

## वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय देहरादून

सुद्धोवाला, पो0ओ0 चन्दनवाड़ी देहरादून (उत्तराखण्ड)–248007

**website: [www.uktech.ac.in](http://www.uktech.ac.in), Tel.No.0135-2774067**

### ॥ निविदा सूचना ॥

वीर माधो सिंह भण्डारी, उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय देहरादून में विभिन्न प्रकार के पुस्तकों की आपूर्ति करने वाली इच्छुक फर्मों को सूचीबद्ध करने के लिए आवेदन आमंत्रित करता है। विस्तृत निविदा एवं आवेदन पत्र विश्वविद्यालय की वेबसाइट [www.uktech.ac.in](http://www.uktech.ac.in) से दिनांक 10.05.2024 से 25.05.2024 तक डाउनलोड कर सकते हैं। निर्धारित प्रपत्र पर पूर्ण रूप से भरी हुई निविदा पंजीकृत डाक से दिनांक 27 मई 2024 तक विश्वविद्यालय में जमा कर सकते हैं।

विज्ञापन संख्या 444/यू0टी0यू0 2024–25

दिनांक 09 मई 2024

कुलसचिव



# वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)

## Veer Madho Singh Bhandari Uttarakhand Technical University

(Formerly Uttarakhand Technical University Established by Act no. 415/2005 by Uttarakhand Government)

Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand(India)

Tel.No.0135-2774067 Website: www.uktech.ac.in

### Tender Notice

## Empanelment of Vendors for supply of Print Books to Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

Ref. No: 444 /UTU/BOOK\_TEN\_NOTICE/2024-25

Date:09/05/2024

Applications are invited from reputed Booksellers/distributors/vendors/publishers/suppliers /agents etc., to seek empanelment as an authorized vendor for the supply of books to Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU), Dehradun for the financial years 2024-25. This empanelment may be extended to the next financial year. The prescribed application form, and terms and conditions for empanelment of vendors, can be downloaded from the university website [www.uktech.ac.in](http://www.uktech.ac.in)

Interested Booksellers/distributors/vendors/publishers/suppliers/agents may respond in the prescribed format, available on the website, along with one copy of each necessary document through Speed Post/Registered Post. The envelope containing the application form and other documents should be superscript as “**Application for Empanelment of Vendors for the supply of printed Books**”. The duly filled application form with necessary documents, Security deposit, and Application fees should be reached on or before **27-05-2024** by **4:00 PM** to the **Registrar, Veer Madho Singh Bhandari Uttarakhand Technical University, Prem Nagar, Suddhowala, Chakrata Road, Dehradun -248007, Uttarakhand.**

### Schedule

S.No.	Description	Important Dates
1	Tender Advertisement date	10/05/2024
2	Date of download the tender from University Website <a href="http://www.uktech.ac.in">www.uktech.ac.in</a>	10/05/2024 to 25/05/2024
3	Last date of Submitting the Technical bid along with the tender Fee (Rs. 2360/- (DD)), EMD Rs. 50000/- (DD) , Affidavit of Rs. 100/- and other related documents	27/05/2024 till 4.00 PM
4	Date of opening the technical bid	28/05/2024
5	Date of opening the financial bid	Will be announced after opening the Technical Bid
6	Tender Fee (DD)	2000+18% GST =2360/-

Registrar  
VMSBUTU, Dehradun



# वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)

## **Veer Madho Singh Bhandari Uttarakhand Technical University**

(Formerly Uttarakhand Technical University Established by Act no. 415/2005 by Uttarakhand Government)

Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand(India)

Tel.No.0135-2774067 Website: www.uktech.ac.in

## **INSTRUCTIONS**

### **(Empanelment As Book Vendors To Supply Books To Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun)**

#### **General Instructions:**

1. Please go through the Terms and Conditions for the supply of books to the **Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun** before filling out the Tender
2. Interested book suppliers /distributors/ vendors should apply in the sealed envelope superscripting as **Tender for Empanelment of Vendors for the supply of printed Books to the Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.** Along with tender Fee and Earnest Money.
3. The Tender should be addressed to **The Registrar, Veer Madho Singh Bhandari Uttarakhand Technical University, Premnagar, Suddhowala, Chakrata Road, Dehradun -248007, Uttarakhand.** The sealed envelope (Technical bid and financial bid will have to be sealed in separate envelopes and then sealed in one envelope) should be reached/submitted to the address through **Speed Post/ Registered Post or By Hand** to the specified date and time. No other mode of receiving application.
4. The authorized person should sign the Tender on every page with an official seal of the agency/firm.
5. Incomplete Tender, Tender not appropriately filled, not accompanied with required documents or received after the due date and time will not be entertained.
6. At any point in time, if any of the documents furnished by the book supplier is found false, misleading or without complete information, it would be deemed as a breach of the contract, and the firm shall be liable for legal action besides termination of empanelment and forfeit of security deposit.

