



No. MANUU/S.H.Lib/F.13/2021/

1 February 2021

**Expression of Interest (EOI)-Empanelment of Book Suppliers/Distributor for  
 MANUU Main Campus at Gachibowli Hyderabad and its Constituent Colleges /  
 Satellite Campuses**

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Maulana Azad National Urdu University invites Expression of Interest (EOI) from the interested book suppliers / distributors / publishers in sealed covers for purchase of various categories of books / publication in **two separate sealed covers** [**first cover containing Expression of Interest for registration to supply books by the supplier & other requisite details in Annexure – I (A&B), second cover containing financial bid offered by the supplier i.e. Annexure-II**] on or before **22 February 2021** by 3.00 p.m. The technical bid will be opened on the same day at 3:00 p.m. in the presence of prospective suppliers / distributors / publishers on the terms and conditions mentioned here under:

- a) The book distributors/suppliers should be in the field of book supply for at least five years.
  - b) The book distributors/suppliers should be serving academic libraries of standing like Central Universities/State Universities, and national level education and research institutions at least for five years and continue to provide them the services with good standing.
  - c) The suppliers will represent the entire gamut of subjects, publishers and languages of interest to the MANUU.
  - d) The suppliers should have a minimum average annual turnover of Rs. 30,00,000/- (thirty lakhs) in the last three financial years. The firm should not have suffered losses in more than one financial year in the last three years. Copies of Audited Balance Sheets and Profit & Loss accounts of previous three financial years ending 2019-20 shall be submitted along with the application for empanelment.
  - e) All interested suppliers shall require to remit a non-refundable registration/application fee of Rs. 1000/- towards application fee (inclusive of GST @18%) while submitting the application for empanelment.
1. The selected suppliers/distributors shall be required to deposit EMD of Rs. 15,000/- at the time of the Offer of Empanelment by MANUU in the form of Bank Guarantee/Demand Draft /Fixed Deposit. The firms may submit EMD exemption undertaking as per the Government of India norm. However, the empaneled firms shall deposit 3% of the value of the Purchase Order (excluding GST) as Performance Security in the form of Bank Guarantee / Demand Draft / Fixed Deposit. The same will be returned to the vendor after supply of the books without interest.
  2. All successful distributors/suppliers who fulfill the MANUU terms and conditions for empanelment will be informed by the MANUU by letter/e-mail. They will be required to accept MANUU terms and conditions for placing them on the panel for a period of two years and renewable for another period not exceeding one year on the same terms and conditions specified in third document upon mutual consent.
  3. After receipt of empanelment letter, book distributors / suppliers will be eligible for quoting rates as and when asked for. The MANUU Library / Department / Satellite Campuses shall place orders for supply of books only with the empaneled book suppliers.

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4. The suppliers shall visit the MANUU campuses (as mentioned above) and interact with teachers and academicians on a regular basis to assess their requirements, show newly published books and catalogues of their interest and collect requisitions for purchase of books in the requisition format. They may also be asked to arrange for book exhibitions and displays in the campus as per the requirement of MANUU for the purpose of book selection as and when required. They may also be directed to supply books which the University would identify through other channels.
5. Empaneled book distributors/suppliers who fail to supply book(s) after receipt of order within a specified period, their order will be cancelled and Performance Security will be forfeited and their name will be struck off from the panel, without giving any notice.
6. Mere fulfillment of eligibility conditions prescribed in this document does not entail a supplier to be included in the panel. Decision of the MANUU in all matters related to empanelment shall be final.
7. Financial Bid/Discount Rates: The following are the minimum discount rates under each category fixed by MANUU and the book distributors/suppliers are required to quote discount rate in respect of each item:

