



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
(Formerly UCE, Burla)

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No:VSSUT/LIB/5020

Date: 04/01/2014

**EXPRESSION OF INTEREST WITH QUOTATION FOR PARTICIPATING IN
BOOK EXHIBITION FOR PURCHASE OF BOOKS FOR CENTRAL LIBRARY,
VSSUT, BURLA**

Veer Surendra Sai University of Technology, Burla invites expression of interest with quotations in sealed cover from reputed vendors/ distributors / publishers having valid registration with National/ State Federations Membership with Good Offices Committee(GOC) or any other recognised national body for supply of books to the Central Library through exhibition during **26th January (Sunday) to 28th January(Tuesday) 2014** in the University premises. Discount rates offered may be quoted for various categories such as Indian / Foreign Publication. The quotations, accompanied with all the required documents should reach the undersigned on or before **17th January 2014 (Friday) by 1.00 PM**. The Exhibition will be held in the University premises and the vendors/ distributors/ publishers have to deposit an amount of Rs.3,000/- towards Registration fee.

The authority reserves the right to amend or withdraw any of the terms and conditions contained in the quotation or to reject any or all the quotations in the whole or in part without giving any notice or assigning any reason.

Sd/-
Comptroller of Finance

N.B.: The details Terms and Conditions are available in the University website: www.vssut.ac.in

Memo No: VSSUT/LIB/5021(6)

Date: 04/01/2014

Copy to University Notice Board/ Central Library Notice Board / Sambalpur University Notice Board/ VSS Medical College Notice Board for wide circulation.

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TERMS AND CONDITIONS

1. **Acknowledgement and Acceptance of the Order** - The publishers/vendors/supplier should acknowledge the receipt of the order by returning the signed duplicate copy within 15 days of the date of the purchase order and confirm whether he is willing to accept the order.

2. **Delivery of Books** - a) Only 'new books' and not 'used and new books' must be delivered.

b) The delivery period is as under:

☑ Indian Publications: 45 days from the date of the purchase order

☑ Foreign Publications: One Months from the date of the purchase order

3. **Consignee and Mode of Despatch** - The books should be consigned to Prof. In-Charge, Central Library, Veer Surendra Sai University of Technology, Burla-768018, Odisha, by Speed Post Parcel/Registered Parcel/Courier/Person.

4. **Despatch Documents** - Intimation relating to the mode of dispatch should be faxed to 0663-2430204. Original dispatch documents are forwarded to the Library by Registered Post.

5. **Preparation of Bill** - The Bill should be prepared preferably in the same order as in the Purchase Order.

6. **Submission of Bill** - The Supplier should submit the bill in triplicate mentioning the order no. and date. The Bill should accompany the relevant challan in duplicate and the supporting documents: copy of the original import invoices (or current publishers' catalogue or Publisher's Price list).

7. **Price Certificate** - A price certificate should be incorporated in the bill stating that price quoted is correct. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

8. **Exchange Rate** - Conversion rate of foreign currencies will be charged as per bank rates, as announced on RBI web site, or Good Offices Committee (GOC) rates prevailing on the date of the bill.

9. **Income Tax Related Papers** - Current Income Tax Clearance Certificate, Income Tax No, and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

Books of the latest edition should be supplied, with intimation to that effect to the Library, even though the Purchase Order may have specified an older edition.

10. **Discount** – Standard discount rate will be decided in the Committee meeting.

11. **Processing of Bills** - If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within 30 days to the Accounts Section for payment.

12. **Return of Bad Books** - If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be canceled. The Library will not be responsible for such books if not taken back and replaced within the said period.

13. **Delayed Supply** - Supply of books beyond the stipulated date of delivery (including the extension granted, if any) will lead to a 2% penalty of the listed price on the Supplier.

14. **Cancellation of an Order** - The order is liable to be canceled at the discretion of the Institute, if the delivery is not made within one month after the expiry of the stipulated delivery date, unless explicitly permitted by the Institute before the expiry date.

Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be canceled.

15. **Delisting of Suppliers** - A Supplier who frequently supplies books that do not conform to specifications or not in good condition will be delisted. Suppliers who frequently result to delayed supply are also liable to be delisted.

16. **Recovery of Financial Loss to the Institute** - Suppliers must certify on the bills that the price charged is correct and no special offers/low priced editions are available.

On account of the supplier not informing us of the availability of low-priced edition books or not informing us of special price offers from publisher, any loss incurred to the Institute will be recovered from the amount payable to the Supplier.

17. **Exclusive Rights of Library** - The Library reserves the right to:

Cancel an order at any time without assigning any reasons

Change any clause in the terms and conditions listed above.

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