

Quotation Enquiry

Inviting quotation for the Purchase of Library Books for Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, U.P -229302

Rajiv Gandhi National Aviation University (RGNAU) is a Central University which comes under the administrative control of Ministry of Civil Aviation, Government of India. RGNAU invites quotations from eligible publisher's /book sellers to send the quotations in sealed cover. List of books is attached as an **Annexure -2**.

Terms and Conditions for the quotation to be followed:

A) General Conditions

1. Latest editions of books with good condition.
2. Wherever the books are available in both hardbound and Paperback, the price is applicable for paperback should be quoted.
3. The rate of the books is to be kept in a confidential manner and have to be sent in a sealed envelope.
4. The quotation received through email or open envelop will be rejected.
5. In the case of short/no discount titles (such as Central and State/Government publications/Society Publications) attach the proof for the same with quotation.
6. The supplier should quote the rates as per specifications given enclose Annexure-2. The quote given other than the Annexure-2 will be rejected.
7. RGNAU at its discretion may increase or decrease the quantity of books to be supplied according to the requirement. In particular, the quantity for supply may vary up to 25% more or less. In case of requirement repeat order may also be placed for full (or) part quantity.
8. RGNAU reserves the right to procure the books whole or a part and also split the order as per the requirements of RGNAU.
9. Part supply of books ordered may be accepted if it is in ready stock with supplier and remaining books shall be supplied within specified time given in the purchase order.
10. In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the Competent Authority of RGNAU.
11. Also send the document supporting that Vendor is a member of Federation of Publishers and Book sellers Association in India (FPBSA) and State level book trade associations.
12. RGNAU reserves the right to extend the last date of receipt of quotation if required.

B) Evaluation of Bids:

1. Book wise evaluation of bids will be done and the lowest price quoted by the suppliers/vendors for each book shall be considered as L1.

2. For converting foreign currency to Indian currency, the latest conversion rate as announced by the Reserve Bank of India (RBI) on the date of quotation opening shall be used.

3. In case the lowest price quoted for a particular title is the same by more than one supplier, order would be shared equally among the Vendors/suppliers. Discretion of the competent authority within this regard is final.

C) Cancellation of Quotation:

1. Not with standing anything specified in this quotation, Purchaser/RGNAU at their sole discretion, un-conditionally and without assigning any reasons, reserves the rights.

- i. To accept or reject lowest quotation
- ii. To accept any quotation in full or in part
- iii. To reject quotation, offer not confirming to the terms.

D) Terms of Delivery

1. The firms furnishing the quotation should be able to supply the stated quantity within 30 days for Indian edition books and 45 days for foreign edition books from the date of work order issued.

2. Damaged books with missing pages, pages partly damaged, pages not readable, etc. shall have to be accepted back by the supplier, even though they have been stamped and vendor will bear the cost of return of the books, otherwise the cost of the book will be deducted from the rest of the order value.

3. The delivery shall be through registered/Book Post/Parcel/Courier/in person on the risk & responsibility of the bidder on Door delivery basis. Freight/ transportation charges, loading and unloading charges, postage, Insurance or any other charges whatsoever shall not be paid extra.

4. The suppliers have to make the supplies of ordered books in totality. Keeping in view the issues like out of print/non availability etc. the supplier should be able to supply at least 90% of the ordered books.

5. The Books are to be delivered to

The Registrar

Rajiv Gandhi National Aviation University, (A Central University under Ministry of Civil Aviation, Government of India),

Fursatganj, Amethi,

Uttar Pradesh-229302.

E) Price Schedule and Payment Terms

1. Booksellers shall submit their pre-receipted bill/bills on revenue stamp in Triplicate, duly supported by the necessary documents after satisfactory completion of the order.

2. The books shall be supplied along with price proof (as per publishers' catalogue in case of foreign books) and in the case of Indian books where the price is not

printed on the book, the supplier shall submit an authentic document in support of verification of price.

3. The original currency should be mentioned in the bill in case of foreign publication.

4. The exchange rate as notified by the Reserve Bank of India as on the date of opening of the quotation shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

5. The bill is to be raised by the supplier at the RBI conversion rate prevailing on the date when the books are finally invoiced against order or procured from abroad for foreign currency denominated books.

