



**GOVERNMENT MEDICAL COLLEGE & HOSPITAL**  
**Sector 32-B, Chandigarh – 160030, Ph. 0172-2601023-24,**  
**Fax No. 0172-2609360**

**Advertisement For Empanelment of Vendors for Supply of Books to Central Library,  
GMCH, Sector 32-B, Chandigarh**

Applications are invited from firms (Publishers/Authorized Distributors/Authorized Vendors) to seek empanelment as authorized vendors for the supply of books to Central Library, GMCH, Sector 32-B, Chandigarh. The prescribed application form along with a copy of the terms and conditions may be downloaded from the institute website [www.gmch.gov.in](http://www.gmch.gov.in)

The duly filled application form, along with necessary documents and fees, may be submitted latest by (15 days from the date of publication till 5pm.)  
For any query may contact Dr. Harkaur (Mb.9417868371).

*Ameyit*  
*05/03/24*

*Harkaur*  
*05/03/24*  
GMCH-32  
CHANDIGARH

## **CENTRAL LIBRARY, GMCH**

### **Advertisement for Empanelment of Vendors for Supply of Print Books to the Central Library, Govt. Medical College & Hospital, Chandigarh**

Applications are invited from reputed Publishers/Distributors/Vendors to seek Empanelment as an authorized vendor for the supply of Books to Central Library, GMCH , Chandigarh for the FY 2023-2024 and which may be extended for a further two years. The prescribed application form along with the copy of the terms and conditions can be downloaded from the institute website ([www.gmch.gov.in](http://www.gmch.gov.in)). Interested publishers, authorized vendors, and authorized distributors may respond in the prescribed format, given at the end of this document, along with one copy each of the requisite documents, through any mode, vis. Speed post/registered Post/Courier/ by Hand. The envelope enclosing the documents should be marked with ‘Application for Empanelment of Vendors for the supply of printed Books’. Duly filled application form along with necessary documents and fees may be submitted latest by \_\_\_\_\_ to the following address:

Application fee (non-refundable)	Rs. 1,000/- (One Thousand only) in the form of Demand Draft from any Nationalized/Scheduled Bank in favor of The Director Principal, GMCH, Chandigarh payable at Chandigarh
Security deposit (refundable)	<p>Selected Vendors should deposit a <b>REFUNDABLE</b> security deposit Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial</p> <p>Bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form.</p>
Last date and time of receiving applications	

Address of Communication	<b>The Librarian</b> <b>Central Library</b> <b>Govt. Medical College &amp; Hospital,</b> <b>Sector - 32, Chandigarh</b>
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**[A] TERMS AND CONDITIONS FOR VENDOR REGISTRATION AND  
EMPANELMENT FOR THE SUPPLY OF BOOKS**

1. Publishers/distributors/vendors preferably be a member of registered national/state 'booksellers and publishers' Association/other registered federations.
2. The vendor should have satisfactorily supplied books to at least any three Government Medical Institutes - Central/States in the last financial year (a satisfactory supply certificate duly signed and stamped by the authorized signatory of the respective institute along with order copies of supply order should be attached).
3. The vendor should submit a copy of the Permanent Account Number (PAN)/GST No. and license of import and export.
4. The vendor should have a minimum turnover of Rs.75 Lac for the last three consecutive years. Copies of income tax returned filed for the last 03 consecutive years are to be attached or certificate from CA should be attached.
5. Selected vendor(s) should deposit a refundable security deposit of Rs. 25000/- (Rs. Twenty Five Thousand only) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a

Commercial bank or online payment in an acceptable form drawn in favor of “Director principal, GMCH , Chandigarh” and payable at Chandigarh. This amount will be retained by the institute without any interest liability till the duration of the agreement. The refund will be processed after the end of the tenure of the Vendor provided there are no outstanding issues.

6. The security deposit will be forfeited in case the Vendor/Supplier fails to comply with the terms and conditions of this agreement.
7. The terms and conditions for vendorship registration can be amended by the Library from time to time on the recommendations of the Library Committee and with the approval of the competent authority. The same will be binding to the registered vendors.
8. The Library Committee reserves the right to amend terms and Conditions for vendor ship, recommend or reject any or all the book Vendors and the same will be binding to the vendors. The decision of Library Committee will be final in all cases and no explanation will be given.
9. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s) are found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
10. Incomplete and conditional applications will not be considered.
11. The applications will be scrutinized and shortlisted for empanelment by the Library Committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.

