



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"Jnana Sangama", Belagavi - 590 018, Karnataka State, INDIA

Phone : (0831) 2405468
Fax : (0831) 2405467
Email : registrar@vtu.ac.in
website : www.vtu.ac.in

Dr.H.N. Jagannatha Reddy, B.E., M.E., Ph.D.
Registrar

Ref: VTU/BGM/LIB/Books/2018-19/ 5739

Date: 26 SEP 2018

Empanelment of Vendors for Supply of Print Books to VTU Library

Applications are invited from reputed Booksellers/Distributors/Vendors to seek empanelment as authorized vendor for supply of books to Visvesvaraya Technological University for the financial years 2018-19 & 2019-20, and which may be extended for further two years. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website: www.vtu.ac.in.

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format, given at the end of this document, along with one copy each of the requisite documents through any mode, via. Speed Post/Registered Post/Courier/by hand. The envelope enclosing the documents should be marked with "Application for Empanelment of Vendors for supply of printed Books". The duly filled application form along with necessary documents, Security deposit and Application fees may be submitted on or before 20th October 2018 by 05.00 PM to the following address.

The Registrar,
Visvesvaraya Technological University
"Jnana Sangama" Belagavi-590018
Karnataka, India.
E-mail: registrar@vtu.ac.in, library@vtu.ac.in
Website: www.vtu.ac.in


REGISTRAR



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ELIGIBILITY CRITERIA FOR EMPANELMENT

Applications will be invited from reputed Publishers/ Distributors/ Vendors to seek empanelment as authorized vendor(s) for supply of printed books to our Central Library and other VTU PG Center Library including UBDTCE, Davanagere campuses, for the financial years 2017-18 & 2018-19, and which may also be extended for two more years. The Publishers/ Distributors/ Vendors seeking for empanelment have to fulfill the following eligibility criteria:

- ❖ The vendor should be a registered member of registered national/ state trade federations like FPBAI, DSBPA, etc. Copy of Registration certificate must be enclosed with the proposal.
- ❖ The vendor should submit Permanent Account No. (PAN) issued by the Income Tax Department.
- ❖ The Distributors/ Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI, with the proposal.
- ❖ The vendor should have satisfactorily supplied books to at least any three Government Universities-Central/State in last Financial Year (satisfactory supply certificate along with order copies should be attached).
- ❖ The vendor should have a minimum annual Turnover of Rs. 300 Lakhs (Rupees Three Crore only) in last Financial Year 2016-17 (C.A. certificate should be attached).
- ❖ The vendor should have a minimum average annual turnover of Rs.200 Lakhs (Rupees Two Crore only) in the last three (3) consecutive financial years (C.A. Certificate should be attached).
- ❖ The vendor should have to enclose a single highest value order for supply of printed books to any Central/State Government University along with Satisfactory Supply Certificate for particular order in last Financial Year (Order copy and satisfactory supply certificate should be attached).
- ❖ The vendor should enclose ITRs for last 3 Assessment years along with photocopy of audited Balance Sheet duly certified by Chartered Accountant.
- ❖ The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. Please submit the most recent authority letters issued by the publisher(s).
- ❖ The vendor is required to be accompanied with a DD of Rs. 10,000/- plus 18% GST (non-refundable) as Application fees in the favor of "Finance Officer, VTU, Belagavi, Karnataka".



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The vendor should also have to enclose a DD for Rs. 3,00,000/- (Rupees Three Lakh Only) in the form of Security Deposit in favor of "Finance Officer, VTU, Belagavi, Karnataka" which will be returned after satisfactory completion of the supply of books and expiry of the tenure. However, the Security Deposit would be forfeited if the selected bidder(s) fails to supply the ordered books satisfactorily, in the specified time. The Security Deposit of the unqualified bidders would be returned after the empanelment of other qualified firms. Security Deposit money will not entail any interest.

❖ The minimum discount rates shall be applicable as under:

Sl.No.	Category of Books	Minimum Discount Rate
1	Latest books published editions	
a	All types of Books (Single Vol. including text books)	20%
	(i) Paper Back (Indian/Foreign)	
	(ii) Hard Bound (Indian/Foreign)	
b	Multi-Volumes and all Reference Sources (Encyclopedia, Dictionary, Directories, Hand-Book , Year Book etc.) (Indian/Foreign)	25%
2.	Books Published more than 5 Years ago/ Not latest	30%
3	Government Publications	10%

- **Note:** Incase of Institutional publications/ Non discount titles, sufficient proof should be furnished.
- ❖ In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing.
- ❖ The vendor should not be ever been debarred / blacklisted for doing business from 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).

The university is not bound to accept all the qualified bidders, and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the University on its selection criteria. Decision of Vice- Chancellor of the University on any dispute related to selection of vendor for supply of books shall be final and binding.

(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To,
The Registrar,
Visvesvaraya Technological University
"Jnana Sangama" Belagavi-590018
Karnataka, India.

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to Visvesvaraya Technological University, please find our duly filled application along with application fee and security deposit and relevant documents.

1. Name of the Firm

2. Address

3. Contact No. _____
Fax _____

4. Web-site (if any) _____ Mobile No. of contact
person(s) _____

5. E-mail
address _____ @ _____

6. Date of Establishment of Firm

7. Name of the Proprietor/Director

8. Name of Partner (if any)

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

(Please enclose a copy of the Registration Certificate)

10. Your Permanent Account No.:

(Attach Copy of PAN No.)

11. Do you have direct import license.

(If Yes, please attach a copy of the same)

12. Have you satisfactorily supplied books to any 3 Government Universities/Central/State in last financial year. The copies of the purchase order(s) and satisfactory performance certificate(s) should be attached.

- a)
- b)
- c)

13. Applicant Supplier must have a minimum Turnover of Rs. 300 Lakhs (Rupees Three Crore only) in last Financial Year, 2016-17 (please attach Certificate issued by Chartered Accountant).

14. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

(a) 2017-18:

(b) 2016-17:

(c) 2015-16:

Total:

Average:

15. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.

16. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in last F.Y. (2017-18) should be attached.

17. 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 publisher(s).

18. Details of a DD of Rs. 10,000/- (Rupees Ten Thousand Only) plus 18% GST as application fee of empanelment (non-refundable) drawn from any nationalized bank favoring "Finance Officer, Visvesvaraya Technological University , Belagavi " payable at "Belagavi"

Demand Draft Details

a) Demand Draft No. _____

b) Date _____

c) For Rs. _____

d) Drawn on _____

19. Details of Demand Draft of Rs. 3,00,000/= (Rupees Three Lakh only) as security deposit (refundable) drawn from any nationalized Bank favouring "Finance

Officer, Visvesvaraya Technological University , Belagavi " payable at
"Belagavi"

Demand Draft Details

- a) Demand Draft No. _____
- b) Date _____
- c) For Rs. _____
- d) Drawn on _____

20. Has your firm ever been debarred/ blacklisted for doing business from 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 application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

Signature of Partners/Proprietors
with seal

Date:

Place:

INSTRUCTIONS TO BOOK SUPPLIERS

1. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the VTU's SSGBCLIC Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of printed books to the VTU Library".
3. Application will be addressed to "The Registrar, Visvesvaraya Technological University, 'Jnana Sangama' Belagavi-590018 Karnataka". The sealed cover should reach in the University by any mode, i.e. Speed Post or Registered Post or Courier or by Hand, by the specified date and time.
4. The application should be signed by authorized person on every page with official seal of the agency/firm.
5. Incomplete application form, application form not filled properly or received after the due date and time will not be entertained.
6. At any point of time if any of a documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and forfeiture of security deposit.