6. The bill should bear the certificate from the supplier that books supplied are latest editions and that the prices have been charged correctly and in accordance with the latest publisher's catalogue/invoice or importer/distributors invoice.

7. No advance payments shall be made and payment shall be released after the receipt of supplies and report of committee/librarian.

8. The payment will be released only after the entire supply has been received to the satisfaction of the **Librarian, RGNAU/Competent Authority of RGNAU.**

F) Penalty

1. In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, RGNAU reserves the right to deduct an amount equivalent to 0.05% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the books subject to a maximum of 10%.

The quotation shall be sent by post/courier containing sealed envelopes superscribing "**Quotation Enquiry for the Library Books for RGNAU**" addressed to

"The Registrar

Rajiv Gandhi National Aviation University, (A Central University under Ministry of Civil Aviation, Government of India),

Fursatgunj, Amethi,

Uttar Pradesh-229302".

The sealed quotation should reach the above address on or before 25th February 2025 at 17:00 hrs. Quotation received after this date will be summarily rejected.

Annexure - 1Form of Application- Technical Bid(To be filled by the Firm)

1	Quotation No. & Date	
2	Name of the Firm/Supplier	
3	Vendor Registered: FPBSA, GOC, National / State Level Book Trade Association (Yes / No). (Copy of the proof should be attached)	
4	Postal Address of the Head Office of the Firm / Supplier	
5	Contact Information: a) Name of the Contact person: b) Telephone Number: c) Mobile Number: d) E-Mail: e) Website address, if any	
6	a) Your permanent Account No.(PAN): (Copy of PAN attached) b) GST No. (Copy of GST attached)	
7	Bank A/C details (A copy of the Bank Pass Book be attached) a) Name of the Bank: b) Address: c) Bank Account No.: d) Name of the Account Holder: e) IFSC Code: f) MICR Code: g) Date of opening of account: h) Type of account (Savings/Current):	

BOOKS FOR LIBRARY

S.No.	Title	Author/ Editor	Unit	Price	Dis%	Nett Price	Total Price
1	Business Statistics, 19th./Ed.	Gupta and Gupta,	10				
2	Statistics for Business and Economics	J Schandan	10				
3	Quantitative Techniques for Managerial Decision Making	Sharma , Shenoy and Srivastava,	10				
4	ADVANCED ACCOUNTS VOLUME I, 19/e (LPSPE)	M C Shukla, S C Gupta & T S Grewal	5				
5	Financial Accounting, 7/e	Dr S N Maheshwari, CA Sharad K Maheshwari & Dr Suneel K Maheshwari	5				
6	Logistics Management, 3/e	Vinod V. Sople	5				
7	Business Communication	R. C. Bhatia	10				
8	Business Communication, 3/e	R K Madhukar	5				
9	Effective Technical Communication 2nd Edition	Ashraf M. Rizvi	5				
10	Fundamentals of Business Organisation & Management 20TH	Y K BHUSHAN	5				
11	BUSINESS ENVIRONMENT TEXT AND CASES	FRANCIS CHERUNILAM	5				
12	Statistics for Management, 8/e	Richard I. Levin	5				
13	COST ACCOUNTING	M L AGARWAL	10				
14	Marketing Management Text & Cases	DR C.B. GUPTA AND DR. N RAJAN NAIR	5				
15	A Textbook of Cost and Management Accounting	M.N. ARORA	5				
16	Management Accounting	R.S.N. PILLAI AND V BAGAVATHI	5				
17	International Business, 16/e	JOHN D DANIELS	5				
18	Entrepreneurship for Development: A Business Model	Otto Thomson	1				

