gandhi University, Nalgonda 508254. It must be submitted in a sealed cover and seen that they should reach latest by dt. 16-09-2017 up to 5:00 P.M. in the University Library either through Speed Post/registered Post or by hand. The top of envelope should be subscribed as "application for registration to supply of printed books".

Encl.

- 1.Application Form
- 2.Terms and Conditions
- 3.Under Taking

  
University Librarian

Copy to:

1. Registrar
2. University website. <http://mguniversity.ac.in/home.php>
3. University Library Notice board.
4. Universitycampus colleges notice boards.
5. ReputedBook sellers/Distributors/publishers.

**Note: it can be had from :** <http://14.139.86.18/Downloads/vendorselection.pdf>

APPLICATION FORM FOR APPROVAL OF PRINTED BOOKS SUPPLIERS

(University Library, Mahatma Gandhi University, Nalgonda)

e-mail:universitylibrarymgu@gmail.com

1. Name or the Applicant/Firm :
2. Firm Registration No. :  
(Attach photocopies)
3. Address :  
(Attach (documentary proof)
4. Constitution of the Applicant :  
Proprietor/Partnership Company)
5. Telephone Nos. & Email :
6. Turnover for the last three Years :  
(Attach documentary proof)
7. List of regular clients with the :  
name of contact person and  
Telephone No. (Attach list of client)
8. Permanent Account No. (PAN) :  
(Attach Photocopy )
9. All India Association of Publishers :  
and Distributors Membership No. if any)  
(Attach photocopy)
10. Income tax return 3 years :
11. Processing Fee details:-  
Bank Details:-  
Detail Bank draft as earnest amount (Rs. 1,000/-)  
(One Thousand Rupees only) in the form of crossed D.D, in favor of "Mahatma Gandhi Univeristy, Nalgonda.  
Payable at Nalgonda.
- Signature :  
(Authorized Signatory)
- Name :
- Stamp of Applicant Designation :
- Date :  
Place :

**Note:** Terms and conditions are overleaf

## TERMS AND CONDITIONS FOR SUPPLY OF PRINTED BOOKS

1. The price of books/documents will be as printed on the books or fixed by the publishers.
2. The payment will be made on satisfactory delivery and receipt of books in acceptable conditions at MGU Library.
3. The supplier shall be required to supply the latest available editions of the ordered books/publications unless ordered otherwise.
4. MGU library reserves right to terminate the contract at any time without assigning any reason. The suppliers will not be entitled to claim any compensation against such termination. The suppliers must acknowledge the receipt of an order within 4 days.
5. The order shall remain valid for a period of 35 days for foreign publications and 21 days for Indian publications from date of order. The order will be treated as cancelled after mentioned period.
6. The minimum discount accepted by University Library MG University System will be

| S.No. | Type of Publications  | Minimum discount |
|-------|---|------------------|
| 1     | Books by foreign and Indian publishers ( Up to 5 copies)  | 20%              |
| 2     | Books by foreign and Indian publishers (More than 5 copies)   | 25%              |
| 3     | Multivolume books   | 25%              |
| 4     | Standing order (Order in force)   | 25%              |
| 5     | Items procured from abroad against specific orders  | 10%              |
| 6     | Central Govt. and State Govt. Publications (If discount allows)                                     | 10%              |
| 7     | Learned Societies Publications/either institutional Publications/individuals.<br>No discount titles | Nil              |

7. Foreign publications if available at special Indian/Asian price must be supplied at Indian / Asian price.
8. All orders shall be FOR University Library MGU Nalgonda.
9. The railway station is 'NALGONDA' and post office is Mahatma Gandhi University, Yallareddy gudem, Nalgonda.
10. No postage/freight will be paid on trade publications.
11. Invoice in triplicate shall be raised in the name of University Librarian. Mahatma Gandhi University mentioning the order No, and date, - ISBN-author-title-edition-name of publishers-year of publication and price.
12. In case of foreign publication, price in foreign currency general% in the currency of the country of publication may be mentioned.
13. Foreign publishers/suppliers should quote their Import license no. If mentioned in the order on the packets. The suppliers shall not supply any book for which an India / Asian edition is available.
14. Banker of the university is State Bank of India, Anneparthi, Mahatma Gandhi University, Nalgonda 508254.
15. If a book supplied is a defective one, it will be returned at suppliers cost.
16. The exchange rates shall be RBI rate (Bank Rate) obtained on the date of billing.
17. Price quoted in invoice for all publications should be supported by procurement invoice / Publisher `s Invoice in case of foreign publications.
18. The certification the body of all invoices should be provided "Certified that prices are according to the contract entered between the Suppliers &University Library'.
19. The following certificate on the body of all the publishers/procurement invoice price proof shall be provided. This is to certify that price proof of ISBN no .against our invoice no dated.
20. Price shown on internet or website of the publishers/suppliers shall not be accepted by the library in support of price verification.
21. Selected vendor has to pay Rs.10000/- as EMD.
22. Disputes are subject to jurisdiction of Nalgonda court, Nalgonda District, Telangana State only.

**UNDERTAKING**

I /We

S/D/o

Solemnly affirm that I am the owner of the firm..... Which deals with supply of books and the address of the firm is.....

Tele Ph.No. ....

PAN/TAN/GST No.....

I/We undertake to supply all the books ordered to the firm, if they are available in market.

I/We undertake to supply only latest edition. Latest reprints and not the remainder title of the books and shall charge the price as per importer invoice of distributors.

If an Indian edition of a foreign book is available, I/We shall supply only Indian edition.

If an international student edition of a foreign book is available, I / We shall supply only Students edition only.

If a low priced or special edition for India is available, I / We shall supply only that edition.

In case any discrepancy is noticed by the University library of Mahatma Gandhi University, Nalgonda at any point of time. I/We undertake to refund the amount or replace the book immediately even if it is processed by University Library of Mahatma Gandhi University, Nalgonda.

Witness,

Signature with Stamp

1. Signature:  
Name & designation

2. Signature:  
Name & designation.

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Note: -This undertaking is required on Rs100/- non-judicial stamp paper with two witnesses duly attested by the Notary.