**Registrar  
VMSBUTU, Dehradun**

## **Terms and Conditions to Supply of Books**

### **(Empanelment As Book Vendors To Supply Books To Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun)**

The Terms and Conditions for Vendors of books (Suppliers, Distributors and Importers) for Registration with the **Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun** are as follows:

#### **Essential Conditions:**

Interested Suppliers, Distributors and Importers should satisfy themselves with the following:

1. Should be a registered member of national/state trade federations like AIPB/FPBAI/DSBPA, etc,
2. Should have atleast Three Year experience of serving Universities, Degree Colleges, National level education, and research institutions. (Submit authentic documentary proof in support of the claim)
3. Should represent area-specific subjects, publishers and languages of interest to the University level community.
4. Should have at least Three Year experience of supplying books at the undergraduate/postgraduate level.  
(Submit copy of the Purchase Order/ Supplying certificate in support of the claim)
5. The applicant should have a minimum turnover of Rs.30 Lakh per annum in the last three years. (Submit CA Certificate of last three years in support of the claim).
6. Should submit Permanent Account No, Registration Number, Income Tax and balanced Sheets for the last three years along with the form.
7. Should submit the authorization letter from the reputed distributors of foreign and Indian publishers.
8. Should submit an affidavit raised on non-judicial stamp paper of Rs.100/-(Rupees Hundred Only) claiming for not being ever debarred/blacklisted by any government/PSU/Corporate institution).
9. Should enclose a demand draft for Rs.50,000/- (Rs Fifty Thousand only/) issued in favour of the" **Finance Controller, Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun** "in the form of the Earnest Money, which will be returned after satisfactory completion of the supply of books and expiry of one- year tenure. However, the earnest money would be forfeited if the selected supplier(s) fails to supply the ordered books satisfactorily. The Earnest Money of the unqualified bids would be return as soon as possible. Earnest Money will not entail any interest.
10. Mere fulfillment of prescribed eligibility conditions does not entail a supplier to be included in the empanelment panel. The decision of the University in all the matters related to empanelment shall be final.
11. Incomplete tender will be rejected, and no communication in this regard will be entertained.
12. University shall be empanelling vendors based on the highest discount offered by the vendors(s) on Indian titles and Foreign titles separately.

**On Empanelment:**

1. Initially, the empanelment shall be for one year, which can be extended on year to year basis upto three years, based on satisfactory performance. The University will place the order for the supply of books only with empanelled book suppliers. The supplier empanelled shall visit the campus and interact with faculty members regularly to assess their requirements.
2. The Vendor can exhibit newly published books, circulate catalogues of books to the faculty members of their interest area and may collect the requisitions for the purchase of books from them. The library can ask the selected vendors to arrange book exhibitions and displays of books on the campus as per the requirements. They can also be asked to supply books, which the University would identify through other channels.
3. The requisitions of students related to the academic subjects have to be approved by the concerned faculty/Incharge of Library/ HoD/ Director. However, books related to competitive exams or of a general nature can be approved by the Librarian/Dy. Librarian/Incharge Library. The request for books relating to the Semester courses may be sent to the library in advance to purchase them on time.
4. The selected Vendor should submit the approval memo (with soft copy) containing the complete bibliographical details of documents in triplicate to the Library. The supplier should ensure that the name, designation, and the department of recommending faculty/Incharge of Library/HoD/Director or student should be mentioned and signed in appropriate places.
5. The library can also recommend and purchase books related to competitive exams, books of general nature, books which are less in numbers in the library, books recommended in the syllabus, and books found to be in great demand among the users.
6. After receiving the recommendation from different sources and checking the duplication in the library database/collection, the library will prepare the final list of books and obtain administrative and financial sanctions for acquisition from the appropriate authority of the university.
7. The University shall have the right to give, or not give, all or any of the purchase orders to all or any single empanelled vendor. The University shall also have the right to procure directly from suppliers/ distributors/ publishers on the terms and conditions decided by faculty/Incharge of Library/HoD/Director.
8. The ordered books should be supplied within the stipulated period mentioned on the PO otherwise the PO will be treated as cancelled, and it will be treated as a deliberate attempt not to supply the books or portion of the PO.
9. The Vendors are required to supply all the ordered books. In case the book(s) are out-of-print/out-of-stock, or for any other reasons, a proof of the same should be submitted to the library, failing which no further PO will be issued to the firm, the earnest money will be forfeited, and the firm may be black-listed for doing business with the , Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.
10. In the case of the foreign published book(s), whose price is in foreign currency, the RBI/SBI bank conversion rate prevailing on the date of Issuing the PO will be considered for conversion and payment.
11. Should submit a duly signed and stamped bank certificate about the conversion rate of the foreign currency prevailing on the date of issuing the PO.