S.N.	Type of Books	Minimum %age of Discount on the printed price
1	English Medium Books (Foreign/Indian)	20
2	Books in Indian Languages	20
3	Books in Foreign Languages other than English	10
4	Central Govt./State Govt. Publications	10
5	Short Discount Titles (To be handled on case-to-case basis)	-
6	No Discount Titles (a maximum of 10% handling charges on request)	-
7	Learned Societies Publications/Other institutional publications	10
8	Multi-volume sets of Foreign/Indian English Medium Books	35
9	Reference Sources (Foreign/Indian)	20
10	Publications acquired from on-line store (e.g. Amazon, Flipkart etc.) in any language (a maximum of 10% handling charges on request may be paid over and above the actual amount paid by the vendor in procuring such books)	-
11	Books from Pakistan/Jordan/Egypt, etc. (To be handled on case-to-case basis)	10%

8. Every book distributor/supplier is expected to quote maximum discount offered by them in the financial bid in a separate sealed cover otherwise the bid will be summarily rejected.
9. Book distributors/suppliers are encouraged to apply for all the above categories. However, they can apply for specific area or subject or discipline or languages, in case of any operational difficulty.

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## MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)  
Gachibowli, Hyderabad – 500032

10. The book distributors/suppliers shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates by any nationalized bank applicable on the date of placing of order for books by MANUU.
11. No book distributor/supplier shall have the sole right to supply books/publications. MANUU library reserves the right to procure books/publications with any of the empaneled suppliers or publishers.
12. In exceptional cases, MANUU shall have the right to procure books directly from suppliers / distributors/publishers/authors that are not part of the empaneled list of suppliers / book distributors.
13. All duties, taxes, packing and forwarding charges, if any, and other levies payable and other charges connected to delivery and other allied items at the destination shall be borne by the distributors/suppliers. Exception to the above shall be considered on case-to-case basis.
14. MANUU reserves the right to terminate the proposed bidding process at any time without assigning any reason.
15. The Satellite Campuses/Regional Centres of the University where delivery may be sought include: Hyderabad Campus / Satellite Campuses / Regional Centres of the University at Asansol (West Bengal), Aurangabad (Maharashtra), Bengaluru (Karnataka), Bhopal (Madhya Pradesh), Bidar (Karnataka), Cuttack (Odisha) Darbhanga (Bihar), Kadapa (Andhra Pradesh), Lucknow (Uttar Pradesh), Mewat (Haryana), Sambhal, (Uttar Pradesh), Srinagar and Budgam (Jammu & Kashmir). Any further detail can be obtained, free of cost, from the University Librarian, MANUU Hyderabad by sending an e-mail at [librarian@manuu.edu.in](mailto:librarian@manuu.edu.in) (phone number 040-23006608).
16. The University may seek any clarification on the documents provided by the supplier or with the document issuing authority. The University may also seek documents in support of the claim by the firm(s).
17. Any legal disputes shall be subject to the jurisdiction of the Courts of Law, Hyderabad jurisdiction only.
18. Any further detail can be obtained, free of cost, from the University Librarian, MANUU Hyderabad by sending an e-mail to [librarian@manuu.edu.in](mailto:librarian@manuu.edu.in) (phone number 040-23008380, 23006608 or Purchase & Store Section at (phone number 040- 23001697).

Dated: February 1, 2021

*Sd/-*  
3-1-2021

Sd/-  
Registrar

Maulana Azad National Urdu University, Hyderabad

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Yasir

# MAULANA AZAD NATIONAL URDU UNIVERSITY

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Gachibowli, Hyderabad – 500032

