

# 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 2017 to 31st March, 2018 are requested to apply for registration of their firm with FSM.

Sealed quotations / tenders are invited for the financial year of 2017-2018 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 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 28.02.2017 by 15.00 hours. Quotations shall be opened in the next LC meeting.

**Performa for Rate of Discount - 2017-18**

| <b>S.N<br/>o.</b> | <b>Name of Publishers</b>   | <b>up to 5 Copies</b> | <b>more than 5 Copies</b> |
|-------------------|-----------------------------|-----------------------|---------------------------|
| 1                 | Academic Fo.                |                       |                           |
| 2                 | Academic Press              |                       |                           |
| 3                 | Affi. East West             |                       |                           |
| 4                 | Aleph Book Company          |                       |                           |
| 5                 | Ane Books                   |                       |                           |
| 6                 | Atlantic Pub.               |                       |                           |
| 7                 | Bharat Law House            |                       |                           |
| 8                 | Biztantra                   |                       |                           |
| 9                 | Bloomsbury India            |                       |                           |
| 10                | Book Well                   |                       |                           |
| 11                | BPB                         |                       |                           |
| 12                | Business World              |                       |                           |
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| 14                | Cambridge Pub.              |                       |                           |
| 15                | CambridgeUni.               |                       |                           |
| 16                | CBS                         |                       |                           |
| 17                | Cengage Lear.               |                       |                           |
| 18                | Corporate Law Adviser       |                       |                           |
| 19                | Deep &Deep                  |                       |                           |
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| 21                | ERMSTTP, LLC                |                       |                           |
| 22                | Excel Books                 |                       |                           |
| 23                | Foreign pub.                |                       |                           |
| 24                | Galgotia                    |                       |                           |
| 25                | Global Vision P             |                       |                           |
| 26                | Gower Publishing            |                       |                           |
| 27                | Govt. Publication           |                       |                           |
| 28                | H B S                       |                       |                           |
| 29                | Harper Collins India        |                       |                           |
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| 34                | Jaico                       |                       |                           |
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| 40                | MacMillan India             |                       |                           |
| 41                | Mayfield Publishing Company |                       |                           |
| 42                | McgrawHill                  |                       |                           |
| 43                | Metropoliton                |                       |                           |
| 44                | Narrosa                     |                       |                           |
| 45                | National Book Trust         |                       |                           |
| 46                | New age,                    |                       |                           |
| 47                | New Century                 |                       |                           |
| 48                | Notion Press                |                       |                           |
| 49                | Oriented Long.              |                       |                           |

|    |                               |  |  |
|----|-------------------------------|--|--|
| 50 | Oxford IBH Pub.               |  |  |
| 51 | Oxford Uni.Prees              |  |  |
| 52 | Packt Publishing              |  |  |
| 53 | Pearson India                 |  |  |
| 54 | Pearson Intl.                 |  |  |
| 55 | Penguin book                  |  |  |
| 56 | Penguin Classics              |  |  |
| 57 | Performance Factory           |  |  |
| 58 | Prentice Hall India           |  |  |
| 59 | Princeton University Press    |  |  |
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| 61 | Richard McKnight & Associates |  |  |
| 62 | Rupa & Co.                    |  |  |
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| 70 | Skylark                       |  |  |
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| 87 | W.W.Norton & Company          |  |  |

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.