



# Kamdhenu University

Our Motto: Welfare of all living beings

- Read: 1) Note dated 04.07.2016 approved by the Hon'ble Vice Chancellor  
2) Minutes of Second Meeting of the Library Committee of Kamdhenu University held on 28/07/2016


## CIRCULAR

In exercise of powers vested in the Library Committee and subsequently approved in its Second Meeting, a panel of suppliers is constituted as per **Annexure – 1** for Books and Journals to be purchased by various units of the University for the year 2016-17. The rates of discount on various types of publications will be as per **Annexure – A** and the terms and conditions will as per **Annexure – B**. The panel and the rates of discount on various types of publications will be implemented w.e.f. 01/07/2016 to 30/06/2017.

Panel of Suppliers For Books		Panel of Suppliers For Journals	
01	Prashant Book Agency, New Delhi	01	Neoti Book Agency Pvt. Ltd., New Delhi
02	Neoti Book Agency Pvt. Ltd., New Delhi	02	Techno Books and Periodicals, Delhi
03	Techno Books and Periodicals, Delhi	NIL	

The above mentioned panel should be utilized for the purchase of Books and Journals and the approval as per the powers vested in the statutes have to be taken as and when purchase orders are made.

This is issued as per the orders of the Hon'ble Vice Chancellor and in the interest of the University.

  
I/C University Librarian  
Kamdhenu University  
Gandhinagar

Encl.: As above

No.KU/Library/U-6/F.N.11/736-752/2016

08.08.2016

### C. F. W. Cs to:

- 1) PS to Hon'ble Vice Chancellor, Kamdhenu University, Gandhinagar for information
- 2) All Officers / Unit Heads of the University for information

### Copy to:

- 1) Computer Programmer Shri Ravi Shida for uploading the circular on the website
- 2) All the Constituent & Affiliated Units of Kamdhenu University



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## Annexure – 1

Panel of Suppliers For Books	
Name of Agency	Details
01	<b>Prashant Book Agency</b> 4263 A/3, 1st Floor, Ansari Road, Darya Ganj, New Delhi-110002 Phone Nos. :(O) 91-011-65398961, (M) 9818852025 E-mail: <a href="mailto:prashantbooks2004@hotmail.com">prashantbooks2004@hotmail.com</a> ; <a href="mailto:sisodia.ks@gmail.com">sisodia.ks@gmail.com</a>
02	<b>Neoti Book Agency Pvt. Ltd.</b> 4596/1, 1 <sup>st</sup> Floor, 11 Darya Ganj, New Delhi-110002 T: 011-43583117, M: 9873423117, 9811910303 E-mail: <a href="mailto:neotibooks@gmail.com">neotibooks@gmail.com</a> , Website: <a href="http://www.neotibooks.com">www.neotibooks.com</a>
03	<b>Techno Books and Periodicals</b> M-4/8A, Ground, Model Town-III, Delhi-110009 Phone: 9999020981, 9327120981 E-mail: <a href="mailto:technobooks@hotmail.com">technobooks@hotmail.com</a> , <a href="mailto:technobooks@yahoo.co.in">technobooks@yahoo.co.in</a>

Panel of Suppliers For Journals	
Name of Agency	Details
01	<b>Neoti Book Agency Pvt. Ltd.</b> 4596/1, 1 <sup>st</sup> Floor, 11 Darya Ganj, New Delhi-110002 T: 011-43583117, M: 9873423117, 9811910303 E-mail: <a href="mailto:neotibooks@gmail.com">neotibooks@gmail.com</a> , Website: <a href="http://www.neotibooks.com">www.neotibooks.com</a>
02	<b>Techno Books and Periodicals</b> M-4/8A, Ground, Model Town-III, Delhi-110009 Phone: 9999020981, 9327120981 E-mail: <a href="mailto:technobooks@hotmail.com">technobooks@hotmail.com</a> , <a href="mailto:technobooks@yahoo.co.in">technobooks@yahoo.co.in</a>



