



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ
ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref No.JGNDPSOU/library/108

Dated:-04/02/2026

Sub: Request for Quotation(s)

Sealed quotations are invited through Registered Post/Courier/Speed Post, quoting the applicable discount rate as per the details provided below. The quotations should be addressed to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, C-28, Patiala, and must reach the office on or before 20.02.2028 by 4:00 PM.

Discount Rates

Category	Groups of Books	Discount Rate Offered (in percentage)
Group A	1.General books/Text Books: (a)Single copy: (b) Multiple (more than 3 copies)	
Group B	Reference books such as Encyclopaedia, Atlas, Yearbooks, Maps, Handbooks etc. :	
Group C	Government Publications/Institutional Publications/Learned Societies Publications in any language.	
Group D	Publication in Indian Languages:	
Group E	Not Covered under Group/ A-D like Non-Book Materials etc.	

Note:-1. The sealed envelope should be clearly marked as **"Quotations for Discount Rate."**

1. For terms and conditions refer to Page No 2 to 8.

Sukhpal Singh
Library Chairperson 04/02/26

Signature of the Vendor/supplier/Distributor etc.
with stamp

Terms and Condition for Supply of Books to JGND PSOU, Patiala

1. Period of Annual Discount rate:

- i. The Annual Discount rate of supply of books shall be valid from March 2026 to March 27. The same can also be extended for another one year on the same terms and conditions after the approval of the competent authority.
- ii. The terms of the vendor ship shall be reviewed from time to time. In order to remain in the panel of vendors, it is mandatory to supply more than 70% titles of the order placed from time to time.

2. Scope of the Supply of Items:

All items categorized in the various Groups A, B, C, D and E must be supplied either published from India or overseas. All the items must be supplied as per the discount quoted below:

Scope of the Items for Supply in Different Group		Maximum Time Required for the Supply (in Days)
Group A	(i) General books/Text Books : (a) Single copy: (b) Multiple (more than 3 copies)	90 Days
Group B	Reference books such as Encyclopaedia, Atlas, Yearbooks, Maps, Handbooks etc. :	45 Days
Group C	Government Publications/Institutional Publications/Learned Societies Publications in any language.	45 Days
Group D	Publication in Indian Languages:	30 Days
Group E	Not Covered under Group/ A-D like Non-Book Materials etc.	30 Days

3. The "Purchase Order"

- i. The purchase order shall be released from time to time based on the requirement of the library. The purchase order shall consist of bibliographic details of the publication, description of group (based on the publisher description) and all other components (CD's etc.) which come bundled with it. The assigning of the groups shall be based on the publisher description and availability of the title as indigenous or international. The vendor must inform library well in advance in case of any ambiguity with the description of the group of the item mentioned in the purchase order.
- ii. The Vendor must provide the status of the supply for each purchase order released, balance confirmation on quarterly basis.

4. Purchase Order Acceptance

An acceptance of the Purchase Order must be submitted within the Seven days of receipt of the Order.

5. Performance Evaluation

The library shall evaluate the supply performance of the vendor on quarterly basis in order to summarize the performance annually. The evaluation shall be carried out for each order as well as on quarterly basis once the purchase order is released from time to time.

Any supply less than 70% shall be treated as short supply may not be considered as defaulters and may also liable for penalty clause as the case may be. The library shall have autonomy to decide on penalty clause for the defaulters.

6. The Physical Verification of the Material Supplied

- i. The publication supplied should be in good condition without any defects.
 - ii. All supplied will go thorough checking for physical damage, misprinting or binding. If any discrepancies noticed at any point of time shall liable of replacement of the copy with good physical condition.
 - iii. The bills shall be withheld until the copies are not replaced. Payments will be made only after the copies found well in physical quality.
 - iv. If any damaged copy received or noticed at any point of time, the library will return the copy to the vendor even if the book is stamped, accessioned and barcoded. The vendor has to replace the copy good in physical condition.
 - v. Unless otherwise mentioned only latest edition of the publication shall be supplied (evidence of currency of the edition published by the publisher must be supplied along with the bills)
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- Vi. Foreign edition shall not be supplied if the Indian edition/ re-print has already been published.
 - Vii. Foreign edition shall not be supplied if the Indian edition/ re-print has already been published.
 - Viii. Where low-price edition is available, the low-priced edition/ paperback shall only be supplied, until and unless asked for.
 - ix. If at any point of time, any infringement of copyright act violation is noticed, it will be dealt seriously.

