

Office of the Finance Officer, Jnanabharathi, Bangalore-560056

No.FOP/Vender/2019-20

Date:14.05.2019

VENDER NOTIFICATION

Bangalore University invites application for Vender's Registration from the reputed Companies/Manufactures/Authorised Dealers for the supply of the Chemicals, Glasswares, Furnitures, Equipment, Lab Equipments, Stationeries & other items to the various departments of University for the year 2019-20. Vender application may be downloaded from website www.bangaloreuniversity.ac.in The last date for the submission of application is 31.05.2019. For any enquires contact Ph.080-22961077, 22961014.

Sd/-
FINANCE OFFICER I/c.



BANGALORE UNIVERSITY
Jnanabharathi Campus, Bengaluru-560 056

APPLICATION FORM FOR REGISTRATION OF VENDORS FOR SUPPLY OF BOOKS, NONBOOK MATERIALS, FURNITURES, EQUIPMENTS, LAB EQUIPMENTS, CHEMICALS, GLASSWARES & STATIONERIES TO BANGALORE UNIVERSITY.

1. Name of the Firm :

2. Type of operation : Publisher Distributor Retailer
Manufacturer Dealer

3. Address

Head Office :

Branch Office :
(if located in Bangalore)

4. Telephone Nos. :

Fax Nos.

E-Mail

Head Office	Branch Office

5. Kind of ownership :

Limited Concern

Partnership

Sole Trader

6. Registration of your firm under :

a) Indian Companies Act 1956

b) Indian Partnership Act 1932

7. Your Firm PAN No _____ GST No. _____

8. Contact Person(s) or your firm :

Name Designation Phone Nos. email address

a)

b)

c)

9. Working hours of your office :

10. Weekly Holidays :

11. Specialization of your collection :

(if needed enclose separate sheets)

Date:

Signature of the Authorized Signatory

Name :

Seal :

TERMS AND CONDITIONS FOR REGISTRATION

A. VENDOR DETAILS

1. The firm desired to register as a Vendor with Bangalore University must have a Permanent Account Number (PAN) of Income Tax Department.
2. The firm should have a GST Registration number.
3. The firm shall indicate the details of experience with total number of years in the field of supply of Books, non books and materials of Indian as well as foreign origin.
4. A list of institutions/Establishments/Libraries of repute serviced by the firm and the period of such service to them as well as the value of orders executed.
5. A latest authority letter from publishers/manufacturers towards exclusive agent /preferred agent/Distributor. (if any) has to be enclosed along with the duly filled application for Registration.
6. If the firm is also a Publisher/manufacturers documentary proof to be enclosed.
7. The vendor should submit a DD for Rs. 1,100/- (Non Refunded amount) Purchased in the name of Finance Officer, BUB. Payable at Bangalore.
8. The Company should produce the document for having remitted Sales Tax for the past three years.
9. The company should submit Manufacturer & Authorized dealer certificate.

B. CONDITIONS FOR SUPPLY

1. Receipt of supply order must be acknowledged by the supplier with in a week either by post or by email indicating the probable date of supply.
2. Materials covered by the order must be supplied at Bangalore University, Jnanabharathi Campus, Bangalore-560056 on or before the date committed. Incase some of the Materials cannot be supplied within stipulated time, extension of delivery date must be obtained from the BUB. in writing. The supply order shall automatically stand cancelled w.e.f the next day after the date of delivery agreed upon by the Bangalore University and the Vendor.
3. *All the books supplied by the vendors must be affixed with RFID Tags (The cost of the tags is approximately Rs. 18 to Rs. 20/- each)
4. *If the cost of the book is less than Rs. 200/- then vendor to allow only 15% discount to accommodate the cost of the RFID Tags for the low cost books. However, RFID cost need not be paid to the books costing less than Rs. 100/-.

5. Minimum discount rates should be 25%. In case of special discount offer from the Manufacturers/Publisher/distributor/vendor the supplier must inform the same to the Bangalore University and extend the same. Later dates, if it is proved that the supplier has hidden such offers, his registration as a vendor will be cancelled.
6. "No Discount or Short Discount Publications need not be supplied without confirmation from the Library".
7. Publisher proof (Publisher`s invoice or Catalogue) of Postal Charges and Handling Charges short discount titles if any, should be enclosed with the bill.
8. Pre-receipted bill(s) are to be submitted in quadruplicate (4copies).
9. The bills are to be addressed to the Procuring authority, Bangalore University, Jnanabharathi Campus, Bangalore-560056.
10. The supplier should also add a declaration on the Bill that the prices have been correctly charged in accordance with invoice or latest printed catalogues. If it is proved that the supplier has intentionally quoted higher price than the price proofs or the materials supplied are remaindered titles, then his registration will be cancelled as a vendor of Bangalore University.
11. The proof in support of the price charged i.e. a photocopy of suppliers invoice/catalogue should be attached along with the bill. Website price proofs and Amazon.com prices are not acceptable.
12. For Foreign Books prices in original currency should be mentioned first and then in Rupees. Conversion rates should be as per good office committee recommendations.
13. Unless otherwise mentioned latest editions of the books must be supplied. Evidence of the Currency of the edition(s) issued by the suppliers must be supplied along with the bill(s).
14. Specific mention of edition, such as paper back student edition, deluxe edition, library edition etc, should be made on the body of the bill(s) to avoid misunderstanding about the price of the concerned book.
15. The Materials supplied should be in good condition without any defects and should not be damaged. Defective and damaged copies of the books will be returned at the vendor`s cost.
16. Packaging and forwarding charges will be borne by the vendor. The materials/books should be delivered to University Library, to the concerned Depts. at Jnanabharathi Campus at the cost of the supplier.

17. Certificate of declaration on the Bill shall be as under.

CERTIFICATE

1. This is to Certify that the items mentioned in the bill have actually been delivered to the office physically and obtained acknowledgement.
2. The specifications of item and quality are in conformity as specified in University order No./Tender etc., dated..... and quantity is correct
3. Rates/charges in the bills agree with those of supply orders/agreement.
4. Taxes & rates are as admissible under the present rules.
5. Type/model/design of items is as approved and agreed
6. Manufacturer's test certificate and guarantee card are attached to the bill in respect of machineries supplied.
7. The books supplied are of the latest editions.
8. The books supplied are not the remaindered titles.
9. The price quoted is in accordance with the Publisher's invoice/catalogue

DECLARATION

I on behalf of my firm, I declare that we agree for the terms and conditions for supply of materials/books to Bangalore University. We declare that our registration may be cancelled incase if we violate the above terms and conditions. We assure the Bangalore University, our best and fast services.

Date:

Authorised signatory

Name :

Seal :