- 12.** The Shortlisted vendor(s)/distributors(s)/library supplier(s) for empanelment is required to agree to supply as per the institute's "Terms & Conditions" for Supply of Books as stipulated hereunder.
- 13.** The Govt, Medical College & Hospital (GMCH) is not bound to accept all qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the institute on its selection criteria. The decision of the Competent Authority on any dispute related to the selection of the vendor(s) for the supply of Book(s) shall be final and binding.
- 14. (a)** The selected vendor will have to hold the exhibition of new/available titles for selection every year at the Campus/Library of GMCH and those vendors should have the authorization to supply books to GMCH.
- (b)** The selected vendor gets the scanned copy of the book(s) recommendation form, recommended by the faculty members from the Library, checks all the details of the books(s) filled in the book recommendation form, and if it is right, fills all the relevant details of the vendor (Name/Stamp/Price/Signature) and reverts back with the same, following which the Institute Library shall place the order to your firm.
- 15.** The Competent Authority reserves the right to place/cancel/split the order amongst various suppliers without assigning any reason thereof or place the order to any of the suppliers.
- 16.** All matters of the dispute will be subject to the legal jurisdiction of the courts at Chandigarh only.
- 17.** As per rule 2009, affidavit on Rs.20/- stamp paper notarized, of non-blacklisting (not more than two months old) should be enclosed.

**[B] Terms and Conditions for the Supply of Books**

**1. Discount**

a) Vendor should offer maximum uniform discount on published/printed price for all the Books in English/Hindi

language of Indian or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of book which is published not more than five years before the year of ordering:

<b>Sr. No.</b>	<b>Publications type/Number of copies purchase</b>	<b>Indian Title/Indian imprint of the foreign title (Minimum Discount % on printed/ publisher's price)</b>	<b>Foreign Title (Minimum Discount % on printed/ publisher's price )</b>
1.	Less Than Three copies purchase	20%	20%
2.	Three copies or above purchase	25%	25%
3.	(Govt./society publications/short	Publisher's Price –(discount earned)+5% handling charges on net amount (vendor	

	discount/no discount publications)	should submit open publisher's invoice along with a certificate in this regard)
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## 2. **Delivery of Books**

- a. The vendor should supply the ordered books within (30) days for Indian books and (60) days for foreign books from the date of issue of order. A maximum of ten days (for Indian books) and fifteen days (for foreign books) extension limits may be allowed at the discretion of Librarian only under extraordinary situations.

All books must be supplied within the above 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.

- b. The Books shall be properly packed and delivered at the supplier's expense & risk.
- c. No shop-soiled copy/Damage books will be accepted.
- d. The supply of books will be at the risk of the firm till its acceptance by the Institute.
- e. Unless otherwise specified, only the latest edition of the publication will be accepted.
- f. Unless otherwise specified the Indian/paperback edition of a title should be supplied, if available.



- g.** Books are to be supplied free of freight charge at GMCH. No charges of transportation/post etc. will be borne by GMCH.
- h.** The publication supplied must be new and in good condition without any defects/damage.
- i.** Books shall be delivered to the following address

**The Librarian  
Central Library  
GMCH, Sector – 32,  
Chandigarh - 160030**

**3. Bills**

- a.** Pre-Receipt bill(s) are to be submitted to the library in duplicate (02 copies) in the name of **The Director Principal, GMCH, Sector-32, Chandigarh-160030**
- b.** The vendor will have to submit the bills of foreign books converted to Indian Rupees at GOC conversion rate applicable on the date/month of billing.
- c.** The bill should have quoted the following:
  - i. The price has been correctly charged in accordance with the publisher's invoice/printed price.
  - ii. Latest edition/ordered edition of the book(s) have been supplied.
  - iii. Books supplied are not remainder/used titles.
- d.** The vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

#### **4. (I) In case of a Foreign Title:**

1. If the cost of the book is not printed, the vendor must submit price proof of the publisher's price.
2. If a foreign title is exclusively distributed by any exclusive Indian distributor, the vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the price proof from the publisher.

#### **(II) In the case of Indian title:**

- i) If the price of the book is not printed, then the vendor must submit the price proof from the publisher.
- ii) All entries in the bill should be typed/neatly handwritten in a format acceptable to the Library.

#### **5. Payment terms**

- i). All the payments will be made in Indian Rupee. 100% payment will be released after the supply and acceptance of books by the institute in good condition.
- ii) Payment will be transferred to the vendor's account, so ECS details should also be submitted along with the bill.

#### **6. Return of damaged books**

Books found with wrong pages/damaged condition/ old editions other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by the supplier at their own cost within 15 days.

**Application Form for Enrolment as Vendor for Supply of Books to Central  
Library, GMCH, Chandigarh**

The Librarian  
Govt. Medical College & Hospital,  
Sector-32, Chandigarh - 160030

Madam,

In response to your advertisement for registration and empanelment of vendors for supply of Books to Central Library, GMCH, Chandigarh, please find our duly filled application along with application fee and security deposit and relevant documents.

