



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

MAIN BAWANA ROAD, SHAHBAD DAULATPUR

DELHI-110042

Central Library

File No. DTU/LIB/BOOKS/2023-24/551

Dated:26.12.2024

EMD: Rs. 50,000/-

TENDER DOCUMENTS

Sealed tenders in the prescribed Form for Annual Supply contract of Books and other reading material for a period of Three years are invited so as to reach to the office of the OIC (S&P) Delhi Technological University, Bawana Road, Delhi-110042 latest BY 21.01.2025 at 02.30 PM. The tender is required for quoting discount on printed price of different category of books as per Annexure B

Tender documents can be obtained / downloaded from the Delhi Technological University web site www.dtu.ac.in and from DTU tender link

Terms & Conditions.

For Eligibility

Mandatory

1. All the documents like copy of GST Registration No.; PAN No copy of latest Income Tax Return, EMD and Proof of turnover etc. should be attached with applications.
2. A firm will have to submit Security for an amount of Rs. 1,00,000 as Security money in the form of FDR within 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
3. The vendor should have the turnover of Rs. 1, 00, 00,000/- (Rs One Crore only) during last three financial years.
4. The vendor shall submit an affidavit to the effect that he is never blacklisted by any Govt. Library including Universities, colleges library and PSU.
5. The vendor shall submit a certificate from at least 5 Govt. Libraries, university, collage or PSU Libraries for satisfactory performance during last financial year.

Terms & Conditions.

For Eligibility

1. The rate should be F.O.R. Delhi Technological University, Bawana Road, Delhi-42
2. The tender (Technical bid) will be opened on date at 3.00 PM on 21.01.2025 in the office of the OIC (S&P) Delhi Technological University. One representative of each tenderer, if any, will be allowed at the time of opening of tender. No one will be entertained/allowed without letter of authority.
3. The purchaser reserves the right to accept or reject any or all quotation without assigning any reason.



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4. Delhi Technological University does not bind itself to place the supply order or to add in approved list of vendors to any of the vendors.
5. Incomplete or wrong information will disqualify the vendors at any time.
6. The contract will be valid for a period of Three Years.
7. The contractor/Supplier should organize at least one Book Exhibition per year at Delhi Technological University in consultation with the Library.
8. The vendor should not exhibit a book published more the four years ago.
9. The decision of competent authority shall be final to accept or reject any recommendation
10. 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.
11. The "Supply Order" consists of supply of publications as per bibliographic details mentioned therein and all other components (CD's etc.) which come bundled with it .
12. Price:
 - a. Proof in support of the price charged should be attached along with the bills (1. Foreign edition: -Publishers website, Publishers invoice or catalogue 2. Indian edition: -Publishers catalogue or certificate from Publishers)
 - b. Price should be for ex-site (DTU, Delhi)
 - c. Any tax levied should clearly be indicated.
 - d. RBI conversion rate (Selling) prevalent at the time of Ordering will be applicable and a copy of the same should be attached with the bills.
13. The acceptance of the order should be submitted by the agency within seven days of the issue of letter.
14. 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)
15. 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 authorized.
16. Unless otherwise mentioned only latest edition of the publication shall be supplied (evidence of currency of the edition published by the publisher must be supplied along with the bills)
17. Pre-receipt 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.
18. (a) Bill(s) is /are to be address to the Librarian Delhi Technological University & submitted in the Library for further processing:



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- (b) All correspondence shall be addressed to
The Librarian
Delhi Technological University
Bawana Road, Delhi-110042
19. All entries in the bill should be typed or neatly hand written
 20. Foreign edition shall not be supplied if the Indian edition/ re-print has already been published.
 21. Where low price edition are available, the low priced edition/ paper back shall only be supplied.
 22. The vendor will have to give the following certificates on the bills: -
 - A. "The prices have been correctly charged in accordance with the publisher's invoice and the publishers 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".
 23. 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.
 24. For any dispute/ arbitration the legal jurisdiction will be that of the judicial court at Delhi.
 25. 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.
 26. DTU reserves the right to call for any information and record inspect the premises of any applicant, before as well as during empanelment.
 27. DTU reserves the right to purchase any material from any vendor who is not empaneled with it.
 28. The order for supply of approved books shall be placed on the vendor empaneled for the book in question. In categories where more than one vendor has been empaneled 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 empaneled for that category along with the highest bidder.



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Annexure A

DELHI TECHNOLOGICAL UNIVERSITY

BAWANA ROAD, DELHI-110042

Last Date:21.01.2025 at 2:30 P.M.

APPLICATION FORM FOR ANNUAL SUPPLY CONTRACT OF BOOKS
Kindly go through the attached terms and conditions before filling the forms

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 owner, Name and Address of the proprietor and manager c) If partnership, Name and address of partners	
5.	Is your firm registered under:- a) the Indian Companies Act, 1956 (attach copy of Memorandum and Articles of Association) b) the Indian partnership Act, 1932 (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.	



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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 ITCC	
10.	GST Registration No. if applicable (attached copies of Certificates)	
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	
13.	Have you ever supplied the publications to the Library of national reputed organization, If so, attach a copy of the latest purchase order.	
14.	The annual turn over of the firm with documentary evidence	

- I/We _____ (names of partners/proprietors or share-holder) do hereby 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 to 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 partners/ Proprietors
(With firm's Seal)



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Annexure B

Proforma for discount on catalogue price

S. No.	Particulars	Discount Slab(Printed/ Catalogue price)	
		1-50 Copies	51-100 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		
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		

Date.....

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