

Government of India / Ministry of Home Affairs
LNJN National Institute of Criminology & Forensic Science
(NFSU Delhi Campus)
Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi-110085

No. NFSU_DC/2023/Admn/Lib/2022-23

27th June, 2023

CIRCULAR

Subject: Request for empanelment as Bookseller for LNJN NICFS Library

The LNJN NICFS, NFSU Delhi Campus, is involved in providing teaching, training and research in the fields of Forensic Science, Digital Forensics, Law, Criminology, Management, Clinical Psychology etc. Some of the courses offered at the LNJN NICFS, NFSU Delhi Campus are MSc(Forensic Science), MSc(Digital Forensics & Information Security), BSc-MSc (Forensic Science), B.Tech-M.Tech (CSE-Cyber Security), BBA-MBA, BBA-LL.B, LL.M (Criminal Law & Criminal Justice Administration), MA(Criminology), M.Phil (Clinical Psychology) etc. with more Degree/Diploma courses to be commenced from the current academic session.

2. LNJN NICFS Library purchases, from time to time, a variety of books on Forensic Sciences, Digital Forensics, Cyber & Information Security, Law, Criminology, Management, IT & Networking, Engineering & Technology etc. Therefore, it is proposed to prepare a panel of reputed and competent booksellers for supplying of the books, as per requirement.

3. Booksellers/Firms, located in Delhi & NCR and agreeing to the terms and conditions, as explained in detail in the Annexure attached to this Circular, may send their applications for empanelment in the prescribed proforma so as to reach '**The Deputy Registrar (Admn), LNJN NICFS, NFSU Delhi Campus, Outer Ring Road, Sector-3, Rohini, Delhi-110089**', latest by **10th July, 2023 (Monday)**.

Encl: As above

(Dr. Nirag Dave)
Dy. Registrar(Admn)

Copy to:

1. Booksellers/vendors as per list.
2. LNJN NICFS / NFSU websites (to be uploaded).
3. Library Notice Board.

LNJN National Institute of Criminology & Forensic Science
(NFSU Delhi Campus)

EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS FOR THE FINANCIAL YEARS 2023-24 & 2024-25

A: Instructions for Vendors

1. Interested reputed book suppliers, distributors, publishers (hereinafter referred to as Vendors) should submit the application form along with requisite documents in sealed envelopes super-scribing – **“Application for Empanelment for the Supply of Print Books to LNJN NICFS Library, NFSU Delhi Campus”**.
2. Application form, to be submitted in the proforma attached, alongwith each page of requisite documents, should be signed by the authorised signatory of the vendor(s) bearing his/her full name along with the official seal of the firm.
3. Incomplete and conditional applications will not be considered.
4. The participating vendor is expected to examine all instructions, Terms & Conditions as specified in the application document. Failure to furnish all requisite information or submission of an application not substantially responsive to the conditions laid down shall be at the risk of the participating vendor and may result in the rejection of the application.
5. At any time prior to the deadline for submission of the application, the LNJN NICFS, NFSU Delhi Campus may, whether at its own initiative or in response to a clarification requested by a prospective participating vendor, amend the documents.
6. Applications received after the due date and time shall not be considered by the LNJN NICFS, NFSU Delhi Campus. The applications will be scrutinized by a duly constituted Committee on **10th July, 2023 (Monday)** in the presence of participating vendor(s) or their authorised representative(s) if they desire so. The representative should bring the authorisation letter from his firm to attend the application scrutiny process.
7. In the event of the date specified for receipt and scrutiny of applications is declared a holiday at the NFSU, the due date for submission of applications and scrutiny shall be the following working day.
8. Any participating vendor found influencing the University in its decisions on the evaluation or scrutiny of applications shall result in the rejection of the vendor’s application.
9. The NFSU reserves the right to reject/cancel any or all applications without assigning any reasons thereof.
10. The Vendor should deposit ₹2000/- as an application fee (non-refundable) and ₹75,000/- (refundable) as a security deposit in the form of two separate Demand Drafts in favour of **“NFSU MHA LNJN NICFS DELHI CAMPUS”**. Applications without the application fee and security deposit shall be rejected. The security deposit shall be returned to the unsuccessful vendor(s) after finalization of the empanelment procedure.

