

Empanelment for supply of books will be governed by the following “Terms and Conditions” (w.e.f. 19.09.2025)

TERMS AND CONDITIONS

1.General

1.1 The Competent Authority at CTUAP, Vizianagaram, reserves the right to approve or reject any or all vendors. Their decision will be final regarding the acceptance, rejection, or arbitration of vendor applications.

1.2 The Central Library, CTUAP, Vizianagaram, reserves the right to add or drop any vendor from its empanelled list and to place purchase orders with any vendor(s) at any time, subject to the approval of the Competent Authority.

2. Enquiry on Availability of Books

2.1 The Library will place an enquiry with all empanelled vendors for the required titles and the number of copies of each, via email.

2.2 Empanelled vendors must respond within Ten (10) days by through registered post, providing the following details with duly signed on each page:

- Number of copies available, with book details.
- Unit price (in original currency).
- Discount offered (refer to Point 8 for the discount policy).
- Shipping time.
- Validity of the quoted price(s).

3. Purchase Orders

3.1 **The Office of the Librarian** will issue purchase orders to the empanelled vendor(s), except in special cases.

3.2 Purchase orders will be placed with the vendor offering the lowest price and/or the highest discount, as applicable, for the latest/Indian edition.

3.3 The supply of books must be made strictly against the purchase orders.

3.4 If two or more vendors offer the same discount and/or lowest price, the purchase orders will be distributed approximately equally among them. In case of fractional distribution, the differential will be awarded to the vendor located closest to CTUAP.

3.5 An acknowledgment of receipt of the purchase order, via email, is mandatory. This will be considered as acceptance of the order.

3.6 Any clarification or query regarding the purchase order should be sought from the Library within five (5) days of receipt.

4. Timeframe for Supply

4.1 The maximum time allowed for delivery is 30 days for both Indian and foreign titles (if available in India).

4.2 If a requested title is "Out of Print" (OOP), "Out of Stock" (OOS), or "Print on Demand" (POD), supporting documentary proof must be provided with a request for an extension of time.

4.3 In case of non-supply, a certificate of non-availability from the publisher, distributor, or stockist must be provided by the vendor within the due date for supply.

4.4 If a delay is foreseen, the empanelled vendor must request an extension of time with reasons at least five (5) working days before the due date.

4.5 If the reason for delay is justified with adequate proof (e.g., communication from the publisher or distributor), the Library may grant an extension at its discretion.

4.6 The supply must be made free of freight charges.

4.7 The vendor must ensure the supply is made through reliable sources and within the stipulated timeframe, without any additional charges.

4.8 Every supply must be accompanied by a delivery challan indicating details of the items, their quantity, price, and titles supplied.

5. Place of Supply

5.1 Books and other materials must be supplied to the Librarian, Central Library, Central Tribal University of Andhra Pradesh, at the address specified in the Purchase Order.

6. Conditions for Cancellation of Released Purchase Orders

6.1 If the empanelled vendor fails to supply the entire or part of the order within the stipulated time, without providing written communication regarding the delay or inability to supply, the order will be cancelled. The University reserves the right to remove the vendor from the empanelled list after providing them one opportunity to represent their case.

6.2 The acceptance of supply for cancelled titles is at the sole discretion of the Library, and the Competent Authority's decision will be final.

7. Edition Specifications

7.1 Only the latest editions of books will be accepted.

7.2 By default, paperback editions should be supplied.

7.3 By default, Indian editions should be supplied.

7.4 If paperback or Indian editions are unavailable, vendors must seek clarification or permission from the Library (preferably via email) regarding the supply of alternative editions.

8. Minimum Discount

The University follows the minimum discount patterns as outlined below. Purchase orders will be issued based on the lowest price and/or highest discount (see Section 3.2).

8.1 For Indian Publications: Minimum 20% discount.

8.2 For Foreign Publications: Minimum 25% discount.

8.3 For Government Publications (GoI & Swami's Publications, etc.), Short-Discounted Titles, Digital Materials, etc.: As applicable.

9. Invoicing Procedure and Conversion Rates

9.1 The invoice must bear the vendor's IT PAN & GST No.

9.2 Invoices must be raised in favor of "The Librarian, Central Library, Central Tribal University of Andhra Pradesh."

9.3 Only one invoice should be raised against one Purchase Order (P.O.). Titles from different P.O.s should not be combined under one invoice.

9.4 The prices on the invoice must be indicated in the original currency.

9.5 The selling rate of the Reserve Bank of India (RBI) or another authorized agency (as applicable) on the date of the invoice should be followed for currency conversion. This rate must be clearly mentioned on the invoice.

10. Undertaking

The vendor must certify the following in each invoice:

10.1 The prices charged are the actual, current publisher's prices as billed to the vendor, and are true and correct.

10.2 The prices charged are consistent with the publisher's invoice (or distributor/importer's invoice) and the latest catalogue.

10.3 The latest editions of books have been supplied, and they are not remaindered titles.

10.4 The books supplied have been checked for defects in collation, binding, and condition of accompanying material (e.g., CD, etc.). Defective books must be replaced free of charge at the destination of supply.

10.5 Defective Items & Reverse Pickup:

The vendor is responsible for the reverse pickup of defective items at their own cost. The reverse pickup must be arranged within 30 days of receiving intimation from the Library.

11. Mandatory Enclosures with Invoice

11.1 A copy of the publisher's/distributor's invoice or printed catalogue for the order period as price proof.

11.2 A currency conversion proof with the date (RBI or other authorized agency).

11.3 Every price proof and currency conversion proof must bear the seal and authorized signature of the vendor.

12. Termination of Empanelment

The University reserves the right to terminate the empanelment of a vendor(s) without prior notice and remove them from the panel, forfeiting the security deposit in case of the following:

12.1 Breach of any terms of the agreement or unsatisfactory/inefficient performance.

12.2 Failure to deliver at least 75% of the ordered titles within the stipulated period mentioned in the purchase order.

12.3 If it is found that the information provided by the vendor is incorrect and results in financial loss to the University. The University reserves the right to claim the amount of loss incurred based on invoices submitted by the vendor.

13. Right to Modify Terms

The University reserves the right to change, modify, or amend any clause(s) in these "Terms and Conditions" at any time. Updated terms will be made available on the CTUAP website <https://www.ctuap.ac.in>.

14. Arbitration

All disputes and differences arising out of or concerning this agreement will be subject to the sole arbitration of the Honorable Vice Chancellor of CTUAP or their nominee. The decision of the arbitration will be final and binding on both parties. The empanelment will be interpreted under Indian laws, and disputes will be adjustable within the jurisdiction of the courts in Vizianagaram.

Annexure A. Documentary Proof of Supply Experience with satisfactory supply report

Documentary proof for supplying printed books to at least five Libraries of Central Universities/CFTIs with who the vendor is already registered **with satisfactory supply report.**

Name of the University/CPTI	Purchase order and copy date (Y/N)	Satisfactory supply certificate (Y/N)	Value for Printed Books Supplied (Rs. In Lakh)	Remark

Annexure B. Annual Turnover Details

Details of the firm's annual turnover for the last three consecutive years, along with documentary evidence. The minimum average turnover per annum should be Rs. 50 lakh for the last three years.

Financial Year	Annual Turn over	CA certified copy enclosed (Y/N)	Remark
2024-25			
2023-24			
2022-23			