

ISO Certified 9001:2008
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
(UNDER GOVERNMENT OF NCT DELHI)
Khera Dabar, Najafgarh, New Delhi-110073
Email: cbpayurved@yahoo.co.in, cbpayurved@gmail.com
Web: www.cbpacs.com

F2(13)CBPACS/Modern lib/Vol 12

Dated:

Empanelment for Medical Books and Ayurvedic Books

Empanelment/Registration of Publishers/Distributors/Vendors/Agencies/Firms for purchase of Ayurvedic and Medical books for the Library of C.B.P. Ayurved Charak Sansthan, Khera Dabar, New Delhi.

Eligibility for Registration:-

1. Prospective Publishers/Distributors/Vendors/Agencies/Firms here after called as Book-supplier must be member of registered National/State trade federations like AIPB, FPBA, DSBPA or equivalent. They shall submit the self attested copy of the membership certificate in this regard.
2. They should have supplied books to the library of reputed Medical/Ayurvedic/Government/Private institutes. The self attested copy of the supply order and bills of last three years against respective supply order shall be submitted.
3. They should have minimum turnover i.r.t. sales for books of Rs. 10 lacs per annum. The proof for the same certified by CA shall be submitted
4. They should submit the ITR of last three years.
5. They should submit the self attested copy of PAN Card & TIN of proprietor or firm.

Terms and conditions

1. Incomplete or wrong information will disqualify the book supplier.
2. Empanelment is valid initially for a period of two years from the date of empanelment and may be extended for another one year on the same terms and conditions.
3. Price:
 - a. Price shall be charged as per Publisher's Invoice (Publishers/Importers).
 - b. Proof in support of the price charged should be attached along with the bills.
 1. Foreign edition: Publisher's invoice and catalogue.
 2. Indian Edition: Publisher's catalogue.
 - c. Price should be for ex-site (i.e. The campus of Ch. Brahm Prakash Ayurved Charak Sansthan at Khera Dabar, New Delhi.)
 - d. Any taxes leviable shall clearly be indicated.
 - e. RBI conversion rate (Selling) prevalent at the time of billing will be applicable and a copy of the same shall be attached with the bills.
 - f. Pre-receipt bills are to be submitted in triplicate (three copies). Revenue stamp should be affixed on the original bill and shall be signed by authorized signatory.
 - g. Bills is/are to be addressed and submitted to the Director-Principal, Ch. Brahm Prakash Ayurved Charak Sansthan, Khera Dabar, New Delhi.
 - h. All correspondence shall be addressed to :

The Director-Principal

**Ch. Brahm Prakash Ayurved Charak Sansthan,
Khera Dabar, New Delhi-110073**

4. Unless otherwise mentioned, only the latest edition of the publication shall be supplied (evidence of the currency of edition published by the publisher must be supplied along with the bills.)
5. The supply order will be issued only after depositing the FDR by the Book-supplier.

6. The "Supply Order" consists of supply of publication as per the bibliographic details mentioned there in and all other components (CD's etc.), those which come bundled with should automatically be provided by the Book-supplier.
7. The items supplied should be in good condition without any defect. Payment will be made only after inspection of the items by the Library Committee.
8. Books of foreign edition's must not be supplied when an Indian edition/reprint has already published.
9. Where low price edition's are available, the lowest priced edition/ paper pack should only be supplied.
10. Book supplier shall have to give following certificate 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 reprinting/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/paperback edition for the books (mentioned at sr. no. _____) are available."
11. The empanelled book supplier will be terminated/dropped/blacklisted from the list of registered firms:
 - a. If book supplier fails to even deliver the 50% of the supply order (in terms of number of titles) during the year.
 - b. If book supplier provides any wrong or distorted information.
 - c. Any other matter identified by the library committee of CBPACS.
12. The empanelled Book-supplier has to submit a FDR of Rs. 10,000 (Ten Thousand Only) for two years as performance security in the form of FDR to be issued from a scheduled bank in favor of Director-Principal, Ch. Brahm Prakash Ayurved Charak Sansthan, Khera Dabar, New Delhi-110073. The FDR should be deposited within a week from the date of issue of the demand letter. FDR will be released at the end of the empanelment date and satisfactory supply of books as per last supply order.
13. The acceptance of the order should be submitted by the agency within seven days of dispatch of the demand letter. In case of failure, the demand letter will be given to another book supplier.
14. Default book supplier will be black listed for five years.
15. If small order (not more than two titles) is placed in conformity with the book suppliers, the supply should be made within seven days.
16. They should provide 20% discount on all publication in supply order and 10 % on all Government publication.
17. In case of publication belonging to short discount or no-discount categories (Government/Society Publications) a separate certificate to the effect should be given with the bills.
18. 10% of the cost for unsupplied books shall be charged as penalty if the book supplier fails to supply atleast 75 % titles mentioned in the supply order.
19. For any dispute/arbitration the legal jurisdiction will be that of judicial court at Delhi.
20. The 75% of the total order of supply must be made within the maximum period of 21 days from the date of issue of supply order.

Place:

Signature of Proprietor/Partners

ISO Certified 9001:2008
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
(UNDER GOVERNMENT OF NCT DELHI)
Khara Dabar, Najafgarh, New Delhi-110073
Email: cbpayurved@yahoo.co.in, cbpayurved@gmail.com
Web: www.Cbpacs.com

Application form for Registration of Books Suppliers

Name of book supplier : _____
Address : _____

Contact No. : _____
Membership : _____



Turnover Sales of Books/Journals of preceding three years:

Year of Turn over sales	Amount
2013-14	
2014-15	
2015-16	

*attached supporting document attested by CA.

Provide the list with supporting documents of best three reputed Medical/Ayurvedic/Government/Private institute where books have been supplied:

- I. _____
- II. _____
- III. _____

Place:

Signature of Proprietor/Partners