B: Eligibility

Vendors who apply for empanelment must fulfill the following conditions for eligibility:

1. Should have an average annual financial Gross turnover of ₹10 Lakhs during the last three financial years duly validated by their Chartered Accountants.
2. Should have PAN issued by the Income Tax Department.
3. Should have registration with the Federation of Publishers and Booksellers Association of India (FPBAI).

4. Should have supplied books to Institutions of higher learning like Universities, IITs, IIMs, NITs, Colleges, etc., for at least three financial years. Performance certificate from the Institution where the vendor has supplied books should be attached. (Copy of purchase order shall not be considered proof for the supply of books to an Institution).
5. Should submit an undertaking of not having been blacklisted during the last three financial years by any university/college/research institution for the supply of books.

C: Terms and conditions for Supply of Books

1. The period of empanelment will be for Financial Years 2023-2024 and 2024-2025, which could be considered for further extension.
2. The empanelled vendor shall supply print books to the LNJNI NICFS, NFSU Delhi Campus at the following rates of discount on the **printed price** or **catalogue price**, whichever is lower, (other than Government publications/short discount books):-
 - (a) **For Indian Books/Indian version of Foreign Publications** - **25%**
 - (b) **For Foreign Books/Publications** - **30%**
3. The LNJNI NICFS, NFSU Delhi Campus shall provide an opportunity to all the empanelled vendors to supply books turn-by-turn. However, the amount in each supply order shall not exceed Rupees Two Lakhs.
4. The vendor shall confirm the availability of the required books through an email within five working days of confirmation of status and supply order may be placed with the firm to be based on the availability report. However, the vendor cannot claim the right to have supply/purchase order from LNJNI NICFS, NFSU Delhi Campus against the status report of the books sought for. The Vendor shall also be required to provide books for one week when called on 'approval basis' as and when required.
5. Any clarification regarding the purchase order should be sought from LNJNI NICFS, NFSU Delhi Campus within two days of receipt of supply/purchase order.
6. Supply of books has to be made strictly against the supply/purchase order only.
7. The supply of books will be at the risk of the vendor till its acceptance by LNJNI NICFS, NFSU Delhi Campus.
8. Vendor shall be bound to supply the books as per the supply order, strictly within the prescribed time limits mentioned therein for Indian or imported books, as the case may be.
9. The vendor has to supply at least 75 percent of the titles mentioned in the supply order, failing which no supply shall be entertained, subject to the final decision of the Competent Authority at the LNJNI NICFS, NFSU Delhi Campus.
10. The vendor has to give a certificate that books that could not be supplied are unavailable to their respective publishers/distributors. Any deviation or misinformation shall lead to the blacklisting of the vendor.
11. Only one bill per supply/purchase order shall be raised by the vendor. In no case, multiple bills shall be accepted by the LNJNI NICFS, NFSU Delhi Campus against a particular supply/purchase order.
12. Vendor has to supply Indian Books within 20 days and Foreign Books within 60 days from the date of issuance of the supply/purchase order. However, in extraordinary situations, an extension of 15 days or a reasonable time that may be deemed fit by the LNJNI NICFS, NFSU Delhi Campus may be given for the supply of books.
13. In case the delivery of books is made beyond the scheduled date, the vendor shall be charged a penalty of five percent per week of the billed amount.
14. The LNJNI NICFS, NFSU Delhi Campus may at any time, by written order given to the vendor, make changes within general scope of the Terms & Conditions in any one or more of the following:
 - i. method of shipping or package.
 - ii. place of delivery.
15. Publisher's price only shall be charged, and its proof shall be attached with all the bills.