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## Annexure – A

Particulars	Rates of discount
For Books (Print) - both Indian & Foreign publications	<b>35.50%</b> (thirty five point five percent)
For Journals (Print) - Indian publications	<b>2.5%</b> (two point five percent)
For Journals (Print) - Foreign publications	<b>5.65%</b> (five point six five percent)

## Annexure - B

### TERMS AND CONDITIONS:

- 1 The agency must have to supply the books recommended by library users based on **catalogue, internet tools and other books selection tools**. If recommendations are not received from KU, books may not be purchased.
- 2 At the first instance the empanelled Vendors/Suppliers will be sent an e-mail query with list of books required and the Vendors having books as per the list should respond **within three working days**. On receipt of the same, the Vendor will be placed with supply order by the University Library. The priority of the order will be in accordance with the maximum number of titles quoted i.e. The vendor who responds with maximum number of titles. If similar numbers of titles are quoted by more than one vendor, the priority of the order will be in accordance with the order of reply i.e. The vendor who responds first will be given first priority (first come first served).
- 3 Indian books and Indian editions of foreign should be supplied immediately within 10 days. Foreign titles have to be supplied within 20 days.
- 4 If the supply is not received within the stipulated time, the University reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case the supplier needs more time for supply, they should seek in writing on sound grounds, further time from the Library at least four days before supply dates expires.
- 5 The supplier will have to supply books published from the year 2011 to 2016 (Latest edition) only, unless otherwise specified.
- 6 Minimum 90% of the ordered books must be supplied by agency. In case the books are out of print, a valid proof for the same will have to be submitted to the University Library, failing to do the same will result in forfeiture of security deposit.
- 7 The supply will accompany a price proof in the form of a copy of the publisher's importers / distributor's invoices or publisher's catalogue of the supplied books. **The Stickers Price proof will not be accepted.**
- 8 Books are to be supplied F.O.R. Destination. The agency (s) shortlisted will be bound to supply books to other units of Kamdhenu University across Gujarat without any extra charges.
- 9 Supply of books will be made by registered post/ courier or through messenger at dealers cost.
  - Only latest and economical editions are to be supplied, unless otherwise specified.
  - Please note that Indian editions of books available in the market should be supplied unless otherwise specified.
  - Paperback editions should be supplied unless otherwise specified
- 10 The Supplied books will be verified and the payments released only after they are found to be in good condition.

- 11 The Supplier shall append the declaration on the bill that—
  - a. The actual prices of Publications have been charged without any handling/postage charges.
  - b. These are not remaindered titles/ damaged books with missing pages.
  - c. PAN No. & TIN No. of the Firm should be indicated on the Bill.
- 12 Based on the performance of selected supplier (s) during the year 2016-17, the registration may be extended further with mutual consent.
- 13 The University may register more than one supplier and shall be free to purchase books through any one or more of them.
- 14 In case any dispute arises regarding the interpretation of the terms, the decision of the Kamdhenu University shall be final and its jurisdiction will be Gandhinagar, Gujarat.
- 15 Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning with Vendors cost. Otherwise the cost of the book (s) will be deducted from the Security Deposit.
- 16 Any supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting and the same will be communicated to other Universities also.
- 17 In case of cheating by charging more than actual Publisher's Price, it will result in the blacklisting of the firm/forfeiture of the Performance Security deposit or both.
- 18 Only the current GOC (Good Offices Committee) exchange rates i.e. on the date of billing shall be charged by the supplier and its copy must be attached with the bill.
- 19 No terms and conditions whatsoever of the agency will be taken into account. The agency bidding by the terms and conditions of the University shall only apply for registration and duly sign the undertaking.
- 20 The bill for the order has to be furnished in triplicate.
- 21 The payment of bill shall be made after deducting tax as per the provisions made under IT Act from time to time by the government.
- 22 The decision of Kamdhenu University, Gandhinagar in all the matters of empanelment of Vendors and procurement of books shall be final.