



## **HARYANA VISHWAKARMA SKILL UNIVERSITY DUDHOLA, PALWAL, HARYANA**

Transit Office: 2<sup>nd</sup> / 3<sup>rd</sup> Floor, Vishwakarma Bhawan, Plot No. 147,  
Sector – 44, Gurugram,(Haryana) – 122003

### **NOTICE**

Applications are invited from reputed publishers / Distributors / Vendors to seek empanelment as authorised vendors for supply of books to Haryana Vishwakarma Skill University, Dudhola, Palwal, Haryana during F.Y. 2018-19. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website [www.hvsu.ac.in](http://www.hvsu.ac.in) . The duly filled application form along with necessary documents and fees of Rs. 1000/- (One Thousand only) (non- refundable) in the shape of Demand Draft from any Nationalized bank / scheduled bank in favour of “Haryana Vishwakarma Skill University” payable at Gurugram must be submitted in the Registrar office within 21 days after the publication of this advertisement.

REGISTRAR



# HARYANA VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL, HARYANA

Transit Office: 2<sup>nd</sup> /3<sup>rd</sup> Floor, Vishwakarma Bhawan, Plot No. 147,  
Sector -44, Gurugram, ( Haryana) -122003

---

## Proforma for Vendor's Registration for Supply of Books (2018-19)

Date:

To,

The Registrar  
Haryana Vishwakarma Skill University  
Dudhola, Palwal, Haryana – 122003

Sir,

I/we am/are interested in executing the supply to the Central Library of Haryana Vishwakarma Skill University, Dudhola, Palwal, Haryana, My / our name may please be registered as authorized vendor.

1. I/we am /are agreeing to supply the following types of publications:

(1) ..... (2) .....

(3) ..... (4) .....

2. I /we am /are the publishers/authorized distributor of the following publishers (details on separate sheet(s) may be attached).

(2) ..... (2) .....

(4) ..... (4) .....

3. Our Permanent Income Tax Account No is: .....

4. I/we am /are the approved supplier to the following libraries and regularly receives enquiries from them. (Please attach a separate list and enclosed certificate of satisfactory supply from your customers)

5. I/we can execute the supplies up to Rs..... at a time

6. I/we solemnly declare that I /we have not been debarred from supplying books, etc. by any office/department of the university or from any outside office/department during the last five years.
7. I/we also hereby declare that I'll deposit a refundable security of Rs. 20,000/- (Twenty Thousand only) in the form of demand draft in favour of "Haryana Vishwakarma Skill University", if my vendorship is approved
8. It is certified that our/my office /shop/agency is located/situated in the premises mentioned below: (please attach certificate of registration of the firm)

Correspondence Address: .....  
.....  
.....

Place:

Date:

Yours sincerely

Signature

Name

Seal

**Note: Please do not attach any extra document which is not required**



# HARYANA VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL, HARYANA

Transit Office: 2<sup>nd</sup> /3<sup>rd</sup> Floor, Vishwakarma Bhawan, Plot No. 147,  
Sector -44, Gurugram (Haryana) - 122003

## **Terms and Conditions for registering of Vendor and Discount for supply of books**

1. The vendor should be a member of the Federation of 'Publishers and Booksellers' Association in India (FPBAI).
2. Vendor's turnover in last three years should be Rs.30 lakhs/year or more (CA's certificate along with balance sheet to be submitted)
3. Preference will be given, if vendor should be an authorized distributor any of the two publishers i.e. Mc Graw-Hill/Prentice Hall of India/ Pearson/ Cambridge University Press/John Wiley/ other reputed publishers.
4. Minimum 2 references of libraries of national / state reputed organizations with whom the vendor is already registered and currently dealing with.
5. Vendor should have a Permanent Account Number (PAN) and Service Tax Number.
6. Vendor should supply the ordered books within a period of one month for national publisher and three months for international publisher failing which lead to cancellation of the order and procedure to debar the vendor may be initiated.
7. (a) Vendor should offer maximum discount on published / printed price for all books in English / Hindi language of India or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of a book which is published not more than five years before the current year of ordering:

