



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

Phone: +91-040-27689000

Website: <http://www.efluniversity.ac.in/>

EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINTED BOOKS TO THE RAMESH MOHAN LIBRARY Of EFL UNIVERSITY

SALIENT INFORMATION	
Publication/Downloading of EoI	09 March 2020
Submission of Sealed EoI (with desired documents, duly attested EoI document, EoI Processing fee, and EMD)	19 March 2020
Opening of EoI	20 March 2020
EoI Processing Fee (in the form of DD)	Rs 5,000/- (INR Five thousand only)
Earnest Money Deposit (EMD) (in the form of DD/FDR)	Rs. 2, 00,000/- (INR Two lakh only)
Flat Discount desired on Printed Books (Details as per EoI)	25 percent
Period of Empanelment	Two (2) years from the date of agreement with the successful vendor. (further extendable for one year)
Mode of Submission	Speed post/ Registered post/ Courier service
EoI to be sent to	The Dean Ramesh Mohan Library The English and Foreign Languages University Hyderabad- 500007
EoI can be down loaded from	www.efluniversity.ac.in www.epublish.gov.in

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Eol No. EFLU/Admn./F-184/2020/1357

Dated: 09 March 2020

Expression of Interest (EOI) for Empanelment of Vendors for the Supply of Printed Books to the Ramesh Mohan Library, EFL University, Hyderabad.

Ramesh Mohan Library, EFL University, invites EoI from reputed Publishers/Booksellers/Distributors/Vendors (hereinafter known as Vendor) for empanelment of authorized Vendors for supply of Print books to the University libraries for a period of two years from the date of agreement between the EFL University and the successful vendors. This period is extendable further for one year on the basis of mutual consent and satisfactory performance of the vendor in the previous period.

SALIENT INFORMATION	
Publication/Downloading of EOI	09 March 2020
Submission of Sealed EoI (with desired documents, duly attested Eol document, Eol Processing fee, and EMD)	19 March 2020
Opening of EoI	20 March 2020
EoI Processing Fee (in the form of DD)	Rs 5,000/- (INR Five thousand only)
Earnest Money Deposit (EMD) (in the form of DD/FDR)	Rs. 2, 00,000/- (INR Two lakh only)
Flat Discount desired on order placed (Details as per EoI)	25 percent
Period of Empanelment	Two (2) years from the date of agreement with the successful vendor. (further extendable for one year)
Mode of Submission	Speed post/ Registered post/ Courier service
EoI to be sent to	The Dean Ramesh Mohan Library The English and Foreign Languages University Hyderabad- 500007
EoI can be downloaded from	www.efluniversity.ac.in www.epublish.gov.in

1. INTRODUCTION:

The English and Foreign Languages University (hereinafter referred to as EFLU) is a Central University established by the Central Universities Act, 2006 No. 7 of 2007 under Ministry of Human Resource & Development (MHRD, GOI).

2. PERIOD OF EMPANELMENT:

The period of empanelment will be for two years from the date of agreement between EFLU and successful vendor(s). This period is extendable further for one year on the basis of mutual consent and satisfactory performance of the vendor in the previous empanelled period.

3. EoI PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT (SD):

Without the EoI PROCESSING FEES and EARNEST MONEY DEPOSIT (EMD), the EoI will not be considered for evaluation and empanelment.

- i) **The EOI PROCESSING FEES:** A Demand Draft for Rs. 5,000/- (non-refundable) in the Favor of "The Registrar, The English and Foreign Languages University", Hyderabad is to be submitted as EoI processing fee along with the EoI.
- ii) **EARNEST MONEY DEPOSIT (EMD):** A Demand Draft or FDR for Rs. 2,00,000/- (INR Two lakhs) in favour of "The Registrar, The English and Foreign Languages University" Hyderabad in the form of Earnest Money Deposit is to be submitted along with the EoI.
- iii) The above EMD is refundable without any interest to the unsuccessful vendors after the process of empanelment is completed as per the EoI terms.
- iv) **SECURITY DEPOSIT (SD):** The successful top 5 vendors whosoever qualifies for empanelment will have to submit the security deposit (SD) of Rs 2,00,000/- (Rs. INR Two lakhs) in the form of DD/FDR/Bank Guarantee (B.G.) prior to the execution of the Agreement with EFLU. If the vendor wishes to convert the EMD submitted in the form of DD, then the vendor has to request in writing to EFLU.
- v) The EMD deposited by such vendors will be returned after submitting the SD.
- vi) The Security Deposit will be for the period of 26 months from the date of empanelment and will be refunded / returned to the Vendor without any interest.

4. ELIGIBILITY CRITERIA:

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below.

