



**NATIONAL LAW SCHOOL
OF INDIA UNIVERSITY**
BENGALURU

RFP NO: NLSIU/RFQ/2025-26/001/LIBRARY

NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Gnana Bharathi Main Rd, opp. NAAC, Teachers Colony,
Naagarabhaavi, Bengaluru, Karnataka
Pin Code: 560072.

RFQ NO: NLSIU/RFQ/2025-26/001/LIBRARY

Request for Quotations for Supply of Books and Journals to NLSIU Library



ACTIVITY SCHEDULE		
Sr. No	Activity	Details
1.	CALL FOR THE SUPPLY OF BOOKS & JOURNALS.	RFP NO: NLSIU/RFQ/2025-26/001/LIBRARY
2.	Date of Commencement of Tender documents	3rd of April 2025 Onwards
3.	Due date & time for submission of quotations.	17th April 2025, 17.00 Hrs.
4.	Date of opening of supply of books & journals quotations	21st April 2025 at Chief Operating Officer's Office, NLSIU
5.	Mode and Place of Submission of quotations for supply of books & journals.	Submit the quotations for Indian and International Publishers together in sealed envelopes and it should be superscribed as "Quotation for the supply of books and Journals to NLSIU Library, Bangalore." and send it to address below: To Chief Operating Officer National Law School of India University Gnana Bharathi Main Rd, opp. NAAC, Teachers Colony, Naagarabhaavi, Bengaluru, Karnataka, Pin-560072
6.	Contact Details	Mr. Rajesh Kumar Behera Manager Finance and Procurement National Law School of India University Gnana Bharathi Main Rd, opp. NAAC, Teachers Colony, Naagarabhaavi, Bengaluru, Karnataka, Pin-560072 Contact#: 080-2301-0518 rajesh.behera@nls.ac.in
***The schedule is subject to change. Notice in writing about any changes will be provided wherever feasible.		

OVERVIEW OF NLSIU

National Law School of India University (also known as NLSIU and herein referred as “the University”) is a University established under the National Law School of India Act, 1986, imparting legal education. The premier law school was set up with a mission to pioneer legal education reforms, and to anchor the transformation of the Indian legal system through research and policy interventions.

Consequently, the NLSIU was one of the first institutions in the country to introduce the five-year integrated law degree at the undergraduate level with the commencement of the first batch in 1988.

And for over 30 years now, the University has irrefutably remained a leader in the field of legal education in the country. This long-standing record has been possible due to the strong collaborations between legal academics, the Bar, the Bench and the State Government of Karnataka.

PURPOSE

The purpose of this Request for Quotations (RFQ) is to invite quotations from book vendors, publishers, and journal suppliers for the procurement of books and bound journal volumes for the period starting from May 1, 2025, to March 31, 2027, to The National Law School of India University (NLSIU), Bangalore. This empanelment covers publications from both Indian and foreign publishers. Also, a separate list of publishers has been given as a ready reference. If you supply books from additional publishers not listed, you include them in your quotation along with the applicable discount.

Interested vendors, suppliers, distributors, and publishers are requested to submit their quotations, clearly indicating the maximum publisher-wise discounts they can offer for the supply of Indian and foreign books/journals to our library.

INVITATION

The National Law School of India University (NLSIU), Bangalore, hereby invites quotations for the supply of books and journals to its library, as per the requirements specified in the Request for Quotations (RFQ). Vendors desirous of participating in supplying books and journals are invited to submit their quotations in response to this RFQ. The criteria for the evaluation of responses to this RFQ and the subsequent selection of the successful vendor will be entirely at the discretion of the University. The RFQ is intended to solicit quotations from qualified Vendors who possess the necessary experience, capability, and expertise to provide the required books, journals, and/or related services, along with adequate support services, in alignment with NLSIU’s specifications outlined in this RFQ. Please note that this RFQ is not to be construed as an offer from NLSIU, but rather as an invitation to receive quotations from potential Vendors. No contractual obligation shall arise from this RFQ process unless and until a formal contract is signed and executed by authorized representatives of NLSIU and the selected Vendor.

RFQ TERMINOLOGY

Definitions – Throughout this RFQ, unless inconsistent with the subject matter or context:

- Quotationer/Vendor/Publisher/Supplier - An eligible legal entity submitting a Proposal/Bid in response to this RFQ.
- The University/ Purchaser/ NLSIU - Reference to “NLSIU”, “The University” and “Purchaser” shall be determined in context and may mean without limitation

“National Law School of India University”.

- Quotation – the Vendor’s submission in response to this RFQ
- RFQ – the request for quotation (this document) in its entirety, inclusive of any addenda that may be issued by NLSIU.
- BOQ – “BOQ” means bill of quantities and/or bill of materials.

SCHEDULES OF THE TENDER

- This quotation comprises Supply of books and journals to the NLSIU Library, for the period starting from May 1, 2025 to March 31, 2027.

ELIGIBILITY CRITERIA

The minimum eligibility criteria for selecting the vendors for the purpose stated above have been listed in this section. All vendors are requested to study the pre-qualification criteria listed below carefully and submit the quotations only if they fully qualify for sending the quotations.

Sl. No.	Criteria	Documents required to be attached with Technical Bid to establish eligibility
1	The vendor must be a separate legal entity.	- Certificate of incorporation or formation, deed etc of the legal entity. - GST certificate copy (declaration if not registered under GST) - PAN card copy
2	The vendor should be operating in India in the Books & Journals business for the last five years ending on 31st March 2025.	- Relevant Certificates and Licenses obtained or similar documents as applicable to operate in this business, if any.
3	The vendor should have an average annual turnover of at least Rs. 20 lakhs during the last 3 financial years latest ending on 31-03-2025.	- Declaration by the vendor on its letter head mentioning Revenue from the said business for each year (i.e. FY22-23, FY23-24 and FY24-25)
4	The vendor should have successfully completed a similar order (i.e. Supply and Delivery of Library Books and Journals) in the last 60 months ending on 31st December 2024.	- Details of such orders related to the supply of books and journals, including supporting documents like Purchase Orders or signed contract copies etc.
5	The Supplier/vendor should be a profit-making entity for the last 3 financial years ending 31.03.2025.	- Mention turnover and profit in Form-A to this RFQ.
6	The supplier/vendor must not be blacklisted by a Central/State/Local Government Organization/Institution/PSU.	- A Self-declaration by the vendor (to be attached with the bid).

Note:

- All required documents as mentioned above must be duly signed by Authorized Signatory with a supplier’s/vendor’s organization seal. The organization seal is mandatory on each page of required documents.

BID TERMS:

General

- NLSIU reserves the right to revise or alter the scope of the assignment before acceptance of any bid. However, in such an eventuality, the vendor may be given an opportunity to consider such changes and revise the offer, if found necessary.
- In case the products/ services offered deviate from the specifications of the products/ services as described in this RFQ, the vendor should describe in what respect and to what extent the products/ services offered by him differs from our specifications even if the deviation is not very material.
- The discount quoted by the vendor cannot be altered or changed due to escalation on account of the cost of material. The price/rate quoted should be exclusive of all taxes and the applicable taxes, levies, duties, insurance, transportation etc. should be explicitly mentioned by the vendor as separate line items.
- All the discounts quoted by the vendor should be valid for a period of from the last date of quotation submission.
- Vendors should ensure that they meet the eligibility criteria mentioned above for offering quotations.
- The Terms and Conditions for the assignment are described in technical details.

Submission of Quotation

- The Vendor shall submit its organizational profile as per Form A (vendor's particulars) of the RFQ.
- The Vendor will have to submit the details of the top 3 assignments based on value of order to large clients in Form B (list of customers).
- NLSIU reserves the right to check with these customers about the credibility of the quotation and quality of service provided by the Vendor.
- NLSIU reserves the right to adjust arithmetical or other errors in RFQ, in the way it considers suitable/deem fit. Any adjustments made by the NLSIU shall be stated to the vendor if NLSIU makes an offer to accept the vendor's proposal.
- The Forms A and B of the RFQ shall be compulsorily submitted along with the quotations. Quotations without these forms duly filled in and signed are liable for rejection.

The commercial proposal, i.e. quotation clearly mentioning the discount percentage, should be submitted in a sealed envelope only to the address below. The sealed envelope containing the quotation must be superscribed as "Quotation for the Supply of Books/Journals to NLSIU Library, Bangalore"

To
Chief Operating Officer
National Law School of India University
Gnana Bharathi Main Rd, opp. NAAC, Teachers Colony, Naagarabhaavi, Bengaluru, Pin-560072

- Vendors shall submit their offers strictly in accordance with the terms and conditions of RFQ Document(s) as stated therein/herein. Any proposal which stipulates conditions contrary to the conditions given in the RFQ Document(s), is liable for rejection.
- The vendor (whether he submits the quotation) always treats the details of the RFQ Document(s) as confidential.
- NLSIU will not pay the Vendor any expenses, which may have been incurred in the preparation of the RFQ Document(s) for submission.
- The Vendor shall have complied with all requirements of the law for submitting the quotation to this. RFQ and for the performance of the contract.
- NLSIU does not bind itself to accept the lowest or any bid to this RFQ and reserves the right to reject all or any quotation or cancel the RFQ without assigning any reason whatsoever. NLSIU has the right to re-issue the RFQ without the vendors having the right to object to such re-issue.
- In case the vendor desires to clarify any issue of the RFQ before submitting the proposal, you may contact **Mr. Rajesh Kumar Behera, Manager Finance and Procurement, National Law School of India University; Phone- 080 23010518; email :- rajesh.behera@nls.ac.in**

EVALUATION OF THE PROPOSALS

NLSIU will evaluate only those proposals, which meet the eligibility criteria as well as complete and responsive in all respects, for comparison and final selection. The evaluation criteria for the final selection of the vendors will be based on the highest discount offered and the reputation of the eligible vendors. Also, sufficient expertise and experience of the vendors during the last 5 years in carrying out similar assignments for other organizations and the eligibility criteria as given in the RFQ will be part of the evaluation criteria. However, NLSIU shall not be bound to accept the lowest or any quotation and in accordance with stated above, NLSIU reserves unequivocally the right to accept any quote, wholly or in part.

The successful bidder will need to enter into a Binding Legal Rate Contract with the University after the selection of the bidder.

GENERAL TERMS AND CONDITIONS

1. General Conditions

- NLSIU does not commit to placing supply orders exclusively with approved vendors. The university reserves the right to procure books, bare acts, and other reading materials from vendors, suppliers, or publishers offering the best available discounts.

2. Right to Accept or Reject Supplies

- The Vice-Chancellor, Registrar, or Librarian of NLSIU Bangalore reserves the right to accept, reject, or recommend any or all supplied titles. Their decision shall be final in all matters concerning acceptance, rejection, or arbitration.

3. Scope of the Supply Order

- The supply order shall include publications as per the bibliographic details specified, along with all accompanying components (CDs, online access, etc.). Any bundled materials must be provided by the vendor without additional charges.

4. Acceptance of Order

- Vendors must confirm acceptance of the supply order within three days of receipt.

5. Delivery Timeline

- Books available in the market must be supplied within **2 to 4 weeks** from order acceptance (Indian Publishers).
- Imported books must be supplied within **6 to 7 weeks** from order acceptance.

6. Condition of Publications & Returns

- Supplied publications must be in good condition and free from defects. Payment will be processed only after inspection by library staff.
- Any rejected publications must be collected by the vendor within **15 days** of notification. Failure to do so will result in the university disclaiming responsibility for their safekeeping.

7. Edition Requirement

- Unless otherwise specified, only the latest editions of publications shall be supplied.

8. Billing Requirements

- Pre-receipt bills must be submitted in a **triplicate (three copies)** and signed by an authorized signatory.
- If applicable, the **GOC conversion rate** at the time of billing must be attached along with requisite price proof.

9. Delivery Address

- Books must be delivered **free of freight, insurance, and postage charges** to the following address:

Th Librarian In-charge

National Law School of India University

Shri Narayan Rao Melgiri Memorial National Law Library

Nagarbhavi, Bangalore – 560072

Phone: 080-23010505 | Mobile: 9886020788

Email: library@nls.ac.in, mahesh@nls.ac.in, madhu@nls.ac.in

10. Invoice Specifications

All entries in invoices should be **typed or neatly handwritten** and organized **alphabetically and publisher-wise**.

11. Restrictions on Foreign Editions

- No foreign editions shall be supplied if an Indian edition, reprint, or low-priced edition is available. In such cases, only the **lowest-priced edition** (e.g., paperback) shall be supplied.
- If a book falls under the **short or no-discount category** (e.g., government or society publications), a separate certification must accompany the bill.

12. Certification of Invoices

Each invoice must certify that:

- Prices charged are the **actual and current publisher's prices**.
- Latest editions are supplied and **not remainder titles**.
- Books have been checked for **defects in collation, binding, and physical condition**, and any defective copies will be replaced free of cost.
- Prices charged are as per the **publisher's invoice and the latest catalogue**.

13. Support for Faculty

Vendors must assist faculty members by providing bibliographic details of **newly published books** in their respective areas of expertise.

14. Penalties for Non-Compliance

A **5% penalty** may be imposed on vendors for failure to supply books as per accepted orders.

15. Vendor Registration & Blacklisting

A vendor may be **removed or blacklisted** under the following circumstances:

- Failure to supply at least **50% of the ordered titles** within a financial year.
- Providing false, misleading, or incorrect information.
- Breach of any terms of this agreement, unsatisfactory service, or inefficiency.
- If the vendor's information regarding publishers, services, or pricing results in any loss to NLSIU.
- The University reserves the right to terminate vendor registration **without prior notice**.

16. Conditions for cancellations of the released rate contract

- A. If the empanelled vendor(s) to whom the order has been placed fails to supply the
 - entire order or any part of the order within the stipulated time, without sending
 - any written communication regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be cancelled.
- B. Thereafter, the University reserves the right to cancel the order and place the empanelled vendor(s) in its blacklist after providing them an opportunity to represent their side.

17. Edition specifications

- Latest editions of books must be supplied.
- By default, Indian editions of books must be supplied.
- All items should be of latest paperback editions, unless otherwise specifically mentioned.

18. Mandatory enclosures with Invoice

- For price verification book seller shall produce the publisher's invoice under which he purchased the book. A copy of the publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.
- A currency conversion proof with date as per Good Offices Committee (GOC).
- GOC currency conversion rate as applicable on the date of the invoice should only be followed and should also be clearly indicated on the invoice.

- Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

19. Payment Terms

- Bills/Invoices submitted in all respects shall be processed and paid within 60 days from the date of final supply and submission of original documents.
- All payments shall be transferred NEFT/RTGS only and publishers/distributors/suppliers/agency shall submit their bank details along with their bills/invoices.

20. Other Terms and Condition

- i. The average annual procurement shall be INR 20 Lakhs (approx..).
- ii. The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- iii. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the NLSIU shall have the right to procure books/ publications on higher discount rates.
- iv. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by NLSIU.
- v. The book supplier shall deliver the books/documents to NLSIU premises at their own expenses. No freight for transportation shall be paid by the Library, NLSIU.
- vi. In case of urgency, the vendors need to deliver the books under a very short notice. After placement of order (full quantity), in case of failure by the vendor to deliver the books within stipulated time, the vendor may be blacklisted by the competent authority of the Institute.
- vii. The book supplier must supply the new books in good condition and shall be responsible for misprint, defected piece from publisher, and any damaged books due to any reasons during transportation, etc. If any book/s found damaged, the recovery for the same will be adjusted from outstanding payment/pending bills of the book supplier.
- viii. If any excises duty/custom/octroi are dealt with prior approval by submitting the proof.
- ix. In case of books of international edition, quotation in foreign currency (US\$/British Pound, Euro) will be acceptable. Excess copies of book(s) will have to be taken back from the Institute, at the own responsibility of the vendor. The Institute will have no liability for these returnable books. Billing will be done based on final challan with receipted quantities of books.
- x. The book supplier must submit the bill only on the basis of receipted. On delay of any payment, no claim of interest or any charge will be entertained by the

21. General

Service Window (Working hours) is between 9:30 A.M. to 5.30 P.M. from Monday to Friday except Saturday and public holidays.

The discount quoted by the vendor cannot be altered or changed due to escalation on account of variation in taxes, levies and cost of material. The price/rate quoted should be exclusive of all taxes. All applicable taxes should be mentioned as separate line items by the vendor.

22. Force Majeure

Any failure or delay by vendor or the University in performance of its obligation, to the extent due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or acts of God, war, terrorism, riots, civil disorders, rebellions or revolutions, acts of government authorities or other events beyond the reasonable control of non-performing Party, is not a default or a ground for termination.

If Force Majeure situation arises the Vendor shall promptly notify NLSIU in writing of such conditions and the cause thereof. Unless otherwise agreed by NLSIU in writing, the Vendor shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

23. Termination for Insolvency

NLSIU may at any time terminate the Contract by giving written notice to the Vendor if the vendor becomes bankrupt or otherwise insolvent. In this event termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy, which has occurred or will accrue thereafter to NLSIU.

24. Governing Law and Disputes (Applicable in case of successful vendor only)

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably. If, however, the parties are not able to solve them amicably, either party (NLSIU or Vendor), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of the courts at Bangalore.

The Vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed by NLSIU or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

Arbitration proceeding shall be held at Bangalore, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

25. Governing language

The contract and all correspondence/ communications and other documents pertaining to the Contract, shall be written in English.

26. Governing Law

The contract shall be interpreted in accordance with the laws of the Government of India.

27. Notices

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing and confirmed in writing at the other Party's address. The following shall be the

current address:

To
Chief Operating Officer
National Law School of India University
Gnana Bharathi Main Rd, opp. NAAC, Teachers Colony,
Naagarabhaavi, Bengaluru, Pin-560072

The notice shall be effective when delivered or on the notice's effective date, whichever is later.

28. Taxes and Duties

The Vendor should be entirely responsible for all taxes, duties, license fees, road permits, other taxes, etc., incurred until delivery of the contracted systems to NLSIU and therefore should be included in the commercial bid. The quote prices and taxes, duties & statutory levies (such as GST, Service Tax, VAT/Sales, CVD, Tax, Octroi, NMMC Cess etc.) should be specified separately.

All applicable **taxes would be deducted at source** at the applicable rate while making the payments.

Note: If any taxes to be paid by NLSIU, the same should be mentioned explicitly

29. Vendor's Obligation

The vendor is obliged to work closely with NLSIU's staff, act within its own authority and abide by directives issued by NLSIU from time to time.

The Vendor is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors on the part of its personnel.

The Vendor will treat as confidential all data and information about NLSIU, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party.


Registrar

National Law School of India University

I agree with the terms and conditions:

Name, Signature and seal of the book vendor

FORM 'A'**VENDOR'S PARTICULARS**

1	Name of the Organization			
2	Registered Office Address			
3	Year of Incorporation			
4	In the business of books/journals supply since (no. of years)			
5	Organization Profile: Name with designation of Chairman/Managing Director/Managing Partner/Owner or any Key Personnel			
6	Details for Correspondence: Contact Person's Name Contact Person's Designation Address & Telephone No/s, Fax No/s, E-mail ID			
7	Whether your organization is registered under Municipal Act and or Karnataka Govt. Shops and Establishment(Give Regn. No.)			
8	Income tax no. (PAN) (Attach copy of PAN card)			
9	GST Regn. No. and Date (Attach copy of GST Certificate)			
	Financial Details (for last 3 years) *	2022-23	2023-24	2024-25
10	a. Turnover (Rs. In lakhs)			
	b. Profit after Tax (Rs. In lakhs)			

Note:

- a) The vendor should attach the relevant documents as required in the RFP.
b) Any Deviation from General Terms & Conditions, which the vendor wishes to furnish.

Date:

Place:

Signature:

Name:

Designation:

Organization Name:

Seal of the Organization:

FORM 'B'

LIST OF LARGE CUSTOMERS OF THE VENDOR

The vendor must provide the details as per the below format for similar pan-India branch rollout projects of at least three customers.

Sr. No.	Name of the Client, Contact person, Designation & Telephone No. of the Client	Date of the Assignment	Details of the assignment done for the client with specification etc.
1			
2			
3			
4			

Note: The list should include at least three corporate or any reputable clients.

Date:

Place:

Signature:

Name:

DesignationOrganization Name

Seal of the organization: