

# FORE SCHOOL OF MANAGEMENT NEW DELHI

## EMPANELMENT OF AGENT AND INVITATION / EXPRESSION OF INTEREST / QUOTATION TO OFFER DISCOUNT RATE TO LIBRARY ON SUPPLY OF NEWSPAPER.

The Newspaper Agent (means Agency/Vendor/Supplier) interested in supplying newspapers to the FORE School of Management (FSM) Library during the financial year commencing from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 are requested to apply for registration.

A sealed quotation/tender are invited from the reputed agent on the basis of newspaper to offer the highest rate of discount to the library on a supply of newspapers as per the FSM Library terms and conditions.

The name of newspapers and their quantity may be increased or decreased by the Library at any time. The Prescribed Performa to quote the rate of discount consisting the list of newspapers is available at the end of this document.

### **Terms and conditions:**

1. Please submit your quotation within the stipulated time; the quotation will be opened in front of Library Committee (LC) members in the next LC meeting.
2. Once the quotation along with the final rate of discount submitted by the Agent is accepted by the institute, the supplier has to submit an undertaking regarding supply of newspapers as per library terms & condition.
3. The rates of discount with other terms & conditions will be applicable for one financial year. It may be extended further by the mutual agreement if required.
4. In case of any discrepancy intentionally or unintentionally by any supplier, LC reserves the right to reject their quotations/blacklist their names.
5. The quotations received after due date and time or incomplete shall be rejected out rightly.
6. 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.
7. The Agent 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.
8. The Agent should have at least five years experience in the field. List of reputed organizations where the bidder had supplied or currently supplying newspapers should be attached consisting the name and communication address of Institutions.
9. A certificate that you/your firm have not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept./Institute/Organisation, etc. If yes, particulars of the same may be furnished. The concealment of facts shall not only lead to

cancellation of the order for supply of newspapers but may also warrant legal action/debar/blacklist which deemed fit.

10. The Agent shall deliver the newspapers 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.
  11. The Agent shall deliver all ordered newspapers between 7:00 AM to 8:00 AM in one lot every day.
  12. The Agent has to supply the newspaper in good condition and shall be responsible for the misprint, defected piece from the publisher, and any damaged newspapers due to any reasons during transportation, etc. the damaged newspaper and missing pages shall have to accept back by the supplier even after they have been stamped. The agent has to replace with a fresh newspaper / complete pages before noon on the same day. If the agent fails to replace such damaged newspaper and missing pages, in that case...
    - A) The payment of such newspaper/s will not be made.
    - B) An actual cost of such newspaper/s as a penalty will be recovered or adjusted from the outstanding payment / pending bills of the Agent.
  13. No advance payment for any reason will be made to the agent. The Agent has to submit the monthly bill (triple copy) post supply in the first week. On the delay of any payment, no claim of interest or any charge will be entertained by the library.
  14. Appeal against to 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 Agent shall be invalid and shall have no legal sanctity.
  15. 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.
  16. The quotation shall be submitted in a sealed envelope and shall have the **superscription**.  
**“QUOTATION TO OFFER DISCOUNT RATE TO LIBRARY ON SUPPLY OF NEWSPAPERS”.**
  17. 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 21.03.2018 by 15.00 hours.
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**Performa for Newspaper Agent**

1. Name of Agent : \_\_\_\_\_
2. Telephone/Mobile No.: \_\_\_\_\_
3. Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contact No : \_\_\_\_\_
5. PAN/TAN/TIN/GST No.: \_\_\_\_\_
6. Aadhaar Number : \_\_\_\_\_

(In case of Individual)

**Performa to Offer Rate of Discount - 2018-19**

Sr	Newspaper Name	Rate (Rs.)	% Discount	Amount
1	Asian Age			
2	Business Line			
3	Business Standard			
4	Economic Time			
5	Financial Express			
6	Hindu			
7	Hindustan Time			
8	Indian Express			
9	Pioneer			
10	Statesman			
11	Times of India			
12	Tribune			
13	Mint			
14	Nav Bhart Times			
15	Danik Jagaran			
16	Employment News			
<b>Total</b>				

Signature of Owner / Proprietor