

Central Secretariat Library

INVITATION OF EXPRESSION OF INTEREST (EOI) for “Empanelment of Book Suppliers”

Expression of interest from booksellers/publishers having minimum three years experience is invited for supplying English/Hindi and other Regional languages (Print and Non-Print) materials/documents to Central Secretariat Library (CSL) and its branches for the financial years 2011-12 & 2012-13. All the interested parties may apply by filling up the Performa for Empanelment (typed), which is available on CSL's websites <http://www.csl.nic.in> It may also be collected from the library between 2:30 P.M. to 4:30 P.M.

Last date for submitting the expression of interest is 21 (including the date of advt.) days from the date of publishing of the advertisement. The EOI should be submitted by post or by hand to this office in the name of **Director, Central Secretariat Library, Ministry of Culture, Govt. of India, “G” Wing, Shastri Bhawan, New Delhi – 110 001** during working days up to 4.30 p.m. The undersigned reserves the right to reject the application if it is not found satisfactory.

Director
Central Secretariat Library

केन्द्रीय सचिवालय ग्रन्थागार

आशय की अभिव्यक्ति (ई ओ आई) हेतु आमंत्रण

सप्लायरों का पैनल बनाने के लिए

केन्द्रीय सचिवालय ग्रन्थागार (सी.एस.एल.) स्वयं तथा अपने परिसराधीन पुस्तकालयों के लिए वित्तीय वर्ष 2011-12 और 2012-13 में अंग्रेजी/हिन्दी एवं अन्य क्षेत्रीय भाषाओं की सामग्रियों/प्रलेखों (मुद्रित व गैर-मुद्रित) की आपूर्ति हेतु पुस्तक विक्रेताओं/प्रकाशकों, जो न्यूनतम तीन वर्ष का अनुभव रखते हों, से आशय की अभिव्यक्ति आमंत्रित करता है ।

सभी इच्छुक पक्ष नामसूची हेतु प्रपत्र (टंकित), जो केन्द्रीय सचिवालय ग्रन्थागार की वेबसाइट <http://www.csl.nic.in> पर उपलब्ध है, को डाउनलोड कर उसमें आवेदन कर सकते हैं । उक्त प्रपत्र प्रति कार्यदिवस में 2.30 से 4.30 अपरान्ह के बीच पुस्तकालय से व्यक्तिगत रूप से भी प्राप्त किया जा सकता है ।

आशय की अभिव्यक्ति को जमा करने की अन्तिम तिथि समाचार पत्रों में विज्ञापन के प्रकाशन की तिथि से 21 वें दिन तक प्रति कार्यदिवस अपरान्ह 4.30 बजे तक होगी । आशय की अभिव्यक्ति (ई ओ आई) इस कार्यालय को डाक द्वारा अथवा दस्ती तौर पर निदेशक, केन्द्रीय सचिवालय ग्रन्थागार, 'जी' विंग, शास्त्री भवन, नई दिल्ली - 110001 के पदनाम से भेजी जानी चाहिए ।

आवेदन के संतोषजनक नहीं पाए जाने पर अधोहस्ताक्षरी को उसे रद्द करने का अधिकार होगा ।

निदेशक

केन्द्रीय सचिवालय ग्रन्थागार

DRAFT PERFORMA

Performa for empanelment for supplying books to Central Secretariat Library (CSL)
Complex during the Financial Years 2011-12 and 2012-13.

1. Name of the Firm : _____

2. Year of Establishment : _____

3. Address of the Firm

(a) Premises Address : _____

(b) Permanent Address : _____

4. Name of the Proprietor/ : _____

Contact Person (with Designation)

5. Landline Number : _____

6. Fax Number (if any) : _____

7. Mobile Number : _____

8. PAN Number : _____

9. Current Membership No. (DSBPA/FIPBA) : _____

10. Membership of any other registered
trade agency/organization : _____

11. Annual turnover : _____

12. General Subject Dealt : _____

13. Name of the major libraries
where supplying books : _____

14. Whether you are Importer or not? Yes No

(if yes then Name and Address of
the Publishers): _____

(Authorized Signatory)

(Stamp)

Terms & Conditions to supply books in CSL

1. The book suppliers/Publishers have to submit a copy of the last income tax return certificate for at the time of registration / short listing as the library supplier.
2. A photocopy of current year membership certificate of any publisher and book suppliers association or federation and a photocopy of PAN Card must be attached.
3. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign publications where price of the book(s) not printed. No other documents such as copy of Books in Print, Printed Catalogues price list, price proof issued by the local book suppliers or distributors will be entertained.
4. Book suppliers will have to type the approval memo in double space and consist of the details viz. Serial Number, Author, Title, Publisher, Date of Publication, Price along with the softcopy of the list.
5. The books on approval may be accepted on first come first basis and the unapproved books are to be taken back by the agencies within fortnight from the date of scheduled CDC meeting.
6. Book suppliers/Publishers will have to give **15% usual library discount on English books and 20% discount on Hindi books and 10% on Regional Languages books.**
7. The rates of foreign currencies may be exchanged into Indian rupees as per the exchange rates given in the daily newspapers such as Economic Times and Financial Express under the TT selling column. This exchange rate will be of the date on which the meeting was held.
8. Book suppliers/Publishers can get the information of Collection Development Committee meeting's date and time from the website of Central Secretariat Library, Ministry of Culture having site address <http://www.csl.nic.in>. In addition to this CSL will also communicate the same to all the empanelled book suppliers well in time through the letter or in telephone.

9. Any book suppliers/publishers found blacklisted by any Government of India institution with in a period of last three years would not be entertained by the library for empanelment. An undertaking in respect of this should be submitted to the Director, CSL that the book suppliers are not blacklisted by any government institutions in the last 3 years. Director, CSL reserves the right to cancel the order or return the books at any stage, if the information does not found correct. No claim of the book suppliers will be accepted in this regard.
10. Book suppliers of repute and clean image may only submit the books on approval within the stipulated time conveyed by the library.
11. The book suppliers are expected to provide books for approval at least for a period of one month. They should be able to provide books from reputed publishers such as Sage, Cambridge University Press, Oxford University Press, etc.
12. Books reviewed in Times Literary Supplement, Biblio, The Book Review, The Economic and Political Weekly and other prominent Social Science / Humanities periodicals are to be supplied on approval basis.
13. The book suppliers should be able to procure books from abroad on specific request within a period of four weeks.
14. Multivolume reference books published in India and abroad are to be avoided. This type of multivolume reference works can be supplied only on request basis.

I agree to abide by the above terms & conditions.

(Authorized Signatory)

(Stamp)