The attested copy of relevant live/valid certificate/document in support of the information furnished by the vendor must be enclosed with the EoI proposal.

- i. The Vendors should be an active member of national/ state trade federations like FPBAI, DSBPA, etc.
- ii. The Vendors should have Permanent Account No (PAN) issued by the Income Tax Department.

- iii. The Vendors should have license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI.
- iv. The Vendors should have satisfactorily supplied books in Print form to at least 10 Government Universities (Central/State) in last three financial year(s) satisfactory supply certificates along with relevant order copies should be enclosed).
- v. The Vendors should have a minimum average annual turnover of Rs. Two Crores in last three (3) financial years, (C.A. Certificate should be enclosed). The average of the three years will be considered for evaluation.
- vi. The Vendors should have a single Purchase Order (order value should be minimum of Rs. 50,00,000/- Fifty lakh or more) during any of the last three financial years for the supply of printed books to any Government University (Central/State). (Purchase order and Certificate by the respective organization for the satisfactory Supply of Ordered Books should be attached for that particular order).
- vii. The Vendors should have Income Tax Return (ITRs) for the last three (3) financial years (Attested copy should be enclosed)
- viii. The Vendors should have Profit and Loss Account and Balance Sheet for the last 3 financial years (Certified copy duly attested by Chartered Accountant should be enclosed)
- ix. The Vendors should be presently a distributor/ dealer / stockiest / executive / preferred agent of the publishers. (The valid authority letters duly issued by the publishers should be enclosed).
- x. The Publishers / Booksellers / Distributors / Vendors should not have ever been debarred/blacklisted from any Government Organization/Govt. Funded Organizations. (Furnish an affidavit raised on Non - Judicial stamp paper of Rs. 100/- in this regard)

5. TECHNICAL PROPOSAL DETAILS:

The vendor has to furnish the desired information as per **Annexure-I** and has to attach all the relevant certified/attested documents etc. in support of the information and also the EoI document with seal and signature of the authorized signatory. The above should be submitted for participating in the EoI. Vendor has to also complete Annexure-II, Annexure- III & Annexure-IV and submit along with EoI.

6. EOI VALIDITY PERIOD:

The EOI shall remain valid for a period of **07 days (seven days)** from the date of opening of the EoI proposal.

7. EOI Evaluation and Empanelment of Vendors

EFLU will short list for empanelling maximum Five (5) numbers of Vendors.

However, EFLU reserves all the rights to increase or decrease the number of vendors for empanelment without assigning reasons thereof.

The criteria for short listing of the eligible vendors for empanelment will be as under;

- i) Only the value of Printed books for which order placed (Work Order) will be considered for evaluation.
- ii) The Purchase Order should have minimum value for the printed Books should not be less than Rs. fifty lakhs (Rs. 50 lakh)
- iii) The Purchase Order issued to the vendor during the any of last three financial years (ending March 2019) will be considered for evaluation.
- iv) Purchase order without the certificate of satisfactory supply, issued from the concerned organization will not be considered for evaluation.
- v) Merit for vendors having complied the above condition and executed the single highest value order for supply of printed books will be prepared.
- vi) Top Five (5) vendors from the above merit will be empanelled, subject to fulfillment of the other desired conditions of the EoI.

8. NOTIFICATION OF EMPANELMENT:

EFLU will notify the eligible Vendors for empanelment to supply the printed books on above mentioned criteria by mail or registered letter. The empanelled Vendor will have to send its acceptance and execute the agreement with EFLU within the stipulated time (one week), failing which the vendor placed in the next merit may be considered for empanelment.

9. ORDER, SUPPLY, PAYMENT etc. FOR ITEMS ORDERED

a. Order Process

- i Purchase Order will be send to the empaneled Vendor through an email.
- ii. Supply of the printed books has to be made strictly as per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Dean, Library (email: librarian@efluniversity.ac.in) within seven days from the date of issue of purchase Order.

b. Supply of printed books

- a. Consignment and mode of dispatch of the books should be to the address mentioned below -

**The Dean, Ramesh Mohan Library,
The English and Foreign Languages University,
Hyderabad – 500 007.**

- b. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.
- c. The purchase order will be inclusive of freight charges, loading-unloading, packing-forwarding, transit insurance etc.).

