



योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय, भारत सरकार)

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD, Govt. of India)

Ref: SPAB/Lib/Book Vendor Registration/2020

14.9.2020

Subject: Invitation for Empanelment as Registered Vendors for the supply of print book(s) for SPAB Library.

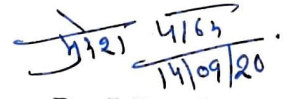
SPA, Bhopal Library invites application from vendor(s)/Supplier(s)/distributor(s) who are registered with the Book Seller's Federation (National/State) for the empanelment as registered supplier of books to the library. The current registration would be for 2 years w.e.f. 1.4.2021. Interested vendor(s)/Supplier(s)/distributor(s) may submit application in a sealed envelope clearly superscripted as "Application for supplying books to SPA Bhopal Library". The hard copy of application should reach on or before ~~15~~²⁵.10.2020 up to 5.00 pm to the below given address.

To,

**The Dy. Librarian,
SPAB Library
School of Planning and Architecture
Neelbad Road, Bhauri
Bhopal, 462030**

Kindly read the terms & conditions carefully before submitting the application.

The details terms & conditions and registration form attached herewith.


5/21 4/63
14/09/20

Dy. Librarian

VENDOR REGISTRATION AGREEMENT FOR SUPPLY OF BOOKS

This vendor registration agreement for supply of library books executed on ____ _____ 2020 between the **Registrar, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030 (M.P.)** (hereinafter referred as SPA Bhopal) on the first part.

AND

M/s _____
_____ (hereinafter referred as the vendor) on the second part.

Whereas **SPA Bhopal** invited the vendor to participate in the vendor registration process through email and the vendor is shortlisted by SPA Bhopal to supply books for a period of two years (or as decided by SPA Bhopal) w.e.f. 1st Apr 2021 and whereas the vendor has agreed as per the terms and conditions mentioned below.

Now it is hereby agreed and cleared by both the parties hereto as follows:-

1. The vendor should be a member of the Federation of Publishers/Booksellers Association in India.
2. The vendor should have a permanent Income Tax Account No. and GSTN (copy of the same to be submitted).
3. The vendor should have a minimum of 3 years experience in dealing with reputed academic/ research/ university library.
4. The vendor should supply the selected books within a period of two months, failing which order will be given to another vendor. If any empanelled vendor often fails to supply the material within the given time, procedure to debar the vendor may be initiated.
5. The vendor should give maximum discount on published price for all books in English/ Hindi of Indian and foreign origin and in no case less than 20% discount is permissible.
6. Only Government/Learned Society publications shall be allowed to purchase at no discount. No discount title(s) shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill.
7. The vendor will have to supply foreign/Indian Society publications, government

publications and no discount titles whenever required.

8. The vendor will have to submit the bills of foreign books in original currency and converted to Indian rupees and it will be paid at the Good Office Committee (GOC) exchange rate as applicable to the date of invoice.
9. The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
10. The cost of packing, freight charges, loading, unloading etc. at both the ends is inclusive and shall be borne by book vendors.
11. Incomplete or wrong information furnished in the Book Indent/Recommendation Form/bill/ price proof/ Vendor Registration Form, may debar a vendor for supply of books.
12. The Library Committee reserves the right to recommend or reject any or all the book suppliers. The decision of the Director, SPA Bhopal on the advice of the Library Committee will be final in all cases in respect of acceptance/ rejection/ arbitration and no explanation will be given.
13. The publications supplied should be in good condition without any defects.
14. Unless otherwise mentioned, only the latest edition of the publications will be accepted and they must be in good condition.
15. Invoice(s) are to be submitted in duplicate (2 copies). Revenue stamp should be affixed to the original bill duly signed by an authorized signatory.
16. Invoice(s) are to be addressed in the name of The Librarian, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Bhopal Bypass, P.o.: Bairagarh, Bhopal, Pin- 462 030 and submitted to the Library.
17. All entries in the Invoice(s) should be typed or neatly hand written in the format acceptable to the library.
18. All matter of dispute will be subject to legal jurisdiction of the courts at Bhopal only.
19. The prices have been correctly charged in accordance with the publishers' invoice and publisher catalogue.
20. Short listing of vendors will be done by the Library Committee for a period of two consecutive financial years initially and that can be extendable for one more year.

21. Only short listed vendors have to deposit interest free security money of Rs. 25000/- (DD/Pay Order in favour of Director, SPA Bhopal) till the end of the supply period as decided by SPA Bhopal. This will be refunded to the vendor through their bank account (as recorded with the institute) only after the completion of period or dissolution of this empanelment from whatsoever reason may be.
22. Institute does not assure any business guarantee. The vendor is not allowed for any business claim. The distribution of purchase order during the registration period is totally comes under the prerogative of the institute.
23. The registered vendor is free to withdraw permanently at any point of time during the registration period by submitting a request well in advance and claim the interest free security deposit. But, the Institute may blacklist such vendors to entertain in future registration process.
24. Institute reserves the rights to cancel the total registration process or reject any vendor at any point of time during the registration period without assigning any reason.
25. No personal book promotion / book exhibition allows for registered vendor without prior permission of the library.
26. SPA Bhopal is free to deal directly with the publisher for any type of resources if required.

Declarations:

I/We (Name of the partners/ proprietors) do hereby declare that I/we have gone through all the “**Terms & Conditions**” mentioned above and agreed to abide by the same for supply of books to SPA Bhopal.

Mr. Designation

Whose signatures are given below is an authorized representative of the firm.

Place: Authorized Signatory

Date: Firm’s Seal



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Bhopal- 462030

Library

Vendor Registration Form (Books)

1.	Advertisement No. and date	
2.	Name of the Firm & Address	
3.	a. Telephone No. b. Mobile No. c. Fax d. E-mail	
4.	Are you a member of Federation of Publishers/ Booksellers Association of India (Please attach a copy of your registration letter)	
5.	Are you a distributor/dealer/stockiest/ exclusive/ preferred agent of the publishers in the area of science and technology? If so please submit the authority letters issued by the publishers.	
6.	a. Your Permanent Income Tax Account No. (PAN) b. GSTN.	
7.	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name & Address b. Bank Account No. c. Name of the Account Holder d. Date of the opening e. RTGS f. NEFT	
8.	References of other library of national repute, where you are registered supplier (e.g. other SPAs, IITs, NITs, IIMs, Central Universities, etc.). Please attach documentary proof)	
9.	Do you have direct import license? (Please attach a copy of the same)	
10.	Do you have an account with the foreign reputed publishers for importing books directly through them? (Please furnish documentary proof)	
11.	Please furnish an undertaking on your company's letter head that you have not been debarred from any organization in the last three years for supply of books.	
12.	Experience in the field of supplying books. (Please mention number of years)	
13.	Are you able to procure books including government and society publications from abroad against a specific order and the period taken for such imports?	

14.	Annual turnover of the firm with documentary evidence for the last three financial years.	
15.	Will you be able to supply books within a period of two months from the date of issue of the order?	

Declarations:

I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority.

Mr. Designation Whose signatures are given below is an authorized representative of the firm.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above.

I/We also agree to the terms and conditions for supply of the books to SPA Bhopal.

Place:

Authorized Signatory

Date:

Firms' Seal