Price Proof:

- i. All supply must have pre-receipted bills.
- ii. Proof in support of the price charged should be attached along with each bills

- a. Foreign edition: - Publisher's Catalogue or Publisher's website indicating price of the title or Copy of Original Purchase Invoice from the Publisher concern
- b. Indian edition: - Publisher's Catalogue or Publisher's website indicating price of the title or Copy of Original Purchase Invoice from the Publisher concern
- c. In case of printed price, the copy of the page where price is printed must be enclosed. Price tag or sticker pasted on the book shall not be considered as price proof
- d. Third Party Invoice will not be accepted

7. Foreign Exchange on International Origin:

Foreign Currency & Conversion will be RBI rate of conversion on the date of issue of purchase order and certified copy of the same should be attached with bills.

8. Transit Insurance will be borne by supplier till the supply reaches the destination.

Certificates The following certificates should be recorded on the bill:-

- (a) Certifying that the authorized publisher's price has been charged.
- (b) Certifying that latest editions have been supplied and these are not remainder titles.
- (c) Record your PAN/GST Numbers

- At any time if it is found that information provided by the supplier/Vendor in any form, resulting any losses to the University, the department reserves the right to forfeit the same from the security.

9. Billing and Invoicing:

- i. Pre-receipt bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- ii. Bill(s) must be raised in favour of:

The Registrar,

Guru Tegh Bahadur Library,

Jagat Guru Nanak Dev Punjab State Open University

Patiala-147001, Punjab

- iii. All correspondence and supply of materials shall be addressed to

The Registrar,

Guru Tegh Bahadur Library,

Jagat Guru Nanak Dev Punjab State Open University

Patiala-147001, Punjab



- iv. All entries in the bill should be typed or neatly written with details like Author, Title, ISBN, Publisher, Quantity, Rate, conversion rates, if any, foreign cost if any, Discount, and total amount, etc.
- v. The vendor will have to give the following certificates on the bills: -
 - A. "The prices have been correctly charged in accordance with the publisher's invoice and the publisher's catalogue".
 - B. In case of foreign edition, a certificate would be required stating that "Indian reprint/ edition is not published".
 - C. When low price edition/paperback edition are not supplied a certificate would be required stating that "No low price edition/Paper back edition for the books (mentioned at S. no _____, _____) are available".
- vi. The Delivery time of the books for various group will be as follows
 - Group A: Maximum of 90 Days
 - Group B: Maximum of 45 Days
 - Group C: Maximum of 45 Days
 - Group D: Maximum of 30 Days
 - Group E: Maximum of 30 Days
- vii. All the items must be supplied within stipulated time period mentioned above in order to avoid liquidity damage clause.
- viii. The rate quoted valid as F.O.R. **Guru Tegh Bahadur Library, Jagat Guru Nanak Dev Punjab State Open University, Patiala, Punjab**
- ix. Any tax levied should clearly be indicated.

10. Liquidity Damage / Penalty for Delay

Subject to our other remedies, if the reasons for the delay in the delivery of Materials is attributable to you as mentioned in 9(vi), then vendor shall be liable to pay late delivery charges @ 0.5% per week of the order value, subject to maximum of 5% of Purchase Order undelivered value.

11. Payment

The payment will be made within 30 Days of the receipt of the bill subject to physical verification of the books, and other details given in the order, bill or the case may be. Vendor must clearly provide all the Bank Account Details including IFCE/NEFT/RTGS for an online payment.



12. Book Exhibition / Display

- i. Library may ask vendor to hold book exhibition and the vendor or supplier should ready to organize Book Exhibition whenever asked for at their own cost. The Vendor has to arrange / consult publishers to participate in the exhibition in consultation with the Library.
- ii. The vendor should not exhibit a book published more than four years ago.
- iii. The decision of competent authority shall be final to accept or reject any recommendation received during the period of exhibition
- iv. The rejected publications should be removed within 15 days by the vendor at their own risk and cost after which JGNDPSOU will not be liable for any damage.
- v. The vendor will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for new publications.
- vi. Library has right to buy any title with any vendor for the books exhibited at any book exhibition, world book fair or any other trade fair.

13. Termination of Vendors ship

The Term of a vendor shall be terminated / dropped / black-listed from the list of panel of vendors in following cases

- i. All vendors must ensure a supply of more than 70% for each order placed in order to remain in the panel of approved vendors. Each vendor will be evaluated individually on each purchase order released and further, a quarterly evaluation will be carried out.
- ii. The vendor has to submit status of the non-supply with genuine reason in order to ensure the 70% supply. Each Order will be individually weighted for its supply. Any order having less than 70% without assigning any reason of supply, shall be considered as short supply.
- iii. In case of the breach of terms and conditions, or unsatisfactory / insufficient supply the vendor ship shall be terminated without any further communication or written notice of the same.
- iv. At any point of time, if any information provided by the vendor found misleading or false, which causes the loss of university then in that case the university reserves the right to terminate the vendor ship immediately.
- v. Under such circumstances, the university has right to cancel the order and terminate the vendor ship without assigning any prior notice to the supplier / vendor.

14. Other Terms:

- i. The vendor shall submit a declaration to the effect that the firm is never blacklisted by any Government Library including Universities, college library and public sector undertakings.
- ii. JGND PSOU, Patiala reserves the right to call for any information and record, inspect the premises of any applicant, before as well as during empanelment.

- iii. JGND PSOU, Patiala reserves the right to purchase any material from any vendor/supplier/distributor who is not empanelled with it.
- iv. The order for supply of approved books shall be placed on the vendor empanelled for the book in question. In categories where more than one vendor has been empanelled due to same discount offered by them, as far as possible, the order for equal quantity shall be placed among them.
- v. It will be mandatory for all the vendors to supply the ordered books within stipulated time period. If vendor fails to do so or expresses his inability to supply the same, the ordered book can be purchased from the market and the vendor will have to bear the difference of discount on account of purchase from open market which would be deducted from his pending bills.
- vi. Highest discount, if received, in a particular's category shall be offered to other vendors and those who agree shall also be empanelled for that category along with the highest bidder.
- vii. If the vendor is also publisher, if higher discount is offered by the publisher, the same can be purchase from the vendor who is offering higher discount.
- viii. As an empanelled vendor, the copy of Sales Tax Registration No./ VAT Registration Number, PAN Number, and Income Tax Returns for last 3 years must be submitted.
- ix. JGND PSOU, Patiala does not bind itself to place the purchase order or to add in approved panel of vendors to any of the vendors.
- x. Incomplete or wrong information shall disqualify the vendors at any point of time by JGND PSOU, Patiala
- xi. No Supplier, Publisher, or distributor shall have the sole right to supply books or publications. The University shall have the right to procure books directly from any suppliers, distributors, or publishers on the terms and conditions decided by the Library Committee.
- xii. The discount percentage should not be less than 20%.

15. Indemnity

Vendor must undertake and keep University and its employees, Director, agents, etc. Indemnified against all claims, demands, litigations, damages, penalties, costs or expenses of any kind whatsoever (including reasonable attorney's fees) and awards, decrees, judgements, orders which may arise or be incurred by University, University's employees, Directors, agents, representatives, etc. In connection with this annual rate contract (including third party liability) or otherwise arising from any of vendor's act, commission, misrepresentation, or omission, whether wilful or not.

16. Confidentiality

Vendor agrees to maintain confidentiality under this annual rate contract.

17. Amendments

This annual rate contract may be modified only by a written instrument duly executed by each party. No breach of any covenant, agreement, warrant or representation shall be deemed

waived unless expressly waived in writing by the party who might assert such breach. All the amendments and other modifications hereof shall be in writing and signed by each of the parties.

18. Governing Law

It shall be governed and construed by the laws of India. The courts of Patiala, Punjab, alone to the exclusion of all other Courts, shall have the jurisdiction over this annual Discount contract.

We accept the terms & conditions as per above.

Authorized Signatory

(Signature with Seal)