19	Financial Economics and Econometrics	Douglas Walsh	1			
20	Financial Risk Management	Brian Hurley	1			
21	Logistics Systems: Interdisciplinary and Multimodal Analysis	Raylan Jackson	1			
22	Operational Research: Models and Methods	Kasen Parker	1			
23	Principles and Practice of Sustainable Business Models	Jamie Mason	1			
24	Quantitative Finance and Economics	Douglas Walsh	1			
25	R&D Management Practices and Innovation: A Macroeconomic Perspective	Ellis Gray	1			
26	Supply Chains: Strategies, Issues and Models	Chester Ward	1			
27	The Digital Economy	Hudson White	1			
28	Essentials of Sales Management	Margaret Miller	1			
29	Fundamentals of Financial Management	Jake Collins	1			
30	Human Resource Management: Functions, Applications and Skill Development	Scarlett Jones	1			
31	Logistics Management	Clark Hiddleston	1			
32	New Frontiers in Supply Chain Management	Judy Dickens	1			
33	Essentials of Entrepreneurship	Zoe Wright	1			
34	Essentials of Strategic Management	Isabelle Taylor	1			
35	International Logistics	Catherine Green	2			
36	Principles of Macroeconomics	Peter Lewis	1			
37	Quality Management: Methods and Applications	Katherine Watson	1			
38	Accounting: Principles and Practices	Hollie Montgomery	2			
39	Business Intelligence: A Managerial Perspective	Drew Bentley	1			
40	Customer Relationship Management	Hazel Nelson	2			
41	E-Commerce	Grace Silva	1			
42	Financial Management	Jensen Helberg	1			
43	Global Logistics and Supply Chain Management	Mason Harris	1			
44	Introduction to Organizational Behavior	James Carter	1			
45	Principles of Cost Accounting	Keith Hagar	1			
46	Strategic Supply Chain Management	Lydia Perry	1			
47	Supply Chain Management	Clark Hiddleston	1			
48	Business Statistics	Telsa Floyd	1			
49	Financial Management	Nylah Erickson	2			
50	Marketing: An Introduction	Ankur Gupta	1			
51	Communication Skills	James Corday	1			

52	Logistics Management and Industrial Engineering	Courtney Hoover	1			
53	Logistics Management and Strategy	Caiden Elliott	1			
54	Business Statistics, 19th./Ed.	Gupta and Gupta,	5			
55	Statistics for Business and Economics	J Schandan	5			
56	Quantitative Techniques for Managerial Decision Making	Sharma , Shenoy and Srivastava,	5			
57	ADVANCED ACCOUNTS VOLUME I, 19/e (LPSPE)	M C Shukla, S C Gupta & T S Grewal	5			
58	Financial Accounting, 7/e	Dr S N Maheshwari, CA Sharad K Maheshwari & Dr Suneel K Maheshwari	5			
59	Logistics Management, 3/e	Vinod V. Sople	4			
60	Airport Operations- Norman Ashford, Pierre Coutu, John Beasley	Norman Ashford , Pierre Coutu ,	4			
61	Managing Airports An International Perspective 5Th edition	Anne Graham	4			
62	Business Communication	R. C. Bhatia	4			
63	Business Communication, 3/e	R K Madhukar	4			
64	Effective Technical Communication 2nd Edition	Ashraf M. Rizvi	5			
65	Fundamentals of Business Organisation & Management 20TH	Y K BHUSHAN	5			
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71	Management Accounting	R.S.N. PILLAI AND V BAGAVATHI	5			
72	International Business, 16/e	JOHN D DANIELS	5			
73	Air Traffic Management	Yogesh Malik	4			
74	Airport Management	Dr. Shailja Bawa	4			

75	The Global Airline Industry	Naveen Bhatija	4				
76	International Business	Czinkota, Ronikannen & Moffett.	2				
77	Disaster Mitigation And Management	Anshuman Sharma	2				
78	Cost And Management Accounting	Samuel Moore	4				
79	Research Methology In Economics	Suresh Prasad	4				
80	Financial Accounting	Lawrence Mueller	2				
81	Introduction to Organizational Behavior	James Carter	1				
82	Marketing Management: A Strategic Approach	Anna Freeman	1				
83	Human Resource Management	Jesse Rose	1				
84	Cargo Management	Cheatham, K. Elliot	5				
85	Fundamentals Of Disaster And Hazard Management	Austin Hooke	5				
86	Business Economics	Sudhir Sharma	5				