

FORE SCHOOL OF MANAGEMENT NEW DELHI

EMPANELMENT OF BOOK SUPPLIER AND INVITATION / EXPRESSION OF INTEREST / QUOTATION TO OFFER DISCOUNT RATE TO LIBRARY ON SUPPLY OF BOOKS.

Sealed quotations / tenders are invited for the financial year of 2013-2014 from the reputed book suppliers on the basis of publisher to offer highest rate of discount to library on supply of books as per the Fore School of Management (FSM) Library terms and conditions.

1. The quotation is invited in two following categories separately:
 - A) For supply of up to 5 copies of any title for Indian & Foreign Publications.
 - B) For supply of more than 5 copies of any title for Indian & Foreign Publications.

Prescribed Performa to quote the rate of discount publisher-wise is available at page number 3.
2. Please submit your quotations in library within the stipulated time and the quotations will be opened in front of Library Advisory Committee (LAC) members in the next LAC meeting.
3. In case of Proprietary Documents / Items, the concerned firm / aggregator may communicate us to appear for negotiation in the LAC meeting.
4. Once the book supplier accept the final rate of discount, he has to submit an undertaking regarding supply of library document compulsorily as per library terms & condition with in the stipulated time, if the document is available in the market.
5. The rates of discount and other terms will be applicable for one financial year.
6. In case of any discrepancy intentionally or unintentionally by any vendor, LAC reserves the right to reject their quotations / black list them.
7. The sealed quotations, complete in all respects, should be dropped in tender box located at the security gate at **Fore School of Management, New Delhi** "Adhitam Kendra" B-18, Qutub Institutional Area, New Delhi - 110 016 latest by 20.03.2013 by 15.00 hours. Quotations shall be opened in the LAC meeting.
8. The quotations received after due date and time or incomplete shall be rejected out rightly.
9. The quotation shall be submitted in sealed envelope and shall have the **superscription. " QUOTATION TO OFFER DISCOUNT RATE TO LIBRARY ON SUPPLY OF BOOKS"**.
10. The FSM does not bind itself to accept the highest quotation and reserves the right to reject any or all items of quotations without assigning any reason thereof. The right to

accept quotation in part i.e. any item or any quantity and to reject it for the rest is also reserved.

11. The book supplier shall not decrease the rates for any reason whatsoever during the contract period. However in any genuine case, it may be considered by the authority.
 12. The book supplier should have at least five years experience in the field. List of reputed organizations where the bidder had given such service should be attached.
 13. A certificate that your firm has not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept./Institute/Organisation, etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order for supply of books, but may also warrant legal action/ debar/blacklist which deemed fit.
 14. The book supplier shall deliver the books to FSM Library premises at his own expenses. No freight for to and fro transportation shall be paid by the Library. If freight for to and fro transportation etc. is applicable, it should be communicated in writing in advance.
 15. The book supplier shall deliver all ordered books in one lot within the time limit specified in the supply order. The supply order can be extended by the Librarian only in exceptional cases on written request of the supply order giving reasons/explaining circumstances due to which delivery period could not be adhered to.
 16. The book supplier has to supply the new books in good condition and shall be responsible for any damaged books due to any reasons, defected piece from publisher, during transportation, etc. If any book/s found damaged, the recovery for same will be adjusted from outstanding payment / pending bills of the book supplier.
 17. The book supplier has to submit the bill along with the supply of books, or within 15 days of supply. On delay of any payment, no claim of interest or any charge will be entertained by the library.
 18. Appeal against any terms & conditions shall, however, lie with the Director, FSM whose decision shall be final. The dispute, if any, shall be subject to the jurisdiction of Courts at New Delhi. Any other jurisdiction mentioned in the quotations or invoices of the book supplier shall be invalid and shall have no legal sanctity.
 19. In case, any other information/clarification is required, the Librarian may be contacted at Telephone No. 011- 41242485 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
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Performa for Rate of Discount - 2013-14

S.No.	Name of Publishers	up to 5 Copies	more than 5 Copies
1	Academic Fo.		
2	Academic Press		
3	Affi. East West		
4	Ambiks Pub.		
5	Ane Books		
6	Atlantic Pub.		
7	Biztantra		
8	Book Well		
9	BPB		
10	C.P .H.Allahab		
11	Cambridge Pub.		
12	CambridgeUni.		
13	CBS		
14	Cengage Lear.		
15	Charotra Pub.		
16	Cross land		
17	Deep &Deep		
18	Dhanpat Rai		
19	Elsevier Pub.		
20	Enkay Pub.		
21	Excel Books		
22	Firewall		
23	Foreign pub.		
24	Foundation Book		
25	Fourth Easate		
26	Galgotia		
27	Global Vision P		
28	Govt. Publication		
29	H B S		
30	Harper colli Ind		
31	Himalaya		
32	Int. Book Ho.		
33	Jaico		
34	John wiley&sons		
35	Kalyani pub.		
36	Khanna pub.		
37	Kogan Page		
38	Krishna Prakasan		
39	Laxmi Pub.		
40	MacMillan		
41	McgrawHill		
42	Metropoliton		
43	Narrosa		
44	New age,		
45	New Century		
46	Oriented Long.		
47	Overleaf Pub.		
48	Oxford IBH Pub.		
49	Oxford Uni.Prees		
50	Pearson Edu.		
51	Penguin book		
52	PHI		
53	Regal Pub.		
54	Rupa & Co.		
55	S.Chand		
56	S.K.Kataria		
57	Sage Pub.		
58	Sagment book		
59	Standerd Pub.		
60	Sultan chand		
61	Taxmann		
62	Techmedia		
63	Thomson Press		
64	TMH		
65	UBS		
66	Vikas		
67	Viva book pvt.ltd.		
68	Wiley Dreamtech		

If you want to quote other publishers rate which are not included in the above list, please attach a separate sheet.

Signature of
owner/proprietor.