



**Mahatma Gandhi University Library**  
Priyadarshini Hills, Kottayam, Kerala -686560  
URL: mgu.ac.in email: mguacqn@gmail.com  
Phone: 0481- 2731018

160/ MGUL / AS / BP / QN /2022 -24

Priyadarshini Hills, Dated 08/06/2022

### QUOTATION NOTICE

Sealed competitive quotations are invited from the leading book suppliers of Kerala for the supply of books of Foreign and Indian Publishers to the Mahatma Gandhi University Library System. The discount rate that can be allowed to each publisher category under Foreign/ Indian/ Malayalam Groups should be quoted in the prescribed format provided with this notice.

#### Terms and Conditions

1. Quotations should be submitted in the prescribed format.
2. Suppliers who are blacklisted earlier by the University without exceeding 3 years are not eligible to submit quotations as per this notification.
3. The bidders who quote discount rates for supplying a specific publisher or publisher groups titles are liable to supply all the titles of the concerned publishers ordered by the University.
4. Bidders who quote discount rates for books of Foreign Publishers are liable to supply Indian editions of those publishers if they are available.
5. The selection of books is normally not related to ready stock available with the bidder. So, when a bidder quotes discount rates for a specific publisher/category, the bidder should have arrangement with the concerned publisher to enable speedy procuring and supply of the items to the University.
6. Books available only on e-commerce sites ( www.Amazon.in, www.Flipkart.com,etc.) and print on demand are also liable to be supplied.
7. At least **75%** of the titles ordered should be supplied from a supply order within one month (Indian Books) and two months (Foreign Books) by the vendor confirming the matter. Failure of this, the supply order stands cancelled and University will order the items to the next approved vendor.
8. If any item in the supply order is out of print, the vendor has to produce a proof for that and the vendor will not be liable to supply those items.
9. If a vendor cannot supply some items from the supply order which is beyond their power, they should provide a statement with proof for consideration substantiating the reasons for the inability to supply those items.
10. **A Demand Draft for Rs.2000/-** drawn in favour of the *University Librarian, Mahatma Gandhi University, Kottayam* is to be provided as security deposit along with the quotations. Security deposit of bidders who are appointed as approved vendors will be refunded on fulfillment of the above conditions. The amount will be forfeited to the University fund and the vendor will be blacklisted and removed from University approved vendors list if they fail to fulfill any of the conditions from para 3 to 7. Security deposit of others will be refunded on completion of the quotation process.
11. The bidders should enclose copies of the **certified final Consolidated Balance Sheet Account of last three years** (statement only) along with the quotations.
12. The bidders quote discount rates for "Foreign Publishers" category (excluding *Other Foreign Publishers*) should enclose **original Authentications from the Publishers** to prove them as authorized distributor/supplier of books of those publishers. Discount rates quoted for "Foreign Publishers" other than *Other Foreign Publishers* **without proper authentication will not be considered for final consolidation of Discount Rates for the same.**
13. **Quotations not in the prescribed format and without documents as per para 10, 11, and 12 will be rejected.**
14. Bidders who are appointed as approved vendors have to sign up an Agreement with the University in the prescribed format.

The envelopes containing the Quotation should bear the superscription "Quotation for the *Supply of Books to M G University Library System*" and should be addressed to the University Librarian, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam-686560. Last date for receipt of Quotations is 3.00 pm on 24/06/2022. Late Quotations will not be accepted. The Quotations will be opened at 3.15 pm on 24/06/2022 in the presence of the bidders or their authorized representatives who may be present at that time. Quotation format and Detailed Terms and Conditions for the supply of books can be downloaded from the University website mgu.ac.in.

Sd/-

Assistant Librarian (i/c)

