

**Invitation for Expression of Interest (EOIs) and Rates [*with Discount percent(%)*] for supply of Books/e-Books/Journals/e-Journals**

All publishers/Vendors/Distributors are hereby requested to send their EOIs along with the rates (with discount) for supply of Books, e-Books, Journals and e-Journals to CUHP Library, Dharamshala (HP) on the attached format.

**Terms and Conditions for Supply of Books/e-Books:**

1. Please quote your discount for supply of the latest edition of the books as per attached list. The number of required books of each title may vary from 3 to 5.
2. Low price Indian editions of the original foreign latest editions/paperback – foreign/Indian are to be supplied.
3. Supply of pirated books shall not be accepted.
4. Books found with wrong pages/damaged condition/old edition other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning by Central University of Himachal Pradesh at later stage. The replacement should be made by supplier at their own cost within 15 days.
5. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from library of Central University of Himachal Pradesh.
6. The Price charged in the bills shall be the published price as printed on the book and where the price is not printed, it should be according to the price proof submitted.
7. Increase of price by rubber stamp or pasting labels or by superimposing or paper or changing page or otherwise, shall not be considered in any case. Any such action will be treated as wrong practice and price of the title with such irregularities will be disallowed. It may lead to the black listing and cancelation of supply order.
8. Photocopies of publishers/ importers / distributors invoice indicating title, author, ISBN, foreign currency, clearly may be accepted as price proof.
9. For price verification, book seller shall produce the publisher's invoice under which he purchased the book. A copy of the publisher's/distributor's invoice/copy of printed catalogue of the order period may also be accepted if above is not applicable.
10. A currency conversion proof with date as per RBI is required.
11. Every price proof and currency conversion proof should contain seal and authorized signature of the supplier/distributor/publisher.
12. Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

13. Any clarification/query regarding the purchase order should be sought from the Central Library within 05(five) working days of receipt of the order.
14. If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
15. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
16. The supply should be free of freight charges.
17. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The representatives of vendors/suppliers will be responsible to arrange the books in the distribution room as per requirement of the office.
18. All books must be supplied within the mentioned period, failing which, the order will automatically stand cancelled and no supply will be accepted against the orders after the expiry of the period.
19. If the vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to The Librarian, CUHP regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged liquidated damages at the rate of 2% of the total value per week and maximum 10% of the total value of the order.
20. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to The Librarian, CUHP explaining the same and seeking an additional required time to supply the same, at least 07(seven) working days before the due date of supply.
21. If provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Competent Authority may consider extending the supply time as may deem fit.
22. Discount for foreign publications and Indian publications and for e-books should be mentioned separately by the vendor.
23. Minimum 26% discount is accepted by University as per the decision of the University. However, the suppliers/vendors/publishers/distributors may send their EOIs with less discount on respective books/journals/e-journals, etc. The University may consider such proposals depending on funds availability and permission from Competent Authority.
24. Vendors / Publishers will ensure the accessibility of e-Journals/e-Books on the IP address allotted to the University for University wide access.

25. Last date of sending the Expression of Interest on prescribed proforma will be 5<sup>th</sup> February, 2022.
26. All the EOIs be sent to the email [cuhplibraryhp@gmail.com](mailto:cuhplibraryhp@gmail.com)
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27. For any query please contact:

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