1. Name of the  
Firm\_\_\_\_\_
2. Address\_\_\_\_\_
3. Contact No.\_\_\_\_\_
4. Fax\_\_\_\_\_
5. Web-site (if any)\_\_\_\_\_

6. Mobile No. of Contact  
person(s)\_\_\_\_\_Name\_\_\_\_\_
7. E-mail address\_\_\_\_\_
8. Date of Establishment of  
firm\_\_\_\_\_
9. Name of Proprietor/Director\_\_\_\_\_
10. Name of Partner, if  
any\_\_\_\_\_
11. Registration No. of  
FPBAI/DSBPA\_\_\_\_\_
- (Please enclose a copy of the Registration certificate)
12. Permanent Account Number (Also Attach Copy)  
\_\_\_\_\_
13. GST No. (Also Attach Copy)  
\_\_\_\_\_

14. Bank Details

a) Name of Bank\_\_\_\_\_

b) Address\_\_\_\_\_

c) Bank Account

No.:\_\_\_\_\_

d) IFSC Code:\_\_\_\_\_

e) MICR Code:\_\_\_\_\_

15. Membership of any registered national/state Bookseller and publisher Association Yes/No (Also Attach Proof)

16. Satisfactorily supplied Books to any three (03) Government Universities/Central/State Yes/No in the last Financial Year (The copies of the purchase order (s) and satisfactory performance certificate(s) should be attached.

17. Copies of the Income-tax return (ITRs) filed for last three (03) consecutive years or certificate from CA is to be attached)

2022-23 \_\_\_\_\_

2021-22 \_\_\_\_\_

2020-21 \_\_\_\_\_

18. Order copies and satisfactory supply certificate of a single highest value order for the supply of print books to any Central/State/Medical Institute in last F.Y. (2022-23) attached

Yes/No

20. Submit copies of the latest authority letters issued by the publisher(s) for being distributor/dealer/stockiest/exclusive agent

21. Able to procure Books including Govt. & Society publications from Abroad. Yes/No

Within 02 months against specific order

22. Details of Application Fees of Rs. 1000/-(Rupees one thousand only) (Non-refundable) submitted in the form of Demand Draft from any Nationalized/Scheduled Bank in the favor of **The Director Principal, Govt. Medical College & Hospital, Sector 32, Chandigarh - 160030**

#### **Demand draft Details**

- a) Demand Draft No.
- b) Date
- c) For RFs.
- d) Drawn on

23. Has your firm ever been debarred/ blacklisted for doing business with any government organization? (Please furnish an affidavit raised on non-judicial stamp paper of Rs.20/- (Rupees Twenty only) claiming for not being ever debarred/ blacklisted).

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**Signature of Partners/  
Proprietors  
With seal**

**Date:**

**Place:**

### **DECLARATION**

1. I/We do hereby declare that entries made in this application form are true to the best of my/our knowledge and belief. Further, the above terms and conditions are acceptable to me/us in letter and spirit.
2. I/We have gone through the eligibility criteria for empanelment of vendor and agree to supply books on the terms & condition mentioned in the Annexure-I of the advertisement available at GMCH website ([www.gmch.gov.in](http://www.gmch.gov.in)) and the office of the Central Library of GMCH, Chandigarh.

3. I/We hereby declare that all matters related to GMCH, Chandigarh shall be treated as confidential and no Information shall be passed on to any person without written permission of the competent Authority.
4. I/We hereby declare that I/We deposit a refundable security deposit of Rs. 25,000 (Rupees Twenty Five thousand only) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form, favoring **The Director Principal, GMCH, Chandigarh**, if my/our vendor ship is approved.

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**Signature of Partners/ Proprietors**

**With seal**

**Date:**

**Place:**



### **Check List**

**The attached documents must be arranged in the following order:**

- i. Demand Draft of Rs. 1,000 (Rupees One Thousand only) in favor of The Director Principal, Govt. Medical College & Hospital, Chandigarh, payable at Chandigarh.
- ii. Application Form.
- iii. A copy of the Vendor's Permanent Account Number (PAN).
- iv. A copy of license of import and export.
- v. Copy of Vendor's Valid GST registration number.
- vi. ITR of the last three financial years (i.e., 2020-21, 2019-20, 2018-19).
- vii. Bank details.
- viii. Most recent authority letters issued by the publishers stating you as an authorized distributor /vendor or stockiest exclusive in the area of Medical education. It should be on the format/ letter head of GMCH, Chandigarh.
- ix. Copy of registration letter of Publisher/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
- x. Reference letter of minimum of two reputed libraries where the vendor is currently dealing with.
- xi. Copy of import license.
- xii. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
- xiii. Affidavit of non-blacklisting raised on non-judicial stamp paper of Rs.20/-.