



**OFFICE OF THE REGISTRAR
KHALLIKOTE UNITARY UNIVERSITY; BERHAMPUR.
PIN CODE- 760 001, GANJAM, ODISHA**

E-mail: registrar@kuu.ac.in

Website: <https://kuu.ac.in/>

No. 1271

Date: 29 / 05 /2025

**QUOTATION CALL NOTICE FOR SUPPLY OF BOOKS FOR CENTRAL
LIBRARY THROUGH PARTICIPATING IN BOOK EXHIBITION**

Sealed quotations are invited from registered firms/authorized suppliers/dealers/ Sellers/ Publishers having IT, PAN and up-to-date GSTN registration for supply of latest edition NEP Books to Central Library of Khallikote Unitary University, Berhampur. Books worth Rs.15 lakh for general students and Braille books worth Rs.05 lakh would be procured through this book exhibition.

(LAST DATE FOR SUBMISSION OF QUOTATION-17.06.2025 TILL 5.00 P.M.)

Important instructions, terms & conditions:

1. The letter of consent in the letter Head of the Supplier/Vendor etc. should be signed by the Supplier/Vendor etc. or his Authorized representatives (his/her full name & status) on every page of the document submitted by them along with seal of the firm/agency concerned.
2. Incomplete and conditional papers will be rejected.
3. The interested Firms/ Suppliers/ Vendors are advised to submit the consent letter for participation in the Exhibition in sealed envelope superscribing **"QUOTATION FOR THE SUPPLY OF BOOKS FOR CENTRAL LIBRARY"** and send the same through **Speed Post/ Registered Post** as well as through E-mail (**registrar@kuu.ac.in**).
4. The firm shall quote indicating book-wise price per unit as per our requirement including all taxes, by mentioning the discount percentage as per the format given in **'Annexure-A'** (list of the General Books) & **'Annexure-B'** (list of the Braille Books).
5. At any point of the time, if any of the documents furnished by the vendors/ suppliers 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 contract.
6. Consent and offer of discount should be addressed to the Registrar, Khallikote Unitary University, Berhampur, Ganjam, Odisha-760 001.

7. The firm shall submit the filled in application form '**Annexure-C**', copy of current Income Tax clearance certificate, IT return documents and PAN information with the papers submitted.
8. The Quotation completed in all respect should reach the undersigned on or before **17.06.2025** through **Speed Post/ Regd. Post only** and the quotation shall be opened on the next day on **18.06.2025 BY 5.00 P.M.** Any tender received late or after due date and time will be rejected.
9. Quality of contents of Books shall be given priority as per the advice of the Committee Members/HoDs.
10. The publishers/ participants may exhibit latest editions NEP Syllabus Books/ Referral Books other than the Authors specified in the list.
11. The book sellers/ agencies/firms interested to participate in the Exhibition shall bear the cost of transportation/incidentals charges by themselves. Further the eligible firm getting the purchase order shall bear the transportation/incidental charges etc. on its own.
12. The dates of Exhibition to be organised are fixed on 20th & 21st June, 2025 from 11am to 5pm.
13. The venue of the Exhibitions shall be at New SAMS Building which is situated inside the Khallikote Unitary University Campus.
14. The publishers/ sellers/vendor etc. shall display their own banner/flex.
15. Electricity and space along with desk and benches to exhibit the book shall be arranged by the university.

Contact for any query Dr. Barun Kumar Behera, Asst Prof, OIC, Library and Sri, Srichandan Sethy, Jr. Asst may be contacted with Phone Numbers 8658679910 & 8270034389 respectively.

Terms & Conditions for Delivery of Books:

1. Latest edition of books as per order must be delivered.
2. The supplied books should be original printed copy of the publisher and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.
3. The delivery period is within a week from the date of supply order issued.
4. The delivery date may be extended after obtaining approval from the authority, if the Supplier Vendor request for an extension citing valid reasons.
5. All supply of book should be consigned to the Officer in Charge, Central Library of **Khallikote Unitary University, Berhampur, Ganjam, Odisha- 760001** in **person** against duly signed and stamped delivery challan.
6. Intimation relating to the mode of dispatch should be emailed to registrar@kuu.ac.in.
in advance.

Preparation & Submission of Bills:

1. The bill should be prepared preferably in the same order as items listed in the purchase order.
2. The supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents, if any, such as Xerox copy of the publisher's current catalogue, price proof duly stamped and signed by the supplier concerned and copy of original import invoices etc.
3. A Certificate should be appended by the book supplier on the body of the bill/back side of the bill (last page) as mentioned in the '**Annexure-D**'.

Processing of Bills:

Payment shall be made after proper verification by the OIC concerned against the supplied items.

Return of Defective Books:

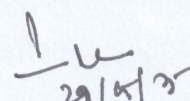
If a supplied book doesn't confirm to specifications as per supply order or torn or missing or the copy is old or is not in good condition, the Supplier shall replace the same with new one immediately.

The Institution reserves the right to:

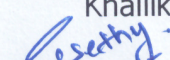
- Cancel an order at any time without assigning any reasons thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above without assigning any reasons thereof.
- Extension of last date of receipt of Quotation and to accept or reject any/all Quotation in full or in part without assigning any reasons thereof.

Legal dispute settlement:

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then if any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its jurisdiction at Berhampur, Odisha. The resultant contract will be interpreted under Indian Laws.


Registrar

Khallikote Unitary University, Berhampur


29.5.23

**APPLICATION FORM FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY OF
KHALLIKOTE UNITARY UNIVERSITY, BERHAMPUR**
(STRIKE OFF WHICH EVER IS NOT APPLICABLE)

Sl. No.	Information required	Submitted Information
1	Name of the Firm with Detailed address	
2	Contact Number & E-mail ID	
3	Firm Registration No./Date	
4	PAN No.	
5	GST Registration No. (with copy of GST Registration Certificate)	
6	IT returns documents.	
7	Discount offered in percentage.	
8	Bank Account Number (with a copy cancelled cheque)	
9	Name of the Bank	
10	Name of the Bank Branch	
11	IFSC Code of Bank	
12	MICR Code of Bank	

I/we hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reason of incompleteness or incorrect information, the Khallikote Unitary University, Berhampur shall not be responsible.

Authorized signatory with date and seal

Certificate

1. Books are supplied as per Order No. _____ dated _____ of the Khallikote Unitary University, Berhampur.
2. Books are supplied in good condition.
3. Books supplied are only at latest edition/latest year of publication and are not old edition or remainder titles.
4. Prices of the books are charged correctly in accordance with the Publisher/ Distributor's invoice and as per the recent publisher's catalogue price only.
5. Prices charged in the book bills, if any, are found excess on later stage are subjected to recovery from the supplier.
6. Books supplied, if any, are found misprint/ damaged/ page missing, are subjected to replacement by the supplier.
7. Supplied books, if any, are found old edition/ remainder titles later on are subjected to replacement by the supplier.
8. The books supplied are not pirated, and if so, are subjected to legal action as per rules.
9. There is no Indian edition/publication of all the foreign publication books supplied.
10. The books which are foreign publication shall be supplied intact, no Indian edition books shall be substituted.

Signature and seal of the book
supplier