## MAHATMA GANDHI UNIVERSITY LIBRARY

Priyadarshini Hills, Kottayam, Kerala -686 560

### Detailed Terms and Conditions for the supply of books

1. The vendor has to confirm ( e-mail or by post) within 7 days from the date of supply order, the items in the order that the vendor will be able to supply with a statement substantiating the reasons for the inability to supply the remaining titles if any.
2. At least 75% of titles confirmed as per clause 1 above should be supplied within one month (Indian Books) and two months (Foreign Books). Supply should be made in single lot as far as possible and bill must be furnished with quadruplicate copies. Stamped Pre-Receipt should be enclosed along with the bills which exceeds the total amount of **Rs. 5000/-**.
3. The supply order stands cancelled without prior notice unless producing a statement ( e-mail or by post) substantiating the reasons for the inability to supply books within the prescribed time.
4. If a vendor fails to supply books within the prescribed time and failed to produce the document as per term 3, the order will stand cancelled and placed with the next approved vendor in the priority list.
5. Only the latest editions of the books should be supplied and they should not be remainder titles. Books available only on e-commerce sites and print on demand are also liable to be supplied.
6. The prices should be correctly charged in accordance with the Publisher's/Importer's/ Distributor's invoices and publisher catalogues and a copy of the same should be produced as price proof in case of foreign books and Indian books which have no printed price.
7. If any change in price, title, author, edition, volume or publisher is noted against an item in the supply order, it should be brought to the notice of the library and confirmation is to be obtained before delivery.
8. If any of the foreign books have Indian price they should be supplied at the Indian price.
9. The price should be indicated in the original currencies. The conversion rate is to be made as per GOC rates prevailing on the bill date. The bill should be in quadruplicate.
10. In case of foreign books price proof is to be produced and supplier/vendor should endorse a certificate on all copies of bills as;  
  
***“Certified that only the latest editions have been supplied, Indian price only is claimed, and they are not remainderd titles and that the rates at which foreign currencies have been converted into rupees in this invoice are those approved by the GOC as on the date of the invoice and that the prices charged are the current publisher’s prices. If however any excess is found to be claimed later, on any account the same will be adjusted in the subsequent bills or refunded by us”.***
11. Discount should be given at the rate quoted by the vendor/approved by our office for each publisher category. Name of publisher should be indicated in the bill/invoice against each title.
12. Supply of duplicate copies of the book if any found later (from same or different orders), the same will be returned and suppliers are liable to take back it at their cost.
13. If any approved vendor fails to fulfil any of the above terms and conditions they will be **blacklisted and removed** from the University Book Suppliers list, and the Security Deposit if any will be **forfeited**.

Sd/-

**Assistant Librarian (i/c)**

**MAHATMA GANDHI UNIVERSITY LIBRARY**  
Priyadarsini Hills, Kottayam 686 560

**Category I - Foreign Publications and their Indian editions**

<b>Name and Address of the firm:</b>		
<b>Telephone No:</b>		<b>Email:</b>
<b>S.N.</b>	<b>Publisher</b>	<b>Discount %</b>
<b>1</b>	<b>Cambridge University Press (CUP)</b> (Foundation etc..)	
<b>2</b>	<b>John Wiley</b>	
<b>3</b>	<b>Oxford University Press (OUP)</b>	
<b>4</b>	<b>Penguin</b>	
<b>5</b>	<b>Sage Group</b> (Corwin, Learning matters, CQ Press, etc.)	
<b>6</b>	<b>Springer</b>	
<b>7</b>	<b>Taylor &amp; Francis Group</b> (Psychology Press, Garland Science, Routledge, CRC Press, Focal Press, etc.)	
<b>8</b>	<b>Viva Group</b>	
<b>9</b>	<b>Other Foreign Publishers</b>	

**Category II - Indian Publications**

S. N.	Publisher	Discount %
1	<b>Indian Publishers (English Books)</b>	
2	<b>Indian Publishers (Hindi Books)</b>	

**Category III – Malayalam Publications**  
 വിഭാഗം മൂന്ന്- മലയാള പ്രസിദ്ധീകരണങ്ങൾ

S.N. ക്രമ നമ്പർ	Publisher പ്രസാധകർ	Discount % കിഴിവ് ശതമാനത്തിൽ
1	Current Books, Kottayam കറന്റ് ബുക്സ് , കോട്ടയം	
2	Current Books, Thrissur കറന്റ് ബുക്സ് , തൃശൂർ	
3	D C Books ഡി സി ബുക്സ്	
4	Desabhimani, Chintha ദേശാഭിമാനി , ചിന്ത	
5	Green Books ഗ്രീൻ ബുക്സ്	
6	Mathrubhumi Books മാതൃഭൂമി ബുക്സ്	
7	Olive Publications ഓലീവ് പബ്ലിക്കേഷൻസ്	
8	Poorna Publications പൂർണ്ണ പബ്ലിക്കേഷൻസ്	
9	SPCS/NBS സാഹിത്യ പ്രവർത്തക സഹകരണ സംഘം / നാഷണൽ ബുക്ക് സ്റ്റാൾ	
10	Other Malayalam Publishers മറ്റു മലയാള പ്രസാധകർ	

This quotation is submitted in accordance with the terms and conditions specified in M.G. University Notice No. 160/MGUL/AS/BP/QN/2022-24 Priyadarshini Hills, dated 08/06/2022.

Place:

Signature

Date:

Office Seal

Name & Designation of  
the Authorized Signatory