## PLACING OF PURCHASE ORDERS

1. The University Librarian or any other person authorised by the University shall call-for the sealed quotations by sending the invitations through speed post/e-mail/website from among the empaneled booksellers for the books valued above Rs. 2,50,000/-. The purchase orders will be placed with the lowest rate/highest discount offers approved by the competent authority on the recommendation of the Library Advisory Committee.
2. The University Librarian or any other person authorised by the University shall call-for the quotations by sending the invitations through speed post/e-mail/website from any of the reputed/authorized booksellers to get 3-4 quotations for comparison of lowest rates/highest discount offers for the books valued below Rs. 2,50,000/-. The purchase orders will be placed with the lowest rate/highest discount offers approved by the competent authority.
3. The empaneled vendors shall have to respond within 10 days to the invitations called for sealed quotations duly furnishing the financial bids for each of the books required for the total value of books valued above Rs. 2,50,000/-.
4. The prospective vendors received invitation for quotations shall have to respond within 3-5 days duly furnishing the following details for the total value of books below Rs. 2,50,000/-:
  - a) Number of copies available
  - b) Unit price (in original currency)
  - c) Discount offered
  - d) Shipping time/supply time
  - e) Validity of quoted price(s)
  - f) Any other detail as specified by the University Librarian
5. The University Librarian or any other authorized person will place orders with the lowest rate/highest discount offers approved by the competent authority on the recommendation of the Library Advisory Committee on finalisation of the financial bids received from the empaneled booksellers for the total value of the books exceeding Rs. 2,50,000/-.
6. The University Librarian or any other authorized person will place orders with the lowest rate/highest discount offers approved by the competent authority on finalisation of the quotations received from the prospective vendors for the total value of the books below Rs. 2,50,000/-.
7. If two or more empaneled distributors/suppliers offer the same discount and/or the lowest price/or same time period, an approximate equal distribution of the purchase order(s) will be made among them.
8. Supply of books has to be made strictly against the purchase order(s) only.
9. Sending an acknowledgment (by e-mail) of the receipt of purchase order, which is taken as an acceptance of the purchase order, within 3-5 days is mandatory. In the absence of any acknowledgment, the purchase order may be cancelled.

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10. Books, if found duplicate, may be returned even after supply and the corresponding amount will be adjusted from the total bill at the time of payment.
11. In case there is any variation of price in the books from the date of quotation to the time of delivery or any other dispute related to the price of the book, publisher's price proof will be considered as the final price of the book for release of payment.
12. Condition for cancellation of released purchase orders:
  - a. If the empaneled distributor/supplier to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time without providing satisfactory justification for such delay, the empaneled distributors/suppliers will be charged with liquidated damages at the rate of 0.5% per day (maximum 10%) of the value of the order not fulfilled. On reaching 10% penalty [i.e. over and above the due date of supply + 20 days (i.e. reaching maximum penalty of 10%), the order is deemed to be cancelled].
  - b. If the empaneled distributor/supplier to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time without providing satisfactory justification for such delay, the empaneled distributors/suppliers will be charged with liquidated damages at the rate of 5% to 10% (maximum) of the value of the order not fulfilled.
  - c. Only latest and economical editions/soft bound/paper bound are to be supplied, if not otherwise specified.
  - d. The printed price on books (Indian/foreign)/ publisher's price proof will be considered as the final price of the book for all purposes. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Print or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to MANUU in support of price verification.
  - e. Supplier shall certify on the invoice/bill that the latest editions have been supplied and current prices are charged. In case hard or cloth bound editions are supplied, the vendor will certify that no other economical/soft bound/paperback editions are published.
  - f. The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in original along with (electronic file, preferably in excel). The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo.
  - g. The decision of MANUU, in all the matters of procurement of books shall be final and binding on all concerned.
  - h. MANUU reserves the right to change any or all of the above terms and conditions without giving any notice or assigning any reason, as and when required. However, such notified terms and conditions will be uploaded on the website of MANUU for the information of bidders.

Dated: 1 February 2021

*Sd/-*  
3.1.2021

Sd/-

Registrar

Maulana Azad National Urdu University  
Hyderabad

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Yasir



Annexure-I (A)

