

**Empanelment of Vendors for
The Supply of Print Books to
KSLU Library**

ELIGIBILITY CRITERIA, TERMS AND

CONDITIONS TO BE FOLLOWED



KARNATAKA STATE LAW UNIVERSITY LIBRARY

Navanagar, Hubballi – 580025

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Date: 17/02/2024

ELIGIBILITY CRITERIA, TERMS AND CONDITIONS TO BE FOLLOWED

For empanelment of reputed book publishers/suppliers/vendors

The Karnataka state Law University Library invites application for Empanelment of reputed book publishers / Suppliers / Vendors for the procurement / supply of books for the financial year 2023-24, which may be extended. The eligibility criteria, terms and condition to be followed by interested parties are as under:

ELIGIBILITY CRITERIA

The following mentioned supporting documents must be enclosed in support of the eligibility criteria and absence of any of them will render the vendor/supplier's ineligible for empanelment:

1. The vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI) or any other recognized State/National association of book suppliers.
2. Two satisfactory supply certificates should be submitted from the libraries of High Court, Law Colleges where the vendor is currently empaneled for supply of the books. The vendor should have minimum average turnover of Rs. 25 lakh in the preceding three financial years,(2020-21,2021-2022, 2022-2023)

3. Audited annual statements / balance sheets as a proof of minimum turnover in the last three preceding financial years should be submitted, years (2020-2021 2021-2022, 2022-2023) duly signed by Chartered Accountant.
4. Vendor should have a Permanent Account Number (PAN) and GST Number.
5. The vendor should be a distributor/dealer/stockist/exclusive/preferred Agent.
6. The vendor should have an account with the reputed foreign publishers for importing books directly through them.
7. The vendor should be able to procure and supply the books (including Govt. and society publications) from India within 30 days and from abroad within 60 days against specific order.

Note: The applicant should read all terms and conditions properly before submitting the application for empanelment.

GENERAL TERMS AND CONDITIONS

1. The applications received after the due date and time will not be considered by the KSLU.
2. All the pages of empanelment documents are to be signed and stamped by the firm along with the application.
3. The KSLU reserves the right to reject or accept any offer without assigning any reason or cancel or withdraw the notice.

SPECIAL TERMS AND CONDITIONS

You are required to adhere to the below mentioned terms and conditions:

1. **Discount:** The supplier/Vendor is expected to extend a maximum discount on all types of books. In case, the rate of discount varies then the highest discount offered will be applicable to all the eligible book suppliers/vendors. However, if anyone disagrees the firm can be withdrawn from the empanelment.
2. **Conversion Rates:** The supplier should submit necessary supporting document/s Good Office Committee (GOC) conversion rates for foreign books and also in

Registration with Federation of Publishers and Booksellers Association of India (FPBAI).

3. **Editions of Books:** Only latest editions shall be supplied.
4. **Order Acknowledge:** The order should be acknowledged within 20 days from the date of order.
5. **Paperback / Hardback:** If paperback edition is not available, then consult library beforehand if you intend to supply hardback editions.
6. **Book Supply Time:** The maximum time limit for supplying Indian books is 30 days and foreign books are 60 days.
7. **Black Listing Vendor:** In case of non-supply of books within the stipulated time for successively three times, the vendor will be removed from the empanelment and blacklisted for future supply, unless the vendor communicates the reason for the delay in supply with valid proof.
8. **Order Cancel:** Order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
9. **Price Proof:** The supplier shall provide "Publisher's Price Proof / Publisher's Catalogue" along with the supply of books in support of the price not printed on books.
10. **Transportation Charges:** Books must be supplied to the Library with no transportation charges or any extra charges.
11. **Payment:** The final payment shall be made in Indian Rupees within Stipulated Time from date of receipt of bill, through Online Mode in favour of your agency as per your invoice/s. The Final bill in triplicate shall be submitted along with a Photocopy of your agency's PAN card/GST details/Bank account details for the payment.
12. **Replacement Copy:** In case of books, if any, received in mutilated/ torn condition shall be replaced with a fresh copy.

13. **Billing Address:** The bill(s) is/are to be addressed in the name of The Registrar KSLU, Navanagar, Hubballi
14. **Modifications:** The University reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.
15. **Contact:** For any query contact **The Registrar KSLU, Navanagar, Hubballi-580025 / The Deputy Librarian KSLU, Navanagar, Hubballi-580025** at **08362222901** within during working hours or send an e-mail on kslulibrary@gmail.com.
16. With regard to empanelment of Vendors for the Supply of Print Books to KSLU Library ,if any problem arises Vice-chancellor's decision is the Final.

Abhigali 17/2/24
Deputy Librarian

Deputy Librarian
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Karnataka State Law University
Navanagar, HUBBALLI-580025.

Hele 17.04.2024
Registrar

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