12. In the case of foreign books and in the case of those Indian books where the price is not printed on the books or a separate tag is fixed indicating the price, the vendor is required to submit a price proof from the publisher's/ importers/distributors invoices or publisher's catalogue of the supplied books proof with the bills/invoice.
13. The supplier should certify in the invoice/ bill that "the latest editions of the books are supplied, and current prices are charged."
14. After receipt of Books in the Library, bills are verified with the PO for bibliographical detail of each title, quantity, physical condition, latest edition, price proof, bank rate conversion, etc. After completing accessioning, bills will be sent to the finance section for payment.
15. The discount insisted upon would be more than a minimum of 20% on the printed/publisher's price. The exceptions would be Government publications/institutional publications and nil discount items. Also, in some exceptional cases, the vendors may charge the library for handling charges. In such a case, the vendor should take prior approval from the library.
16. The library will review the service, documentation, and behavior of the firm from time to time, and if the service, billing process, behavior etc. is not found satisfactory, no further PO will be issued to them.
17. In case of those books which are important for the syllabus and required by the faculty and which are not available with the empanelled Suppliers, they can be purchased from online book stores/websites with prior approval of the Vice-Chancellor, VMSBUTU, Dehradun.
18. The University's decision in all the matters of procurement of books shall be final and binding on all concerned.
19. The University reserves the right to change/revise any or all of the above-mentioned terms and conditions.
20. Disputes, if any, would be subject to the jurisdiction of the Dehradun court.

**Registrar**  
**VMSBUTU, Dehradun**



# वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)

## Veer Madho Singh Bhandari Uttarakhand Technical University

(Formerly Uttarakhand Technical University Established by Act no. 415/2005 by Uttarakhand Government)

Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand(India)

Tel.No.0135-2774067 Website: [www.uktech.ac.in](http://www.uktech.ac.in)

### --TECHNICAL BID--

(Sealed in Separate Envelop)

To,

**The Registrar,**

**Veer Madho Singh Bhandari Uttarakhand Technical University,  
Premnagar, Suddhowala, Chakrata Road, Dehradun – 248007**

Sir,

In response to your advertisement for registration and empanelment of vendors for the supply of books to **Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun**, please find our duly filled technical bid along with the Tender fee and security deposit and relevant documents;

1. Name of the Proprietor

.....

2. Name of the Firm

.....

3. Address.....

.....

Contact No. .... Fax.....

4. Website (if any).....

5. Mobile No.of contact person(s).....

6. E-mail address .....

7. Date of Establishment of Firm .....

8. Name of the Director (if any) .....

9. Name of Partner (if any).....

10. Registration No. of FPBAI/DSBPA, etc.....

(Please enclose a copy of the Registration Certificate)

11. Your Permanent Account No.....(Attach Copy of PAN No.)

12. Do you have a direct import license?..... (If Yes, please attach a copy)

13. Important University-level clients (Mentioned Number here).....

(Attached a list of the University level clients, and attach at least one copy of the latest Purchase-Order of each of them).

14. Applicant Supplier must have a minimum Turn over of Rs.30Lakhs (Rupees Fifty Lakh Only) in last three Financial Years,

2022-23.....

2021-22.....

2020-21.....

(Please attach CA Certificate for the proof of the Turnover).

15. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher(s)? If so, please submit the most recent authority letters issued by the publishers(s).

16. Details of a DD of Rs. 2360/- (Rupees Two Thousand Three Hundred Sixty Only) included 18% GST (Tender Fee 2000+360 GST) as Tender fee of empanelment (non-refundable) drawn from any nationalized bank favouring **“Finance Controller, Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.”**

Demand Draft Details

- a) Demand Draft No.....b) Date.....  
c) For Rs. .... d) Drawn on.....  
17. Details of demand draft of Rs. 50000/= (Rupees Fifty Thousand) as EMD (refundable) drawn from any nationalized Bank favouring “**Finance Controller, Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.**”

Demand Draft Details

- a) Demand Draft No..... b)Date.....  
c) For Rs. ....d) Drawn on .....  
18. Has your firm ever been debarred/ blacklisted for doing business with any government organization? (Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only) claiming for not being ever debarred/blacklisted).

