

FORE SCHOOL OF MANAGEMENT, NEW DELHI

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

The Newspaper Agency/Agent interested in supplying newspapers to the Fore School of Management (FSM) Library during the financial year commencing from 1st April 2021 to 31st March, 2022 are requested to apply for registration of their firm with FSM.

Sealed quotations / tenders are invited for the financial year of 2021-2022 from the reputed Agency/Agent on the basis of newspaper to offer highest rate of discount to library on supply of newspapers as per the FSM Library terms and conditions.

Prescribed Performa to quote the rate of discount is available at the end of this document.

1. Please submit your quotations within the stipulated time; the quotations will be opened in front of Purchasing Committee members.
2. Once the quotation along with the final rate of discount submitted by the Agency/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 with mutual agreement, if required.
4. In case of any discrepancy intentionally or unintentionally by any supplier, LC reserves the right to reject their quotations / black list 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 Agency/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 Agency/Agent should have at least five years experience in the field. List of reputed organizations where the bidder had given such service should be attached.
9. 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 newspapers, but may also warrant legal action/ debar/blacklist which deemed fit.



10. The Agency/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 Agency/Agent shall deliver all ordered newspapers in one lot every day.
 12. The Agency/Agent has to supply the newspaper in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged newspapers due to any reasons during transportation, etc. If any newspaper found damaged, the recovery for the same will be adjusted from outstanding payment / pending bills of the Agency/Agent.
 13. The Agency/Agent has to submit the bill on the first week of next month. On delay of any payment, no claim of interest or any charge will be entertained by the library.
 14. 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 Agency/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 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 18.02.2021 by 15.00 hours. Quotations shall be opened in the next LC meeting.
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Performa for Rate of Discount - 2021-22

S.No.	Newspaper Name	Rate (₹)	% Discount
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		

Signature of owner/proprietor.