<b>S.N.</b>	<b>Publication type / Number of copies purchase</b>	<b>Indian Title / Indian imprint of foreign title (Discount % on printed /publisher's price)</b>	<b>Foreign Title(Discount % on printed /publisher's price)</b>
1.	Less than Three copies	25% (Minimum Discount)	25% (Minimum Discount)
2.	Three copies and above purchase	30% (Minimum Discount)	30% (Minimum Discount)
3.	Reference books such as encyclopaedia, handbook, dictionaries	30% (Minimum Discount)	30% (Minimum Discount)
4	(Govt./society publications /short discount /no discount publications)	Publisher's price – ( discount earned) + 5% handling charges on net amount(vendor should submit open publisher's invoice along with a certificate in this regards)	

(b) If a book is published more than five years before the current year of the ordering, then the applicable discount percent will be as follows:

<b>S.N.</b>	<b>Publication type / Number of copies purchase</b>	<b>Indian Title / Indian imprint of foreign title (Discount % on printed /publisher's price)</b>	<b>Foreign Title(Discount % on printed /publisher's price)</b>
1.	Less than Three copies	30% (Minimum Discount)	30% (Minimum Discount)
2.	Three copies and above purchase	35% (Minimum Discount)	35% (Minimum Discount)
3.	Reference books such as encyclopaedia, handbook, dictionaries	Always latest edition would be procured	
4	(Govt./society publications /short discount /no discount publications)	*Publisher's price – ( discount earned) + 5% handling charges on net amount(vendor should submit open publisher's invoice along with a certificate in this regards)	

(Bank conversion rate shall be applicable for foreign currency)

\* Vendor has to provide the proof of earned discount (s.n.4), Otherwise payment will be made as per s. n. 1 to 3

8. Unless otherwise specified, only the **latest edition of the publication** will be accepted.
9. Unless otherwise specified the **Indian / paperback edition of a title should be supplied, if available.**
10. The publication supplied must be new and in good condition without any defects/damage.
11. The selected vendor may directly approach to the faculty with physical copy of the book to get it recommended by the faculty. Vendor should not get any book recommended if the same book is freely available on publisher's website.
12. Vendor will have to submit the bills of foreign books converted to Indian rupees at the **bank exchange rate** given by HVSU on the date of supply of book. The rate is obtained by HVSU from the **State Bank of India (SBI)** and the same is valid for a week.
13. The bill should have quoted the following:
  - i. The price has been correctly charged in accordance with publisher's invoice/printed price.
  - ii. Latest edition/ordered edition of the books have been supplied. No "Remaindered" title is supplied.
  - iii. Rates are charges as per **bank exchange rate** given by HVSU
  - iv. Two copies of the bills are to be addressed in the name of the following and submitted in the central library of the university:

**The Librarian**  
**Haryana Vishwakarma Skill University, Gurugram, Haryana**
14. The vendor must submit the following price proof, duly certified and stamped, in support of the price charged:
  - i. **In case of a foreign title:**
    - a. If the price of the book is not printed, the vendor must submit publisher's invoice copy of the book as a price proof.
    - b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit letter from the publisher/authorised exclusive

distributor stating the same and price of the book along with the invoice of the authorised exclusive distributor, as price proof.

ii. **In case of Indian title:**

If the price of the book is not printed, then the vendor must submit the publisher's / authorised distributor's invoice copy, as price proof. Publisher's Catalogue is generally not accepted as price proof.

15. All entries in the bill should be typed / neatly hand written in the format acceptable to the library.
  16. Selected vendors should deposit a refundable security deposit of **Rs. 20,000/- (Twenty Thousand Only)** for a period of one year in form of FD / demand Draft pledged to "**Haryana Vishwakarma Skill University**". The firm can be registered for one year and extended upto maximum of 3 years, provided the firm submit an undertaking that they continue to fulfil the existing terms & conditions in each subsequent year.
  17. The terms and conditions for vendor ship registration can be amended by the Central Library from time to time with the approval of the Library Advisory Committee.
  18. The advisory committee for the Library (ACL) reserves the right to amend terms and conditions for vendor ship, recommended or reject any or all the book vendors and the same is binding to the vendors. The decision of ACL will be final in all cases and no explanation will be given.
  19. Vendor should not have been black listed by any organization during last five years.
  20. All matter of disputes will be subject to legal jurisdiction of the courts at Gurugram, Haryana only.
-



