

# 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.

The Booksellers, Vendors, or Book stores interested in supplying books to the Fore School of Management (FSM) Library during the financial year commencing from 1<sup>st</sup> April 2018 to 31st March, 2019 are requested to apply for registration of their firm with FSM. Sealed quotations / tenders are invited for the financial year of 2018-2019 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 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 Proforma to quote the rate of discount is available at the end of this document.**

2. Please submit your quotations within the stipulated time; the quotations will be opened in front of Library Committee (LC) members in the next LC meeting.
3. In case of Proprietary Documents / Items, the concerned firm / aggregator may communicate us to appear for negotiation in the LC meeting.
4. Once the quotation along with the final rate of discount submitted by the book supplier is accepted by the institute, the supplier has to submit an undertaking regarding supply of library documents as per library terms & condition.
5. The rates of discount with other terms & conditions will be applicable for one financial year. It may be extended further with mutual agreement, if required.
6. In case of any discrepancy intentionally or unintentionally by any supplier, LC reserves the right to reject their quotations / black list their names.
7. The quotations received after due date and time or incomplete shall be rejected out rightly.
8. The FSM does not bind itself to accept the highest quotation and reserves the right to reject any or all 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.
9. The book supplier shall not decrease the rates of discount for any reason whatsoever during the agreement period. However in any genuine case, it may be considered by the FSM authority.
10. 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.

11. 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.
  12. The book supplier shall deliver the books/documents 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.
  13. 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 giving reasons/explaining circumstances due to which delivery period could not be adhered to.
  14. The book supplier has to supply the new books in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged books due to any reasons during transportation, etc. If any book/s found damaged, the recovery for the same will be adjusted from outstanding payment / pending bills of the book supplier.
  15. 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.
  16. 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.
  17. 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 09:00 a.m. to 05:00 p.m.
  18. The quotation shall be submitted in sealed envelope and shall have the **superscription**.  
**“QUOTATION TO OFFER DISCOUNT RATE TO LIBRARY ON SUPPLY OF BOOKS”.**
  19. 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 05.03.2018 by 15.00 hours.
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**Performa for Rate of Discount - 2018-19**

Sn	Name of Publishers	up to 5 Copies	more than 5 Copies	Sn	Name of Publishers	up to 5 Copies	more than 5 Copies
1	Academic Fo.			46	New age,		
2	Academic Press			47	New Century		
3	Affi. East West			48	Notion Press		
4	Aleph Book Company			49	Om Books International		
5	Ane Books			50	Oriented Long.		
6	Atlantic Pub.			51	Oxford IBH Pub.		
7	Bharat Law House			52	Oxford Uni.Prees		
8	Biztantra			53	Packt Publishing		
9	Bloomsbury India			54	Pearson India		
10	Book Well			55	Pearson Intl.		
11	BPB			56	Penguin book		
12	Business World			57	Penguin Classics		
13	C.P .H.Allahab			58	Performance Factory		
14	Cambridge Pub.			59	Prentice Hall India		
15	CambridgeUni.			60	Princeton University Press		
16	CBS			61	Random House		
17	Cengage Lear.			62	Richard McKnight & Associates		
18	Corporate Law Adviser			63	Rupa & Co.		
19	Deep & Deep			64	SAS Publishing		
20	Elsevier Pub.			65	S.Chand		
21	ERMSTTP, LLC			66	Sage Intl.		
22	Excel Books			67	Sage Pub.		
23	Foreign pub.			68	Sagment book		
24	Galgotia			69	SAP Press		
25	Global Vision P			70	Simon & Schutter		
26	Gower Publishing			71	Skylark		
27	Govt. Publication			72	Springer		
28	H B S			73	Standerd Pub.		
29	Harper Collins India			74	Sultan chand		
30	Himalaya			75	Sweet & Maxwell		
31	IFRS Foundation			76	Taxmann		
32	Int. Book Ho.			77	Techmedia		
33	Kanishka Publishers			78	Thomas Dunne Books		
34	Jaico			79	Thomson Press		
35	Jain Book Agency			80	Times Group		
36	Kogan Page			81	TMH		
37	Krishna Prakasan			82	UBS		
38	Laxmi Pub.			83	Universal Law Pub		
39	Lawrence Erlbaum Associates			84	Vikas		
40	MacMillan India			85	Viva book pvt.ltd.		
41	Mayfield Publishing Company			86	Wiley & Sons		
42	McgrawHill			87	Wiley Dreamtech		
43	Metropolitan			88	Wisdom Tree		
44	Narrosa			89	W.W.Norton & Company		
45	National Book Trust						
If you want to quote for other publishers which are not in the above list, please attach a separate sheet.							

Signature of owner/proprietor.