- d. Every supply should accompany with a Delivery Challan/Bill clearly bearing the details of the items supplied with quantity, unit price and total price.
- c. Time Frame for Supply and Cancellation**
- i. The Vendor will have to supply the desired printed books ordered within the stipulated time limit i.e. **14 days (fourteen days)** from the date of issue of the Purchase order. However, it may be noted that at sometimes the Vendor may have to deliver the books against the instant orders.
 - ii. In case of delay in delivery of ordered books that are to be procured from abroad or Print on Demand, the Vendor has to inform and seek prior (at least 07 days before the expiry of scheduled delivery time) permission from the Dean, Ramesh Mohan Library, EFLU, for grant of extension in period of supply time, stating the valid reasons for such extension.
 - iii. Books must be in good acceptable and brand-new condition. EFLU will not accept any defective books. If supplied, the same has to be replaced immediately without any extra charges.
- d. Invoicing Procedure**
- i. The Invoice should be submitted in Triplicate.
 - ii. Invoice or bill should be raised in the name of "The Dean, Ramesh Mohan Library, EFLU, Hyderabad 500007.
 - iii. Invoice should contain the PAN NO, EFLU Purchase Order Number, Date etc.
 - iv. The items in the invoice should be in the same order as given in the Purchase Order.
 - v. Bill/Invoice should possess the certificate that no charges has been included other than the cost of the books supplied.
 - vi. Separate Invoice should be raised against each Purchase Order.
 - vii. The invoice should have the following enclosures:
 - A certified copy of the latest Publishers'/Distributors' invoice copy or Publishers online/printed catalogue copy as Price Proof if price is not printed on the book
 - A currency conversion proof with date
 - Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.
- e. Currency Exchange rate**
- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in (INR) charged in accordance with the approved date of Exchange.
 - ii. Reserve Bank of India (RBI) rates applicable on the date of invoice should only be followed and should be clearly indicated on the invoice.
- f. FLAT DISCOUNT @25% ON PRINTED BOOKS ORDERED:**
Flat Discount of 25% (Twenty-Five Percent) Discounts on all types of books except Govt./NGO/Society Publications are to be mandatorily given by the vendor.

g. PAYMENT TERM FOR THE SUPPLIED BOOKS:

No advance payment will be made in any case before the supply of books ordered. Successful vendors have to provide the Bills in triplicate against the Purchase order.

Payment is released by EFLU generally within 90 days of supply of books provided by the Vendor following the terms and conditions of the Purchase Order and that the supplied books are in good condition as per Purchase Order.

10. OTHER TERMS AND CONDITIONS

a. General Terms

- i. EFLU, Hyderabad, reserves the right to accept or reject the EOI at any stage, in part or in full without assigning any reason thereof
- ii. EFLU reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI document in the interest of the University without assigning any reason thereof,
- iii. EFLU, Hyderabad, reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of agreement in the interest of University.
- iv. Conditional proposals will not be considered in any case.
- v. University has all the rights reserved to procure any number of books from any of the empanelled vendors irrespective of their merit in the interest of the university.
- vi. Merely getting empanelled does not ensure that the purchase order will be placed by the EFLU.
- vii. University has all the rights to procure books from other sources anytime in the interest of the university from other than the empanelled vendors.
- viii. Paperback edition of the books should be supplied if available, Cheaper Editions or Indian Editions should be supplied if available.
- ix. In case of non-availability of the above editions, then hardbound editions and original foreign editions can be supplied. A certificate from vendor should be enclosed along with its invoices in this regard.
- x. No supplier/distributor/ Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have right to procure the books directly from such supplier/distributor/ Vendor/Publisher on terms and conditions decided by the University.

- xi. Please go through the Eligibility Criteria for Empanelment for supply of printed books ordered by **The Ramesh Mohan Library, The English and Foreign Languages University, Hyderabad**, before filling the application form.
- xii. Incomplete EoI, application forms, not filled properly or received after the due date and time will not be entertained. The decision of the University in this regard shall be final and binding upon the suppliers.
- xiii. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.
- xiv. EFLU, Hyderabad, may issue amendment/corrigendum to the EOI document before the due date of submission. Any amendment/corrigendum will be posted on the CPP Portal www.epublish.gov.in and University website. <http://www.efluniversity.ac.in/> only.

b. Termination for insolvency

The EFLU, Hyderabad, may at any time terminate the Agreement by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor become bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the **EFLU**.

c. Force Majeure

- i. Should any force majeure circumstance arise, each of the contracting Vendor should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within fifteen days of its occurrence informs in a written form by the other party.
- ii. Force Majeure shall mean fire, flood, natural disaster or other act such as was, turmoil sabotage, explosion, epidemics, quarantine restriction, strikes and lock outs i.e. beyond the control of either party.

d. Penalty Clause

In case of delayed delivery of the books ordered beyond thirty days, a penalty of 0.5% per week or part thereof up to maximum of in total of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seek additional time beyond the stipulated time then the Vendor has to send a written request with valid reasons for such extension, to the Dean, Ramesh Mohan Library, EFLU for consideration. EFLU may or may not grant extension in the interest of the University.

e. Arbitration/Jurisdiction

- i. In the event of arbitration or any dispute arising under the EOI, the decision of the Vice Chancellor, EFLU, Hyderabad, will be binding on both the parties.

