

National Law Institute University

Kerwa Dam Road, Bhopal (M. P.)

INVITATION OF OFFER FOR THE SUPPLY OF BOOKS SETS LAW REPORTS (2nd Call)

National Law Institute University, Bhopal invites open offer of interest for the supply of books, Sets, Law Reports in NLIU Library during the period 2017-2018, in the prescribed format on enclosed terms and conditions from reputed publishers. distributors.

Discount & Conversion: Supplier shall supply the books at least at below mentioned minimum uniform discount as offered by suppliers during Financial Year 2016-17, however, there is no bar if higher discount is offered, except publication belonging to short discount or no-discount categories (i.e. Government/Society publication, etc. supplier needs to provide certificates from the publisher in this regard). All books of foreign origin, priced in foreign currency will be procured on Reserve Bank of India (RBI) currency conversion.

| S. No. | Types of Publication | Minimum Discount Fixed |
|--------|------------------------------|------------------------|
| 1 | Indian Sets and law Reports | 36 |
| 2 | Foreign Sets and Law Reports | 25 |
| 3 | Bare Act | 38 |
| 4 | Indian Books | 32 |
| 5 | Foreign Books | 28 |

Interested suppliers/distributors may send their acceptance within a stipulated period mentioned in this notice along with a Security Deposit of Rs 10000/- (Ten thousand) in favour of “**Director, NLIU, Bhopal**”, should reach to the **Registrar, National Law Institute University, Kerwa Dam Road, Bhopal- 462044**. The existing suppliers may also send their consent in the form of dully filled “Application Form” with detail of security money already deposited with the university.

[Those who had applied earlier with reference to “Offer of interest for the supply of Books, Sets, Law Reports” for the period 2017-2018 need not apply again.]

The duly filled “Application Form” along with all requisite documents should reach to the Registrar, National Law Institute University, Kerwa Dam Road, Bhopal-462044.” **latest by 31.07.2017.**



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17-7-17
Registrar

National Law Institute University, Bhopal, India
Kerwa Dam Road, Bhopal (M.P.)

Application Form

(for the supply of books, Sets, Law Reports in NLIU Library during the period 2017-2018)

1. Name of Firm: -----
2. Address of: -----
3. Head Office: -----
4. Branches: -----
 - a) Telex No.
 - b) Telephone No.
 - c) Fax No.
 - d) E-mail
 - e) Web site, if any
5. Kind of Proprietorship
6. Name and addresses of Managing Directors/Proprietor & Manager: -----
7. If Partnership, name and addresses of partners: -----
8. Are you a distributor/dealer/stockist/exclusive/preferred agent? If so, please submit the authority
Letters issued by the publishers along with the details of Distributor/Dealership/ stockiest/ exclusive / preferred agents. (Please attach list)
9. Are you a Publisher if so, please mention the areas of publications?

10. Are you a member of State/National Association of Books suppliers? If so, attach a copy of the membership.
11. Please attach a copy of Income Tax Return filed, a copy of PAN card.
12. Sales Tax Registration No. (Attach: copies of, GST, CST Certificate).
13. Reference of the any other Library of national reputed organizations (e.g. *Supreme Court, High Court, University, Law University, IIT, IIM, NML, AIMS, NISCAIR, NPL, ICMR, IARI, Central Universities e.t.c.*) with whom you are already registered, please attach copy of at least two latest purchase orders.
- 14. Declaration**
 - a) I/We ----- (names of the partners/proprietors of share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.
 - b) I/We also hereby declare that all matters related to NLIU shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
 - c) Mr. ----- whose signatures are given below, is an authorized representative of this firm.
 - d) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, state above.



Signature of Partners/Proprietors
Date (with Firm's Seal)

Encl:

1. Duly Signed Terms and Conditions & Security Deposit
2. Copy of at least two latest purchase orders.
3. Sales Tax Registration No. (Attach: copies of, GST, / CST Certificate).
4. Are you a member of State/National Association of Books suppliers? (If yes, please attach the copy of the membership)
5. Copy of recent Income Tax Return filed & copy of PAN card.

SUPPLY OF BOOKS, SETS, LAW REPORTS FOR NLIU LIBRARY

Terms & Conditions (For Financial Year 2017-18)