16. Reserve Bank of India exchange rates shall be applicable to determine the cost of foreign books in the Indian Rupee. If the RBI exchange rates are unavailable for a particular day, then GOC rates for that particular month shall be considered.
17. The cost of packing, freight charges, loading, unloading, etc., at the ends, are inclusive and shall be borne by the vendor.
18. The vendor shall append the certificate to the bill to the effect that:
 - i. Only original/latest editions of the books have been supplied,
 - ii. The actual publishers' price has been charged.
 - iii. The Indian/low-priced editions of publications (if foreign) are not available in India.
 - iv. The books are not remaindered titles.
 - v. Paperback of hardcover books supplied to the University is not available in India
19. Unless specified, the latest editions only shall have to be supplied.
20. If any supplied book does not conform to the specifications mentioned in the supply/purchase order or if the book is not in good condition, the vendor shall have to take back that/those book(s) from LNJN NICFS Library, at his own expenses and replace the same within 15 days, failing which the LNJN NICFS, NFSU Delhi Campus shall not be responsible for such books.
21. All the payments will be made in Indian Rupees. Payment shall only be released after the supply and acceptance of books by the LNJN NICFS Library.
22. The empanelled vendor shall give an undertaking on non-judicial paper of One Hundred Rupees accepting all the terms and conditions mentioned above, along with the other terms and conditions which the University shall deem suitable after the vendor is empanelled.
23. In the event of deviation on any of the aforementioned counts, the LNJN NICFS, NFSU Delhi Campus shall be free to cancel the empanelment and/or blacklist the vendor and it may also result in the forfeiture of the security deposit of the vendor.
24. Security deposit of empanelled vendors shall be returned after the expiry of empanelment period or any time when the request is made by the vendor to LNJN NICFS, NFSU Delhi Campus for withdrawal from the empanelment. However, in case of unsatisfactory performance during empanelment period (or period of supply), security deposit shall be forfeited.
25. English language shall be used for interpretation of clauses of application/documents.
26. During the process of empanelment, LNJN NICFS, NFSU Delhi Campus reserves the right to exclude any condition enumerated herein or include any other condition arising out of this Expression of Interest, without assigning any reason/s thereof.
27. Dispute, if any, the same shall be resolved initially by mutual discussion between the parties within a period of 30 days failing which appropriate courts at Delhi will have the jurisdiction to adjudicate upon the matter.

For any clarification, please contact the Assistant Library & Information Officer, LNJN NICFS Library, NFSU Delhi Campus at library_dc@nfsu.ac.in

APPLICATION FORM

(Empanelment of vendors for supply of Print Books for FY 2023-24 and 2024-25)

1. Name of the Firm/Vendor: _____
2. FPBAI Registration No.: _____
3. Name of the Proprietor: _____
4. Name of Partner (if any): _____
5. PAN of the Firm/Vendor: _____
6. Address: _____
7. Mobile No.: _____ Phone No. _____
- E-mail address: _____
- Cell No. of contact person(s): _____

8. Name of three reputed clients among the institutions of higher learning like Universities, IITs, IIMs, NITs, Colleges etc. served by the vendor as book supplier during three financial years:

- (i) _____
- (ii) _____
- (iii) _____

(Copies of the satisfactory performance certificates from the above-mentioned institutions need to be attached)

9. Year-wise turnover of the firm during the financial years:

- (a) FY-01 _____
- (b) FY-02 _____
- (c) FY-03 _____

(Attach documentary evidence duly authenticated by Chartered Accountant)

10. Payment Details (Application Fee = ₹2000; Security Deposit = ₹75000, as Demand Draft in the name of _____, which should have been issued after the date of issue of this circular)

- (a) D.D. No. _____ dated _____ drawn on _____ for Rs.2000/-
- (b) D.D. No. _____ dated _____ drawn on _____ for Rs.75000/-

11. Declaration:

I/ we do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further, we accept all the terms and conditions of empanelment.

Date: _____

Seal & Signature of Authorised Signatory

Enclosures:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |