

**DELHI JUDICIAL ACADEMY
(LIBRARY)
SECTOR -14, DWARKA, NEW DELHI**

INVITATION FOR EXPRESSION OF INTEREST TO EMPANEL BOOK SUPPLIERS

Sealed Expression of Interest are invited, as per enclosed proforma (Annexure 'A'), from Law publishers/ book sellers/vendors for preparation of separate panels for supply of following law books, law journals/reports, general books etc to Delhi Judicial Academy for a period of two years:

- (i) Law Books (Indian Publications)
- (ii) General Books (Indian Publications)
- (iii) Law Books (Foreign publications)
- (iv) General Books (Foreign Publications)
- (v) Indian Reprint of Foreign Books
- (vi) Central Bare Acts/Rules
- (vii) State Bare Acts/ Rules
- (viii) Manual of Central Acts/Rules
- (ix) Manual of State Acts/ Rules
- (x) Swamy's / Nabhi's Publication
- (xi) Law Journals/Reports (Indian Publications)
- (xii) Law Journals/Reports (Foreign publications)
- (xiii) Government Publications

Sealed Expression of Interest should reach the **ALIO, Delhi Judicial Academy , Integrated Complex of Delhi Judicial Academy & National Law University, Sector -14, Dwarka, New Delhi-110078** by hand/Speed Post/ Regd. Post/Courier/ before **5.00 PM on 30.11.2016**. The sealed envelopes must be superscribed with "*Expression of Interest for supply of Law/General Books*" with name and address of the vendors.

TERMS & CONDITIONS

1. The Applicant must have experience of at least two years in supply of the aforesaid books etc. to Courts, Law Universities and reputed Law Institutes.
2. The applicant must be an income tax assesses.
3. The applicant must have a good business record in supply of the aforesaid books etc. and must not be blacklisted or debarred by any Court, Government Department, University, Institution, College etc. due to any reason.
4. The applicant should be able to procure books from abroad on request within a period of four weeks.
5. The application should be signed by an authorised signatory of the publisher/book seller/vendor bearing his/her full name and position, clearly indicated below the signature along with the official seal of the firm.
6. Incomplete and conditional applications will not be considered.
7. If, at any point of time, any information furnished or document submitted by the applicant is found to be wrong/false, it would be deemed to be a breach of terms of contract making the applicant liable for legal action besides termination of empanelment.



7. If, at any point of time, any information furnished or document submitted by the applicant is found to be wrong/false, it would be deemed to be a breach of terms of contract making the applicant liable for legal action besides termination of empanelment.
8. The applicant should specifically mention the items for which he seeks empanelment along with maximum discount offered by them for purchase of Law Books, General Books, Bare Acts/ Rules, Law Journals, Manuals etc.
9. The Academy reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice or reason therefor.
10. Submission of the application does not confer any right on any applicant for empanelment with this Academy.
11. The Academy reserves right to call for any information and record and inspect the premises of any applicant at any time.
12. The decision of this Academy on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
13. For supply of foreign books, only authorized publishers/book sellers/vendor(s) or their agents will be entertained for empanelment. Discount to be offered will be applicable on RBI Conversion Rates. If the RBI Conversion rate for any currency is not available, then SBI conversion rates will be applicable.
14. The applicant/vendors are required to provide the latest books/ items for which they seek empanelment on **Approval Basis** as and when they are published, so that books may be placed before the Library Committee for approval of their purchase. Payment for approved items will be made on bills raised by the vendors against the orders placed. The vendors will have to send the books on approval basis to the library and collect back the books which are not approved at their own cost.
15. Empanelment will not ipso facto confer any right on any applicant/vendor to supply books to the Academy.
16. The Academy reserves right to purchase any material from any other vendor who is not empanelled with it.
17. The panel of law publishers/book sellers/vendors approved for particular items shall be in force for a period of two years.
18. The vendors may be required to supply the books in a short notice of 24 hours or lesser time as per the urgency.
19. The application form can be obtained from ALIO, DJA Library or downloaded from the Website of the Academy i.e. <http://judicialacademy.nic.in/>.
20. Applicants are required to send copies of following documents alongwith their application:-
 - i) PAN Card.
 - ii) An undertaking that the applicant has never been blacklisted by any Government Department, Court, University, Institution, College etc.



C.A.O.

08.11.2016

DELHI JUDICIAL ACADEMY
(LIBRARY)
Sector-14, Dwarka, New Delhi

APPLICATION FORM

EXPRESSION OF INTEREST FOR EMPANELMENT OF BOOK SUPPLIERS

1) Name of the Applicant/Firm: _____

2) Address: _____
(Attached documentary proof)

3) Constitution of the Applicant: _____
Proprietorship/Partnership/Company

4) Name & Address of Proprietor/Partner/Directors of the applicant: _____

5) Telephone Nos. Off. _____ Res: _____ Fax : _____

E-mail:- _____ Mobile : _____

6) Turnover for the last three years (Attached documentary proof)

S.No	Turnover for the 2013	Turnover for the 2014	Turnover for the 2015
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7) List of regular clients with the name of contact person and Telephone No. :

S.No.	Name of the Regular Client	Name of the Telephone No.	Contact Person
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8) The item(s) for which empanelment is sought:-

Sl. No.	Name of Books	Please tick
1	Law Books (Indian Publications)	
2	General Books (Indian Publications)	
3	Law Books (Foreign publications)	
4	General Books (Foreign Publications)	
5	Indian Reprint of Foreign Books	
6	Central Bare Acts/Rules	
7	State Bare Acts/ Rules / Manuals	
8	Manual of Central Acts/Rules	
9	Manual of State Acts/ Local Laws	
10	Swamy's / Nabhi's Publication	
11	Law Journals/Reports (Indian Publications)	
12	Journals/Reports (Foreign publications)	
13	Government Publications	

9) Please specify, in words and figures , discount offered, which the applicant will be giving for at least two years, from the date of empanelment, on the items for which empanelment is sought:-

Sl. No.	Name of Books	% of discount offered in word	% of discount offered in Figure
1	Law Books (Indian Publications)		
2	General Books (Indian Publications)		
3	Law Books (Foreign publications)		
4	General Books (Foreign Publications)		
5	Indian Reprint of Foreign Books		
6	Central Bare Acts/Rules		
7	State Bare Acts/ Rules / Manuals		
8	Manual of Central Acts/Rules		
9	Manual of State Acts/ Local Laws		
10	Swamy's / Nabhi's Publication		
11	Law Journals/Reports (Indian Publications)		
12	Journals/Reports (Foreign publications)		
13	Government Publications		

10. Permanent Account Number:
(PAN) of the Applicant allotted under the Income Tax Act
(Attach photocopy)

Documents Attached

1. _____
2. _____
3. _____

Signature _____
(Authorised Signatory)

Name: _____
Designation: _____
Stamp of Applicant _____

