



राष्ट्रीय न्यायालयिक विज्ञान विश्वविद्यालय
(राष्ट्रीय महत्त्व का संस्थान, गृह मंत्रालय, भारत सरकार)

National Forensic Sciences University
(An Institution of National Importance under Ministry of Home Affairs,
Government of India)



Advertisement No. 02/2024

National Forensic Sciences University, Guwahati Campus

Narkasur Hiltop, GMCH Road, Bhangagarh, Guwahati,
Kamrup(M), Assam-781032.

Phone: +91 9057085358, +91 9706733136, +91 361 2349915

**NOTICE INVITING APPLICATIONS FOR THE EMPANELMENT OF BOOK, JOURNALS
FROM VARIOUS SUPPLIERS/DISTRIBUTOR FOR NFSU GUWAHATI CAMPUS AND
NFSU MANIPUR CAMPUS**

Address for NFSU Guwahati Campus: Guwahati Campus, National Forensic Sciences University
(Transit Campus), Narkasur Hiltop , GMCH Road, Bhangagarh, Guwahati,
Kamrup (M), Assam-781032

Address for NFSU Manipur Campus: Manipur Campus, National Forensic Sciences University
NFSU – Manipur, Southern Wing, MPTC Compound, C/O Director, DFS-Manipur, Pangei, Imphal
East, Imphal – 795114

[Last date of receiving letter intents: October 31, 2024]

NFSU-Guwahati Campus and NFSU Manipur campuses are two off campuses of NFSU situated in the north eastern states of Assam and Manipur respectively. Both the campuses are engaged in imparting high-quality education and research in Forensic and allied sciences and is ready to provide training and consultancy services to all law enforcement agencies and similar organizations from both public and private sectors. The process of empanelment of book Suppliers/Distributors/Publishers for supply of books to the library of the University for a period of 03 (Three) years with effect from the date of approval of empanelment. All interested Suppliers/ Distributors/ Publishers are requested to send their letter of intents in prescribed format (Available on NFSU website:www.nfsu.ac.in) in sealed cover, super-scripted as “**Expression of Interest for Empanelment of Book Suppliers**” shall be sent to the following address: on or before **31/10/2024 up to 17.00 hrs by speed post/ Register A D Post/Courier.**

Address:

The Director,

National Forensic Sciences University,

Guwahati Campus

Narkasur Hiltop. GMCH Road, Bhangagarh, Guwahati,

Kamrup(M), Assam-781032.

Note: 1. After scrutiny of the applications, submitted by the Suppliers/Distributors/ Publishers for supply of books to the library of NFSU Guwahati Campus, the opening of empanelment notice will be communicated to the participating authorized Suppliers.

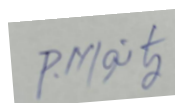
The University generally purchase books on Forensic science and its allied sciences (for details pl. See ou Website). Mostly books related to Forensic science and its allied branches are available from Foreign publishers, however, University shall purchase books published by Indian publisher and Indian editions of foreign publishers, if available. Tentative list of the subject of books are as per the following list.

Broad Areas of Books and Journals		
Forensic Sciences	Cyber Security & Digital Forensics	Toxicology
Humanitarian Forensics	Forensic Chemistry	Forensic Odontology
Forensic Physics	Forensic Structural Engineering	Food Technology
Forensic Biosciences	Forensic Accounting	Forensic Psychology
Forensic Pharmacy	Homeland Security	Neuropsychology
Forensic Nanotechnology	Environmental Science	Law & Criminology
Forensic Nursing	Clinical Psychology	Multimedia Forensics
Finger print Science	Forensic Dentistry	Criminology
Hospital/Healthcare Management	Forensic Ballistics	

All interested Suppliers/ Distributors/ Publishers are requested to submit an undertaking in the enclosed format (Instruction of Suppliers), duly signed. The short-listed vendors need to pay a sum of Rs. 1,000/- in the form of demand draft drawn in Favor of “National Forensic Sciences University, Guwahati” payable at Guwahati “towards a refundable deposit.

The University would process further, the formalities with those Suppliers / Distributors/ Publishers who submit the signed undertaking. It is further requested to **kindly send a separate sealed letter, stating the percentage of flat rate discount offered to the University for all categories of books of Indian, Foreign edition but printed and supplied within India on a continuous basis.**

Suppliers shall be submitted as per “Instruction to Suppliers” forming a part of the Suppliers document. University reserves the right to cancel/Postpone the Suppliers and submission, opening date and accept/reject any or all Suppliers without assigning any reasons thereof. Authorized Suppliers may note that they are liable to be disqualified at any time during Supplying process in case any of the information furnished by authorized Suppliers is not found to be true. The decision of Competent Authority of the University will be the final and binding. For further details regarding library requirements, you may contact on the email.



**Campus Director
NFSU, Guwahati Campus.**

National Forensic Sciences University, Guwahati Campus.
Narkasur Hiltop. GMCH Road, Bhangagarh, Guwahati,
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Notice

Invitation of application for the empanelment of Book, Journals suppliers/Distributor

Instruction

1. General:

- I. That against a given order the book titles will be supplied.
- II. That against each title, it will be certified that the books supplied are genuine and not the pirated versions.
- III. That unless otherwise specified in the order, only the Indian Edition/ Low Price Edition of the book, if existing and corresponds to the edition of the book, will be supplied.
- IV. That unless otherwise specified in the order, only the Paperback Edition of the book, if existing and corresponds to the edition of the book, will be supplied in place of the Hard Cover edition.
- V. That, if the CD/online version of the book exists, it would be my/our responsibility to inform the Library about the same before supplying against a given order.
- VI. Return of Bad Books: If a supplied book does not conform to specifications or if the book is not in good condition, the supplier will be asked to take back at his own expense and replace it within one month; otherwise the order will be canceled. The Library will not be responsible for such books if not taken back and replaced within the given period.
- VII. An authorized Suppliers shall submit only one Empanelment / Intent Form in the capacity of an individual or sole proprietor, partnership firm or company Violation of this condition is liable to disqualify the Suppliers in which such authorized Suppliers has participated.

2. Cost:

The authorized Suppliers shall bear all costs associated with the preparation and submission of the empanelment application and the purchaser will in no case be responsible or liable for these costs regardless of the conduct or the outcome of the empanelment process.

3. Enquiry on availability of books:

- a) The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
- b) Within three days of receipt of the email, the vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price, by reply email only.

c) In case of emergency, orders may be placed with local vendors; however, discount policy will remain the same.

4. Purchase Orders:

- i. Supply of books has to be made strictly against and as per the purchase orders.
- ii. Sending the acknowledgment of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.
- iii. Any clarification / query regarding the purchase order should be sought from the Library within three (03) days of receipt of the order.

5. Supply of Books/CD's/DVD's/Journals:

1. The supply should be free of freight charges.
2. Consignee and Mode of Dispatch: The books should be sent to the University.
3. Every supply should be accompanied by a delivery challan, clearly bearing the details of the terms and titles in supply, their quantity and price.
4. The University has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
5. Indian Edition of books available in the market should be supplied even if foreign edition is mentioned in our order unless otherwise specified.
6. Net payable price will be the publisher's price minus discount offered. The prices of the suppliers shall include amount of taxes/duties leviable, if any.
7. No banned book(s) should be supplied and if any such book is supplied it would be forfeited.
8. Books must be in good condition. Mutilated, soiled books if supplied have to be replaced without any extra cost.
9. The supplier undertakes to refund the amount if charges in excess than the prices of books.
10. Transit Insurance will be borne by supplier till the supply reaches the destinations.

6. Time frame for supply and cancellations:

- i. That Indian edition of the book(s) shall be supplied within 21 days from the receipt of the order. Similarly, foreign editions of the book(s) shall be supplied within 45 days of the receipt of the order.
- ii. The decision of accepting supply of canceled titles is at the sole discretion of the University.
- iii. Within 7 days' time from the receipt of the order, supplier will make a survey and submit a check list of all those books which could be supplied by him in stipulated time period mentioned above, failing which the order will be treated as canceled.
- iv. In very specific cases of delay in supplying of book(s) within the stipulated periods and the delay is justified due to valid reasons; the supplier will be responsible for obtaining the permission from the Librarian/ Person in charge.

7. Edition specifications:

- a) Latest editions of books must be supplied, unless mentioned otherwise.
- b) Paperback editions of books should be supplied, unless specified otherwise.
- c) Indian editions of books should be supplied, unless mentioned otherwise.
- d) In case of non-availability of paperback and Indian editions, clarification /permission should be sought, preferably by email from the Library, regarding supply of the available editions.

8. Invoicing procedure:

- a) Pre-receipted invoice (s)/bill(s) are to be submitted in triplicate (3 copies).
- b) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- c) Invoice should be raised in favor of “ National Forensic Sciences University (NFSU), Guwahati Campus”
- d) One invoice should be raised against one purchase order (P.O) only. Titles from different P.O.s should not be combined and supplied under one invoice.

9. Undertaking: Every invoice should certify the following.

- i. The prices charged in this invoice are the actual, current publisher's prices as billed.
- ii. The prices charged are as per the publisher's invoice (publishers / importers /distributors) and latest catalogue.
- iii. The latest editions have been supplied.
- iv. The books supplied against this order have been checked against defects in collation, binding and condition of accompanying material viz. CDs etc... and for other physical conditions. If any defects are detected later, the defective books will be replaced without any payment by the University. The vendor will be liable to arrange for supply of replaced books at the destination of supply.

10. Mandatory enclosures with invoice:

- a) A copy of publisher's catalogue (in case of non-availability of recent catalogue publishers invoice may be considered) as a price proof.
- b) A currency conversion proof.
- c) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

11. Discount

The discount pattern offered in the empanelment form should be followed.

12. Billing and Payment:

- a. That supplier shall mention his G.S.T. number in the bill.
- b. Those Taxes will be applicable as per rules.
- c. That Payment will be made within 30 days from the delivery of all titles against as order.
- d. That Payment shall be made by e-payment as per the Government of India Instructions.
- e. All payment to the supplier shall be made through RTGS for which they are required to submit the required information: Name of the Bank with Address, Bank Account Number, IFC Code

13. Terminations of empanelment:

A vendor's empanelment may be terminated/ dropped / black-listed from the panel of suppliers at the occurrence of any of the following:

- i. If the vendor fails to deliver even, at least 70% of the supply (in terms of number of titles) during the year.
- ii. In case of breach of any terms of agreement, or unsatisfactory/ inefficient working on the part of the vendor.
- iii. If at any time it is found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the University. In such case(s), the University reserves the right to claim the amount of loss occurred to the University, from the available invoices submitted by the vendor/ supplier.
- iv. The Competent Authority of University reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.

14. Packing:

The packing list giving full particulars of the books must be kept in packing list. The particulars of the order number and date should also be there.

15. Payment :

Payment will be made in Indian rupees only through e-payment within reasonable time i.e. 30 days from the receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

16. Language of Empanelment Form:

The Empanelment for prepared by the authorized Suppliers and all documents related to the intent letter shall be in English Language.

17. Signing of all Empanelment / Intent Form papers:

- i. All the pages of the Suppliers documents, Proforma For Empanelment / Intent Form submitted by Suppliers shall be signed and stamped by the Suppliers.
- ii. While filling up the rates in Empanelment / Intent Form, Suppliers shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
- iii. The Suppliers must fill and submit the rates as per instruction given in, proforma for Empanelment / Intent Form. The Suppliers shall not make any addition or alteration in the Suppliers documents. The requisite details should be filled in by the Suppliers where required in the documents.

iv. Incomplete Suppliers or Suppliers not submitted as per instruction is liable to be rejected if a Suppliers does not quote a price/rate for any items in Empanelment / Intent Form, the Suppliers may be summarily rejected.

v. The Suppliers should clearly read and understand all the terms and conditions, specifications. etc., mentioned in the original Suppliers document. If the Suppliers has any observation, the same may be indicated in his forwarding letter along with the Suppliers.

vi. The Competent Authority of University reserves the right to accept or reject any Suppliers fully or partly at any time prior to the award of the contract.

I / We are ready to supply the books on terms & conditions given above kindly include me / us in your panel for the same.

Date :
Place :

(Signature of the Suppliers & Seal)

Name:.....
Address.....

National Forensic Sciences University, Guwahati Campus.
Narkasur Hiltop. GMCH Road, Bhangagarh, Guwahati,
Kamrup(M), Assam-781032.

Notice Inviting for Empanelment of Book, Journal Suppliers/Distributors

PROFORMA
Percentage of discount offered
(To be mentioned in both figures and words)

1. Indian Publication	Percentage of discount offered	Remarks / Conditions, if any
Text Books		
Reference Books		
General Books		
CD's/DVD's/E-books		
E-journals-Database etc...		
2. Foreign Publication		
Text Books		
Reference Books		
General Books		
Government Publications		
Institutional and Public documents		
CD's/DVD's/E-books		
E-journals-Database etc...		

Date
Place

(signature of the suppliers and Seal)
Name
Address
E Mail

National Forensic Sciences University, Guwahati Campus.
Narkasur Hiltop. GMCH Road, Bhangagarh,
Guwahati, Kamrup(M), Assam-781032.

Notice Inviting for Empanelment of Book, Journal Suppliers/Distributors

**Application Form for Empanelment of Vendors for Supply of
Books, Journals (printed and Electronic) to the library of NFSU**

(STRIKE OFF WHICH EVER IS NOT APPLICABLE)
(Please read the terms and conditions carefully before filling the form)

1. Name of the Firm.....
2. Address of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any
:.....
.....
.....
3. Please tick mark and provide documentary proof of your membership in any of the following associations:
 - (i) Good Offices Committee (GOC) : Yes/No
 - (ii) Federation of Publishers' and Booksellers Association of India (FPBAI) : Yes/No
 - (iii) Any other State/ National Association(s) of books suppliers:
4. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with the details of your distributorship / dealership / stockiest / exclusive or preferred agents.
5. Is the firm an income Tax payee? If so, please attach one copy of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.
6. Please provide details of your firm's Sales Tax Registration No. (Attach: copies of GST, CST Certificate).
7. Minimum 5 references of the Libraries of the Universities/ Indian Reports with whom you are already registered may be quoted.
8. Please provide an affidavit on a non-judicial stamp paper of Rs. 100.00 for not having blacklisted for minimum three (03) years by any of the Institutions or Universities or Government organizations in India.
9. Demand Draft Details: Amount Rs. 1000/- Bank Name: _____ Date:

DECLARATIONS

- i. I/We..... (names of the partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.

- ii. I/We also hereby declare that all matters related to The National Forensic Sciences University, Guwahati Campus shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

- iii. Mr..... whose signatures are given below, is an authorized representative of this firm.

- iv. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm.

- v. I/We assure that if empanelled, the firm will serve The National Forensic Sciences University, Guwahati Campus for a minimum period of Three year.

- vi. I/We have read and understood the terms and conditions of The National Forensic Sciences University, Guwahati Campus as mentioned in the document and consciously agree to an Empanelment / Intent conditions.

Place

Date (with Firm's Seal)

Signature of Partners/Proprietors