

# Dr. Ram Manohar Lohiya National Law University

Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow, Web site: [www.rmlnlul.ac.in](http://www.rmlnlul.ac.in)



## Short-term tender notice

### (For Empanelment of vendors for supply of Book & Journals etc.)

Proposals are invited from reputed suppliers of books and journals/periodicals etc. for the Library of Dr. Ram Manohar Lohiya National Law University, Lucknow. Empanelled vendor shall be required to ensure supply of the ordered titles and quantities on yearly basis in a time bound manner. Objective of this tender notice is to select a quality vendor on competitive pricing. Interested suppliers/vendors may obtain tender form from the University office on payment of requisite processing fee.

### Time Schedule for tender process

<b>DATE OF SALE OF TENDER</b>	: 31.07.2017
<b>LAST DATE FOR RECEIPT OF TENDER DOCUMENT</b>	: 21.08.2017 (up to 02:00 PM)
<b>TIME AND DATE FOR OPENING OF THE TENDER</b>	: 4:00 PM on 21.08.2017
<b>PLACE OF OPENING OF THE TENDER</b>	: Administrative Block of the University.
<b>ADDRESS FOR COMMUNICATION</b>	: Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow -226012
<b>PERIOD OF CONTRACT</b>	: 03 Years
<b>TENDER PROCESSING FEE</b>	: Rs. 1,000/-

**Name & Signatures of the authorized person of the tendering firm**

**Seal of the Firm**

# Dr. Ram Manohar Lohiya National Law University

## Invitation of Proposals

### For

### Empanelment of vendors for supply of Book etc. & Journals

(For the Financial Year 2017-2018, 2018-19 and 2019-20)

### Annexure 'A'

S.N.	Particulars	Details/Offered discount
1.	Name of the Tendering Firm	
2.	Legal Status of the Firm (e.g. company, firm, sole proprietorship)	
3.	Address of the Firm with Phone number and E-mail	
4.	PAN No.	
5.	GST Registration No.	
6.	Annual turn-over of the firm (Enclose copy of audited balance sheet) (Minimum annual turn-over for pas 03 year i.e. 2013-14, 2014-15, 2015-16 must be of Rs. 1.5 crore).	
7.	Name of the prominent clients (Attach the list of client institutions/organizations)	
8.	Registration no. (FPBAI or any other State level organization or equivalent)	
9.	Subscription Agent No. (Applicable for supply of journals only)	
10.	<b>Category 'A' - Books etc.</b> <i>(specific discount should be mentioned. Range of the discount rate shall not be accepted)</i>	
10.1	Discount offered on supply of all kind of books	
10.2	Discount offered on supply of multi-volumes of books	
10.3	Discount offered on supply of back volumes of Journals	
10.4	Discount offered on supply of Encyclopedias	
10.5	Discount offered on supply of Bare – act	
10.6	Discount offered on supply of Govt. Publications	
10.7	Discount offered on supply of University/Institutes Publications	
	<b>Category 'B' - Journals/periodicals</b> <i>(specific discount should be mentioned. Range of the discount rate shall not be accepted)</i>	
10.8	Discount offered on the subscription of all kind of Journals/periodicals	
11.	Basis of conversion rates in case of foreign books/Journals	
12.	Acceptance of Terms & Conditions of Supply (Given Overleaf) – (Yes /No)	
13.	Details of enclosed EMD /processing fee (i.e. D.D. No./Bank Name etc.)	
14.	Details of enclosed processing fee (in case of downloaded tender forms only)	

**Name & Signatures of the authorized person of the tendering firm**

**Seal of the Firm**

# Dr. Ram Manohar Lohiya National Law University

## Terms & Conditions of the Supply

1. The Supply of books etc./ Journals as Mentioned in **Annexure – ‘A’** shall be made at site of University at the cost and risk of the supplier.
2. Supplier shall be responsible for exchange of books damaged during the transportation.
3. Supplier shall ensure that the books etc., Journals supplied to the university are genuine. Any deviation from this condition may result in the termination of the contract and forfeiture of the security money.
4. The University while empanelling the vender shall look in to the reputation of the vendor also, empanelment shall not be based on solely on highest discount.
5. The University reserves the right to relax any condition if none of the tendering firm fulfills the prescribed criteria of eligibility.
6. Discount agreed shall be valid for the period of 3 years i.e. from F. Y. 2017-18 to 2019-20. The contract may be terminated at any time in case services are not found satisfactory.
7. The tendering firm is required to enclosed Rs. 2.00 lacs. as a EMD by way of Bank Draft in favour of Registrar, Dr. Ram Manoahr Lohiya National Law University, Lucknow. This EMD shall be converted in to Security Deposit in case of empanelled vender. EMD of all unsuccessful firms shall be refunded within 2 weeks of completion of tender process. Security Deposit of the empanelled vendor shall be refunded within 30 days after the expiry of the contract period. The security money shall be treated as a collateral guarantee for compliance of terms and contract of empanelment, therefore, liable for forfeiture, adjustment, based on actual assessment of loss, against any breach of contract terms.
8. Bills of the supply shall be raised by the supplier in favour of **The Registrar Dr. Ram Manohar Lohiya National Law University, Lucknow** which after verification from the Library shall be paid ordinarily within two working weeks of the receipt of the bill.
9. It will be responsibility of the supplier to ensure the delivery of ordered books and journals in time bound manner. Loss of books and journals in transit shall be the responsibility of the vendor. The University shall not be responsible for any such losses.
10. Incomplete proposal shall out-rightly be rejected. Annexure- ‘A’ should be filled in its original form and duly signed by the supplier. Subdivision of the columns by the tendering firm shall be seen as a conditional proposal and will not be accepted.
11. In the event of selection of the firm for empanelment, the empanelled vendor shall be required to sign one agreement containing the terms and conditions of this document on a Rs. 100/- stamp paper.
12. Proposals must specify exact percentage of discount rather than range (i.e. 1% to 7% etc.) of the percentage discount in column 10 of 'Annexure-A'.
13. Envelope containing the proposal (all three pages) must be superscripted as 'Proposal for Supply of Books & Journals etc. and submitted in the University within prescribed date and time. Proposals received after prescribed time and date shall not be accepted.
14. **Firm should have at-least one running contract with any government University of National Repute.**
15. **Minimum turn-over of last three years i.e. year 2013-14, 2014-15 & 2015-16 must be of Rs. 1.5 crore only.**
16. **Proposals of the firm not having registration under GST, PAN and FPBAI or any other State level organization or equivalent shall not be considered. =**
17. Tendering firms are required to sign on all the three pages of the proposal. Unsigned proposals shall not be accepted.
18. Tender documents may be obtained from the University office on all working days between 10AM to 5 PM on the payment of Rs. 1,000/- towards processing fee. Processing fee of tender form is non-refundable.
19. Tender document may also be downloaded from website of university ([www.rmlnl.ac.in](http://www.rmlnl.ac.in)) and may be submitted along with a demand draft of Rs. 1,000/- towards processing fee. Demand draft should be made in favour of Registrar, Dr. Ram Manohar Lohiya National Law University payable at Lucknow. Downloaded tender form without processing fee shall not be accepted.

### **Declaration by the tendering firm**

It is certified that the details given above are correct. I understand that if at any stage any of the detail/declaration is found to be false, the contract shall be liable to be terminated and the University shall be free to take any legal action as per law. I have read the terms and conditions of the tender documents given above and agree to comply those in case of empanelment of my agency. It is also certified that our firm has no history of being blacklisted by any organization in the past.

**Name & Signatures of the authorized person of the tendering firm**

**Seal of the Firm**