Technical Bid

1.	Name of Firm / distributor / publisher	
	Postal Address	
	Telephone/Contact No (s)	
	E-mail	
	Bank Account Number	
	Name of the Account Holder / Firm / Agency	
	Bank Name	
	Branch Name & Details	
	IFSC Code	
2.	Details of Tender Registration / application Fee of Rs. 1000/- (non-refundable)	D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD or Declaration for EMD exception	D.D. No. _____ dated: _____ Bank _____ (submit copy of EMD or if exemption claimed, documentary proof)
4.	Firm Registration Details	( Yes / No ) (submit Firm registration certificate)
5.	GST Registration Details	( Yes / No ) (submit GST registration certificate)
6.	Average Annual Turnover of Rs. 30,00,000/- during the preceding three years ending 2019-20 (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years)	( Yes / No ) (submit Documentary proof)
7.	The book distributors/suppliers should be serving academic libraries of standing like Central Universities/State Universities, national level education and research institutions & public Libraries at least for five years and continue to provide them the services with good standing	( Yes / No ) (submit Documentary proof)
8.	Tender document duly filled in	( Yes / No ) (submit tender document duly signed each page)
9.	Non-blacklisted / debarred from bidding by any Government organization.	( Yes / No ) (submit on notarized stamp paper of Rs. 50/-)

**Declaration:** It is hereby declared that the firm has carefully read and understood the EoI document and agreed with all the clauses, terms and conditions of the EoI, Hyderabad jurisdiction etc. and agreed that the decision of the University shall be final in all respect.

Place: .....

Date: .....2021

Signature of the authorized representative of the firm with stamp



Annexure-I (B)

**REGISTRATION FORM FOR SUPPLY OF BOOKS**

1. Firm's name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Mobile \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_
2. Authorized contact person's name \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail \_\_\_\_\_
3. Nature of Business: Booksellers Publishers Online Bookstores Distributors  
Others (please specify) \_\_\_\_\_
4. Types of Establishment : Proprietary \_\_\_\_\_ Ltd. Company \_\_\_\_\_  
: Others (Please specify) \_\_\_\_\_
5. Date of Establishment : \_\_\_\_\_ (Please enclose copy)
6. Memberships of Association etc. (please give details National / State Level  
Professional Association Only) \_\_\_\_\_

**UNDERTAKING**

I/We undertake that:

1. I/We shall participate actively in the supply of books to the University and agree to the display and sale of latest relevant books at the Library of the faculty/department whenever the MANUU Library organizes such event(s).
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books to the MANUU, Hyderabad / MANUU Off campuses as amended from time to time on the term and conditions prescribed by the University.
4. I/We shall be liable to action as deemed fit by the University for any Misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.
5. I/We has never been black listed / placed in defaulter category by any of the Department / Autonomous Institution / University / Public Sector Undertaking of the Government of India or Government of Telangana or any other state Government or reputed private institutions and no criminal case is pending against the said firm / agency as on \_\_\_\_\_

Signature of the Authorized Signatory

Name:

Seal:

Date : \_\_\_\_\_

Place : \_\_\_\_\_



**Annexure – II**

**Financial Bid**

S. N.	Type of Books	Minimum %age of Discount on the printed price	% age of discount offered by your firm on the printed price
1	English Medium Books (Foreign/Indian)	20	
2	Books in Indian Languages	20	
3	Books in Foreign Languages other than English	10	
4	Central Govt./State Govt. Publications	10	
5	Short Discount Titles (To be handled on case-to-case basis)	-	
6	No Discount Titles (a maximum of 10% handling charges on request)	-	
7	Learned Societies Publications/Other institutional publications	10	
8	Multi-volume sets of Foreign/Indian English Medium Books	35	
9	Reference Sources (Foreign/Indian)	20	
10	Publications acquired from on-line store (e.g. Amazon, Flipkart etc.) in any language (a maximum of 10% handling charges on request may be paid over and above the actual amount paid by the vendor in procuring such books)	-	
11	Books from Pakistan/Jordan/Egypt, etc. (To be handled on case-to-case basis)	10%	

**Declaration:**

It is hereby declared that the firm have carefully read and understood the tender and agreed with all the clauses, terms and conditions of the tender, Hyderabad jurisdiction etc. and agreed that the decision of the University shall be final in all respect.

Place: .....

Date: .....2021

Signature of the authorized  
representative of the firm  
(with stamp)