



# **ORISSA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

**BHUBANESWAR 751003**

Tel.No.(0674) 2397818 Ext-126

**No.: 147/CL/OUAT Date: 24.2.2018**

## **Sub: Empanelment of Vendors for supply of Publications**

Orissa University of Agriculture & Technology, Bhubaneswar, invites application for empanelment of vendors for supply of Print Books, E- Books, E-Journals and Foreign Journals to Central Library for the period of Two consecutive years (i.e. 2017-18, 2018-19) from reputed registered book Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with at least 10 years experience of supply of publications to Central/State Agricultural Universities, as per the following terms and conditions.

### **ELIGIBILITY CRITERIA**

#### **FOR PRINT BOOKS, E-BOOKS & E-JOURNALS**

1. The Publishers, Distributors, Book Sellers who have registered under FPBAI/ GOC for the current year having valid registration no. are eligible to apply.
2. The eligible firms are required to furnish the required documents /information in a sealed envelope sent by speed /registered post only within the date and time specified.
3. Self attested copy of PAN issued in favor of supplier/distributor /book seller's by the Income Tax Authority.
4. Distributors who were found to be black listed or defaulters with any university/ institutions or with OUAT for whom the EMD has been forfeited at any time will not be eligible for apply. They should give declaration in separate sheet.
5. Distributor should have worked satisfactorily with universities and institutes especially with agricultural and veterinary universities for the last 10 years for print books and last 5 years for E-Books and E-Journals.
6. The company should have a minimum annual turnover 2.5 Crores. Balance sheet must be submitted as proof.

#### **FOR PRINT JOURNALS**

1. The Agent to be in existence for at least 10 years. Registration Certificate must be submitted as proof.
2. RBI permission: The supplier must have permission from RBI to open foreign currency bank accounts especially for journals subscriptions.

3. The Agent should have proper infrastructure, technical trained staff & resources to enable & provide online access of subscribed journals to the Agricultural University.
4. Preference will be given to the firms who can provide online access to the print journals subscribed.
5. The company should have a minimum turnover 10 Crores. Balance sheet must be submitted as proof.
6. The company should be serving prestigious customers like IIT's, IIM's as well as other State Agricultural Universities/ICAR Institutions. Order copies should be attached as proof.
7. Should be serving at least 5 State Agricultural Universities/ICAR Institutions each year in last 3 years. Order copies should be attached as proof.
8. The company should have executed at least 10 orders worth Rs.50 Lakhs or more each year, in last 3 years. Order copies should be attached as proof.
9. The Agency's executive should visit to reconcile supply status at least once in a month.
10. The Agency must have the technical capabilities of developing a library portal through which online access of journal would be provided. Samples of such portals should be submitted along with the Quotation.
11. The Agency should have an internet/web based facility where supply, claim & delivery status can be viewed online.

#### **GENERAL TERMS AND CONDITIONS**

1. The supplier/Vendor or his authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
2. The Vendor/Distributors should have direct accounts with foreign publishers (Not with their Indian agents).
3. The Vendor/Distributors failed to supply less than 80% of the total supply order placed to him shall have to forfeit the EMD of 20% of the total amount of order placed to him. He has to deposit 20% of the EMD before placing the order.
4. There will be no change in price structure during the currency of the printed price except, if the statutory levies, taxes are otherwise made applicable by Government through notification/regulation.
5. Materials should be door delivered at the Central Library, Colleges/ Departments located at Bhubaneswar and different parts of Orissa under the University at their own cost.
6. Delivery must be made within stipulated period from the issue of the order either directly or through their dealer network.
7. Office Notification No, Date of Issue, name of Item and name of Firm be mentioned on the envelope.
8. Separate applications shall be submitted for Print Books, E-Books, E-Journals and Print Journals (Foreign)
9. The acceptance of contract will rest with the undersigned and reserves the right to reject/accept partially or wholly the rate contract offers received, without assigning any reason thereof.
10. For all legal issues the matter is confined within Bhubaneswar court jurisdiction only.

The Vendors will have to quote the rate of discount in % for the following category of items.

- a) Text Books Paper Back ( Indian)
- b) Text Books Hard bound ( Indian)
- c) Foreign Books
- d) Govt./ Institutional Publications
- e) E-Books 1. Indian, 2. Foreign, 3, Both Indian and Foreign ( List of E-books to be enclosed)
- f) Foreign Journals

However, the authority/Committee is authorized to decide the rate of discount and the distributor has to accept the decisions.

The Distributor/Agent is to submit the applications on or before **12.3.2018 (3.00 pm)** after which it will not be accepted.

All entries in the application form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

\* Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the advertisement. **Entries/Claims made without supporting documents will not be considered for evaluation.**

### **DECLARATIONS**

- (i) I/We..... (names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.
- (ii) I/We also hereby declare that all matters related to OUAT, Bhubaneswar shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.
- (iii) Mr..... Whose Signature are given below, is an authorized representative of this firm.
- (iv) 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.

**Date:**

**Authorised Signatory**

**& Seal of the Firm**

Chief Librarian  
Central Library