1. No Supplier/ distributor/ publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates so decided, the NLIU shall have the right to procure books/ publications at a higher rate (s) of discount. The NLIU shall have the right to procure books /law report/bare act on any available discount directly from any vendor, supplier, publisher.
2. The Director NLIU reserves the right to recommend or reject any or all for consideration, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
3. The "supply Order" consists of supply of publications as per the bibliographic details mentioned therein, and all other components (CD's etc.), those which come bundled with should automatically be provided by the vendor.
4. NLIU may inquire about the availability of the publication and shortest possible time to supply the titles using email/letter prior to ordering the titles and order may be placed based on availability of titles with the suppliers.
5. The acceptance of the order should be submitted by the agency within seven days of dispatch of the letter, preferably through email.
6. The supply of the accepted 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).
7. The publication supplied should be in good condition without any defects.
8. Payment will be made only after inspection and further process in the Library by the Library or any other person authorized by the NLIU.
9. Rejected titles from the supply, should be removed within 15days by the vendors/suppliers at their own risk and cost after which no responsibility will be accepted by NLIU.
10. Unless otherwise mentioned only the latest edition of the publication shall be supplied along with the bills.
11. Pre-receipt bills(s) are to be submitted in triplicate (3 copies), revenue stamp should be affixed on the original bill and should signed by authorized signatory. All entries in the bill should be typed / neatly handwritten in the format given by the library.
12. All books of foreign origin, priced in foreign currency will be procured on Reserve Bank of India (RBI) currency conversion rates as applicable on the date of raising invoices (invoice must be raised during the duration mentioned in the purchase order for supplying the books) should only be followed, and should also be clearly indicated on the invoice.
12. No foreign edition must be supplied when the Indian edition/reprint has already been published, where low price editions are available, the lowest priced edition/paper back shall only be supplied.

Discount: Supplier shall supply the books at least at below mentioned minimum uniform discount as offered by suppliers during Financial Year 2016-17, however, there is no bar if higher discount is offered, except publication belonging to short discount or no-discount categories (i.e. Government/Society publication, etc.).

| S. N. | Types of Publication | Minimum Discount Fixed |
|-------|------------------------------|------------------------|
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In case of publication belonging to short discount or no-discount categories (i.e. Government/Society publication, etc.) a separate certificate to this effect should be given along with the bill.

“Indian Books” Means books published in India or Indian reprint of foreign books except sets and law reports.

“Foreign Books” Means Books published in foreign except sets and Law reports.

“Foreign Sets and law Reports” Mean Back Volumes of Reviews /Back Volumes of Journals/set of multiple volumes published in India.

13. Each invoice should certify that

- a) The prices charged in this invoice are the actual and current publisher’s prices as billed to us and are true and correct.
- b) The latest editions have been supplied and they are not remainder titles.
- c) The books supplied against this order have been checked against defects in collation, binding and other physical condition and if any defects are detected later, the defective books would be replaced by us free of cost and,
- d) Price charged as per publisher’s invoice (Publishers/Importers/Distributors) and latest catalogue.

14. Invoice in triplicate should be addressed to:

Financial Advisor,

National Law Institute University, Kerwa Dam Road, Bhopal-462044

Mandatory enclosures with each invoice need to be attached:

- a) A copy of publisher’s/distributor’s invoice/copy of printed catalogue as a price proof.
- b) RBI currency conversion proof for books of foreign origin.
- c) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

15. The University shall not pay any freight; insurances, and postal, etc. charges, the vendor shall supply the books along with an invoice on following address

Dy. Librarian

National Law Institute University, Kerwa Dam Road, Bhopal-462044

16. A Security Deposit: Interested supplier shall submit the security of amount Rs. 10000/- (Rupees Ten thousand only) in the form of crossed demand draft in favour the Director, National Law Institute University, Bhopal. Failure of the supplier to furnish required deposit along with their acceptance will result into the rejection of their offer. The offer acceptance security is required to protect the NLIU against the risk of interested suppliers’ conduct which would warrant the security’s forfeiture if, an interested supplier withdraws its interest of supply or impairs, or derogates from the offer in any respect during the period of the offer validity as specified by the NLIU.

17. Security Deposit will be discharged / returned as promptly as possible after the expiration of the period of the offer validity prescribed by the NLIU on the request of the supplier/distributor. No interest is payable on the offer security amount.

18. The supplier will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information of New Publications.

19. Penalty:

- a) 10% of the cost for unsupplied books from accepted orders of books may be imposed.
- b) The vendors’ registration may be terminated /dropped/blacklisted from the list of registered suppliers:-
 - i. If the vendor fails to even deliver the 50% of the supply order (in terms of number of titles) during the year.
 - ii. If the vendor provides any wrong or distorted information to the library.

- iii. Breach of any terms of Terms and Conditions unsatisfactory or inefficient working on the part of the Supplier.
 - iv. At any time if it is found that the information provided by the vendor in any form about publications, services and related matters resulting losses in any form to the NLIU, the NLIU reserves the right to forfeit the same from the security money, or from the available invoices.
20. The NLIU reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time. The suppliers/vendor(s) may find any update, on the NLIU Bhopal website (<http://www.nliu.ac.in>), in this regard.
21. Any dispute arising out of Empanelment of suppliers/ supply of books to NLIU Bhopal will be subject to the jurisdiction of the court of law as applicable to NLIU Bhopal.

Signature of Partners/Proprietors/Supplier
Place
Date (with Firm's Seal)