- ii. In case of litigation, the High Court of Hyderabad alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than the High Court of Hyderabad shall have jurisdiction in the matter.

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ANNEXURE-1
EFLU VENDOR EMPANELMENT FORMAT
FOR LIBRARY PRINTED BOOKS

To
The Dean
Ramesh Mohan Library
The English and Foreign Languages
University, Hyderabad – 500007

Sir,

In response to your advertisement for empanelment of Publishers/Booksellers/Distributors/ Vendors for supply of printed Books at your University, please I, the authorized signatory on behalf of the firm, hereby furnish the desired information, EoI processing fee (Rs. 5000/-) and EMD (Rs. 2,00,000/-) along with the relevant certified documents.

1	Name of the Firm:	
2	Address:	
3	Contact No	
4	Website	
5	Mobile No.: (Authorized signatory)	
6	E-mail address	
7	Date of Establishment of Firm	
8	Name of the Proprietor/Director	
9	Name of Partner(s) (if any)	
10	Registration No. of FPBAI/DSBPA, etc (Please enclose a copy of the Registration Certificate.)	
11	Permanent Account No.: (Attach Copy of PAN No.)	
12	Direct import license (if Any): (Attach a copy of the same).	
13	Have you have satisfactorily supplied printed Books to at least 10 Government Universities-Central/State in last three financial years. If yes, the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (Provide information in Annexure-11)	
14	Do you have a single purchase order (order value should be minimum of Rs50,00,000/- INR or more) during any of the last three financial years for the supply of printed Books to any Govt. University (Central/ State). (Purchase order and Certificate by the respective organization for the satisfactory Supply of Ordered books should be attached for that particular order) Annexure-III	
15	Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):	
	i	
	ii	
	iii	
	Total	
	Average::	

16	Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) financial years along with photocopy of Profit & Loss account and Balance Sheet duly certified by Chartered Accountant	
17	Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the valid authority letters issued by the publishers	
18	Details of a non-refundable Eol processing fee as Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) for empanelment (drawn from any nationalized bank in favour of " The Registrar, The English and Foreign Languages University " payable at " Hyderabad. ")	
	Details of Fee Demand Draft	
	i	No
	ii	Date
	iii	For Rs
iv	Drawn on	
19	Details of Demand Draft/FDR of Rs. 2,00,000/- (Rupees Two Lakhs only) as EMD (refundable) drawn from any nationalized Bank in favour of " The Registrar, The English and Foreign Languages University " payable at " Hyderabad. ")	
	Details of EMD Demand Draft/FDR	
	i	No
	ii	Date
	iii	For Rs
iv	Drawn on	
20	Have your firm ever been debarred / blacklisted for doing business from any government organization/Govt. funded organization/Institution? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees One Hundred only).	
21	The Vendor should not be ever being debarred/blacklisted from any Government Organization/Govt. Funded Organizations. (Vendor has to Furnish an affidavit raised on Non -Judicial stamp paper of Rs. 100/- in this regard)	
22	<p style="text-align: center;">DECLARATION BY VENDOR</p> <p>I/ We do hereby declare that entries made in this Eol format are true to the best of my/our knowledge and belief. Deliberately no information has been hidden or misled. If at any stage during and after empanelment, any information furnished and documents provided in this Eol are found to be incorrect/false/fabricated/concocted/misled, then the The English Foreign Languages University has all the rights reserved to cancel the offer / Empanelment, forfeit the EMD of Rs2,00,000/- (Two lakhs) and take appropriate action against my/our firm/organization.</p> <p>Further, it is to declare that I have perused all the terms and conditions mentioned in this Eol, and are clear and acceptable to my /our Firm/Organization.</p> <p>Date: _____ Signature of Authorized Signatory Place: _____ Seal of Firm</p>	

ANNEXURE-II

Sl.	Name of the Client (any Government University- Central / State)	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y / N)	Order Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

ANNEXURE- III

Details of single purchase order of Rs. 50,00,000/- (Fifty lakh) or more during any of the last three financial years for the supply of print books to client i.e. any Government University (Central/ State)

Client Detail	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y /N)	Order Date	Value of items Supplied (Rs. In Lakh)

ANNEXURE- IV

Document enclosed in support of EoI

SI. No.	Detail(s) of the Document	Number of Pages	Enclosure Page No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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