**DECLARATION**

I/We do hereby declare that entries made in this bid are true to the best of my/our knowledge and belief. Further, the terms and conditions of the Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun for the Empanelment of Vendors for the Financial Year 2024-25 are acceptable to me/us in letter and spirit and shall be offering discount as mentioned in the table above

\_\_\_\_\_  
Signature of Partners/Proprietors with seal

Date:  
Place:





# वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय

(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)

## Veer Madho Singh Bhandari Uttarakhand Technical University

(Formerly Uttarakhand Technical University Established by Act no. 415/2005 by Uttarakhand Government)

Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand(India)

Tel.No.0135-2774067 Website: [www.uktech.ac.in](http://www.uktech.ac.in)

### --FINANCIAL BID--

#### (Sealed in Separate Envelop)

To,  
**The Registrar,**  
Veer Madho Singh Bhandari Uttarakhand Technical University,  
Premnagar, Suddhowala, Chakrata Road, Dehradun – 248007

Sir,

In response to your advertisement for registration and empanelment of vendors for the supply of books to **Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun**, please find our duly filled financial bid :-

Firm Name With Address .....

### Offered Discount Rate

Category (A)	Minimum Discount % on Indian Titles	Offered % Discount on Indian Titles and foreign titles printed in India <i>[It should be more than minimum mentioned in column (B)]</i>	Minimum Discount % on Foreign Titles	Offered % Discount on Foreign Titles(Printed overseas) <i>[It should be more than minimum mentioned in column (D)]</i>
A	B	C	D	E
Single copy	20% (for All Publications any languages*)		20% (for All Publications, any languages*)	
Multiple copies	25% (Indian titles, any languages*)		22.5% (Foreign titles, any languages*)	
Multi-volume copies, Handbook(s)	30% (Indian titles, any languages*)		25% (Foreign titles, any Languages*)	
Reference Books: (Encyclopedia, Dictionary, etc.)	30% (Indian titles, any languages*)		25% (Foreign titles, any languages*)	
Central Govt. and State Govt. publications.	10%		NA	
Learned society's publications, Other institutions.	As per the Society norms		As per the Society norms	

\*Any Language means books written in English, Hindi, etc.)

### DECLARATION

I/We do hereby declare that entries made in this bid are true to the best of my/our knowledge and belief. Further, the terms and conditions of the Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun for the Empanelment of Vendors for the Financial Year 2024-25 are acceptable to me/us in letter and spirit and shall be offering discount as mentioned in the above table.

Signature of Partners/ Proprietors with seal

Date:

Place:

# Check List

(Please fill and keep in Technical Bid Envelop)

S.No.	Description	Attached Yes/No	Document Attached	
			Page from	Page to
1	Name of the Proprietor/Firm ..... Address..... ..... Contact No. ....Email..... Website(if any)..... Mobile No..... E-mail Address Firm Registration No of FPBAI/DSBPA, etc.....			
2	PAN NO.....(Attached PAN Copy)			
3	Do you have a direct import license? (If Yes, please attach a copy)			
4	Important University-level clients (Mentioned Number here)..... (Attached a list of the University level clients, and attach at least one copy of the latest Purchase-Order of each of them).			
5	Applicant Supplier must have a minimum Turn over of Rs.30Lakhs(Rupees Thirty Lakh Only) in last three Financial Years, 2022-23..... 2021-22..... 2020-21..... (Please attach CA Certificate for the proof of the Turnover).			
6	Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher(s)? If so, please submit the most recent authority letters issued by the publishers(s)			
7	Details of DD Fee including 18% GST (Total Rs. 2360/- Rupees Two Thousand Three Hundred Sixty only) as Tender fee of empanelment (non-refundable) drawn from any nationalized bank favouring “ <b>Finance Controller, Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.</b> ” <u>Demand Draft Details</u> a) Demand Draft No..... b) Date..... c) For Rs..... d) Drawn on.....			
8	Details of demand draft of Rs. 50000/= (Rupees Fifty Thousand) as security deposit (refundable) drawn from any nationalized Bank favoring “ <b>Finance Controller, Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun.</b> ” <u>Demand Draft Details</u> a) Demand Draft No..... b)Date..... c) For Rs. .... d) Drawn on .....			
9	Has your firm ever been debarred/ blacklisted for doing business with any government organization? (Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only) claiming for not being ever debarred/blacklisted).			
10	Signed Copy of Tender Document (Which will mean that you agree to all the terms and conditions of the tender)			

Signature of Partners/ Proprietors with seal

Date:  
Place: