



DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

(Estd. under Govt of A.P. Act No. 32 of 2008)

"NYAYAPRASTHA", Asakapalli (V), Sabbavaram, Visakhapatnam-531035

www.dsnlu.ac.in

**Expression of Interest for Empanelment of Book Vendors/Publishers
and Journal vendors for supply of Books to DSNLU LIBRARY
(For the financial year 1st April 2025 to 31st March 2027)**

The DSNLU Library is empanelling the Booksellers/ vendors/ suppliers/ agents/ distributors and journal vendors for the procurement of books and journal bound volumes for the financial years 2025-26, 2026-27 (Two years) for both Indian as well as Foreign Publisher's / Author's publications.

Interested Booksellers/ vendors/ suppliers/ agents/ distributors may send their quotations indicating maximum discounts you can offer to supply both Indian as well as foreign books to DSNLU Library for a period *1st April 2025 to 31st March 2027* in a sealed cover. The sealed cover containing quotations should be super scribed as **"Expression of Interest for the Supply of Books to DSNLU Library, Visakhapatnam"** and addressed to **"The Vice-Chancellor's Office, Damodaram Sanjivayya National Law University, Nyayaprastha, Sabbavaram, Visakhapatnam – 531035" on or before 31st May 2025.**

We procure almost all leading law and social science books published by the various publishers' published books but, we request you to quote for only those publishers which you are dealing with.

Eligibility Criteria:

- a) Vendors have at least three years of experience supplying the books to at least three NLUs/IITs/IIMs/NITs/Central/State Universities, etc.
- b) The vendor should be a member of the National/State federations, a member of the Federation of Publishers' and Booksellers' Association in India (FPBA), or any other recognized similar National/State body.
- c) The vendor should have a Permanent Account Number (PAN) /GST Number.
- d) The vendor should have a minimum 50 Lakh turnover in the preceding three financial years.
- e) The interested vendor has been filling ITR regularly for the last three years.
- f) The vendor should provide a self-declaration stating that they have not been blacklisted by any of the organisation for the provision of books in the past three financial years.

Registrar I/c
Sd/-



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Terms & Conditions for the supply of print books

I. General:

1. DSNLU does not bind itself to place the purchase order to approved list of vendors to any of vendor. Further university can purchase books/bare acts and other reading materials on available discounts from the vendors, suppliers, publishers in favour of DSNLU.
2. The Vice-Chancellor, Damodaram Sanjivayya National Law University, Visakhapatnam reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases regarding acceptance / rejection / arbitration.

II. Pre-Order Inquiry:

1. The DSNLU Library will send a 'Pre-order Inquiry' by an email to the empanelled vendors for the required titles, the number of copies and other details like:
 - Availability of books
 - Shipping time (in weeks only)
 - Unit Price (in Original Currency)
 - Discount
2. The empanelled vendors have to respond with the details as requested within five (5) working days from the receipt of the Pre-Order Inquiry by email only.
3. The pre-order inquiry must be valid for 30 minimum days.
4. All the details inquired for must be provided. If any field is left blank, the response will not consider by DSNLU Library.

III. Purchase Orders:

1. The Librarian will place a purchase order with the empanelled vendor.
2. The purchase order will be placed to the empanelled vendor(s) based on the pre order inquiry and the list of titles/copies to be purchased, as finalised by the Library.
3. The supply of books has to be made as per the purchase order only.
4. Sending an acknowledgement of the receipt of a purchase order, which is taken as an acceptance of the purchase order, is mandatory by email only.
5. Any clarification/ query regarding the purchase order should be sought from the Library within three (3) days of receipt of the order.



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IV. Time-frame for supply:

1. The maximum time frame for supplying the books will be eight weeks for foreign publications and three weeks for Indian publications from the date of order.
2. If the vendor is unable to supply books from confirmed PO's within the stipulated period, a penalty will be imposed at the rate of 1% per week and a maximum of up to 5% (Penalty based on book cost).
3. In an exceptional case, if no vendor is able to supply a particular book in the maximum given time and it has been clearly mentioned in the "Pre-order Enquiry", the time frame to supply the book may be considered after the approval.
4. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

V. Place of Supply:

1. Books ordered should be supplied at "Library, Damodaram Sanjivayya National Law University, Nyayaprastha, Sabbavaram, Visakhapatnam – 531035 without any additional transportation/postal/courier/other charges.

VI. Edition specifications:

1. The latest editions of books must be supplied unless it is specified.
2. Paperback editions of books should be supplied unless it is specified.
3. Indian editions of books should be supplied unless it is specified.
4. No foreign edition must be supplied when the Indian edition/reprint/low price edition has already been published, where low price editions are available, the lowest-priced edition/paperback shall only be supplied.
5. Pirated Books are strictly prohibited. It leads immediate ban from empanelment.

VII. Invoicing procedure and Conversion Rates:

1. The Invoice should bear the firm's TAN/ PAN and GST No.
2. Pre-receipted Invoices are to be submitted in triplicate (3 copies). In case the amount exceeds Rs.5,000.00, a revenue stamp should be affixed on the original bill and signed by an authorised signatory.
3. An invoice should be raised favouring the Registrar, Damodaram Sanjivayya National Law University, Visakhapatnam, Andhra Pradesh. Pin: 531035.



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4. Titles from different purchase orders should not be combined and should not be supplied in one Invoice.
5. The prices in the Invoice should be indicated in original currencies.
6. In the case of foreign publications, the currency of the respective country of publication should be mentioned.
7. Reserve Bank of India (RBI)/ Financial Benchmarks India Pvt. Ltd. (FBIL)/ Good Offices Committee (GOC) currency conversion rates as applicable on the billing date should only be followed and clearly indicated on the Invoice.
8. The price of the book/document will be as printed on the books.
9. In the case of foreign books and those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, the vendor shall submit supporting documents of the Publisher's Invoice and catalogue in support/proof for price verification.
10. The payment will be made on satisfactory delivery and receipt of books in good conditions at DSNLU Library.

VIII. Undertaking:

Every Invoice should certify the following:

1. The prices charged in the Invoice are the actual, current Publisher's prices as billed to us; and are valid and correct.
2. The prices charged are as per the publishers/ importers/ distributors invoice and latest catalogue.
3. The latest editions have been supplied, and they are not remaindered titles.
4. The books supplied against this purchase order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books/ CDs shall be replaced at the supply destination free of cost.
5. Defective items or wrongly supplied book(s) & reverse pickup is the sole responsibility of the respective vendor, and the charges are to be borne by the same vendors only. Reverse pickup of the defective items must arrange within 30 days of receiving intimation from the Library. Otherwise, the Library will not be responsible for the same book(s).

IX. Mandatory enclosures with Invoice:

1. A copy of the Publisher's catalogue/ publisher website and distributor's Invoice.
2. A currency conversion proof with the date.



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3. The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the RBI/FBIL/GOC.
4. Every price proof and currency conversion proof should contain the seal and authorised signature of the vendor.

X. Payment:

Payment will be paid in Indian Rupees only via Cheque / RTGS within a fair time frame, i.e. 30 days after receipt of the consignment, assuming the books are in good condition and there are no discrepancies of any kind.

XI. Termination of empanelment:

The University shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel in case of occurrence of any of the following events:

1. In case of breach of any terms of an agreement on the part of the vendor.
2. If the vendor fails to supply any book after the pre-order inquiry, it may cause termination of the vendor's empanelment.
3. At any time, the information provided by the empanelled vendor in any form about publications, services, and related matters is incorrect and results in losses in any form to the University. The University shall also reserve the right to claim the amount of loss incurred by the University based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

XI. Others:

1. The University reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
2. All disputes and differences arising from work shall be subject to the sole arbitration of the Vice-Chancellor, Damodaram Sanjivayya National Law University, Visakhapatnam. The decision of the arbitration shall be final & binding on both parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of Visakhapatnam.

Name, Signature and seal of the book vendor