



**MAHARSHI DAYANAND UNIVERSITY**  
**ROHTAK – 124001 (Haryana) India**  
(A State University established under Haryana Act. No.25/1975)  
**VIVEKANANDA LIBRARY**

No. MDU/Lib/IS/26/470-477

Dated: 08<sup>th</sup> June 2026

**Speed Post**

To,

M/s. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject: Quotation for supply of newspapers and magazines in M. D. University, Rohtak.**

Sir,

Sealed quotations are invited for the empanelment of reputed vendors/agencies for a timely supply and efficient procurement of newspapers and magazines at Maharshi Dayanand University, Rohtak. The sealed envelope must be superscribed “**Quotation for supply of Newspapers and Magazines**” and should reach “**The University Librarian, Vivekananda Library, M. D. University, Rohtak – 124001 (Haryana)**” before **02.00 PM on 07.07.2026**. Please send your sealed quotation **through Registered Post/Speed Post** for the requested materials as given below:

**List of Newspapers:**

Sr. No.	Name	No. of Copies
<b>Hindi Newspapers</b>		
1.	अमर उजाला	1
2.	जनसत्ता	1
3.	दैनिक जागरण	2
4.	दैनिक ट्रिब्यून	1
5.	दैनिक भास्कर	3
6.	पंजाब केसरी	1
7.	हरि भूमि	1
<b>English Newspapers</b>		
8.	Business Line	1
9.	Business Standard	1
10.	Economic Times	1
11.	Financial Express	1
12.	Hindustan Times	2
13.	Indian Express	2

Sr. No.	Name	No. of Copies
14.	The Hindu	3
15.	The Tribune	3
16.	Times of India	3

**List of Magazines:**

Sr. No.	Name of Magazines	No. of Copies	Publication Frequency
<b>Hindi Magazines</b>			
1.	इंडिया टूडे	1	Weekly
2.	पाञ्चजन्य	1	Weekly
3.	रोजगार समाचार	2	Weekly
4.	गृहशोभा	1	Fortnightly
5.	सरिता	1	Fortnightly
6.	कुरूक्षेत्र	1	Monthly
7.	प्रतियोगिता दर्पण	2	Monthly
8.	मुक्ता	1	Monthly
9.	योजना	1	Monthly
10.	सिविल सर्विसेज क्रॉनिकल	1	Monthly
<b>English Magazines</b>			
11.	Employment News	2	Weekly
12.	India Today	1	Weekly
13.	Organiser	1	Weekly
14.	Business Today	2	Fortnightly
15.	Front Line	2	Fortnightly
16.	Sport Star	1	Fortnightly
17.	Civil Service Chronicle	1	Monthly
18.	Competition Success Review	2	Monthly
19.	Data Quest	1	Monthly
20.	Digit	1	Monthly
21.	Electronics for You	2	Monthly
22.	Femina	1	Monthly
23.	Kurukshetra	1	Monthly
24.	Pratiyogita Darpan	2	Monthly
25.	Reader's Digest	1	Monthly
26.	Science Reporter	2	Monthly
27.	Women's Era	1	Monthly
28.	Yojana	2	Monthly

➤ **Discount: Please quote your discount in the space below:**

Uniform discount offered in %age for all newspapers and magazines	%age	Figures
<i>For example</i>	3%	<i>Three per cent only.</i>

**Terms & Conditions Governing the Quotation/Work Order:**

The quotation shall be governed by the following terms and conditions:

1. The agencies/vendors are advised to carefully read, understand, and strictly comply with these terms and conditions while preparing and submitting their quotations. The quotation should be addressed to:
 

**‘The University Librarian,  
Vivekananda Library,  
M. D. University, Rohtak – 124001 (Haryana)’**
2. **The quotations will be opened at 03.00 PM on 07.07.2026, in Committee Room, Vivekananda Library, M.D. University, Rohtak.** If the Government/University declares a holiday on the quotation opening day, the quotations will be opened on the next working day at the same time and venue.
3. The empanelment shall initially be valid for a period of three (3) years from the date of issuance of the empanelment order and may, at the sole discretion of the University, be extended for a further period up to a maximum of five (5) years in total, subject to satisfactory performance and compliance with the terms and conditions of the empanelment.
4. Please attach the experience of satisfactory supply of newspapers and magazines to Government Departments/Universities/Other Public or Private Educational Institutions, if any.
5. Quantity of newspapers and magazines may increase or decrease by 30% as per the requirements.
6. **It is mandatory for vendors/agencies to supply each and every published publication of the newspapers and magazines listed above in a timely manner.** The vendor/agency not quoting any of the items mentioned above shall be rejected even after the opening of the quotation. Hence, due care should be taken by the vendor/agency when quoting the discounts.
7. **The quoted discount in percentage (%age) must be the uniform rate for all newspapers and magazines, and should be clearly written in figures & words in the provided space above.** All charges payable by the University should be clearly stated. The quotation must be valid for at least 6 months from the opening date.
8. **PENALTIES/LOSSES/DAMAGE TO THE NEWSPAPERS AND MAGAZINES.**
  - a) The vendors/agencies shall be responsible for supplying newspapers and magazines strictly in accordance with the purchase order, as per the respective publication schedules, and in good condition. The damaged, defective, incomplete, or misprinted copies, even if already stamped by the University, shall be collected by the vendor/agency at their own cost. The

University shall not make payment for such damaged, defective, incomplete, or misprinted copies.

- b) The selected vendor/agency will be required to supply newspapers/magazines as per specific orders at the library/office/common rooms at Maharshi Dayanand University, Rohtak.
- c) In case the newspapers and magazines are not supplied within the specified period or the vendor/agency expresses its inability to supply the ordered items at the quoted discount rates, the order will be treated as cancelled, and the vendor/agency shall be liable to such other action as blacklisting, debarment from having any business with the University, besides any other action as deemed proper by the University.

9. REPUTATION AND EXPERIENCE OF THE VENDOR/AGENCY

The following documents/information must be furnished with the quotation:

- a) List of the libraries/institutions where the vendor/agency has supplied/is supplying the newspapers and magazines, if any.
- b) Copy of PAN Card

10. RIGHT TO ACCEPT/REJECT THE QUOTATIONS:

- a) The quotations are liable to be ignored if complete information as required is not given therein or if the particular information asked for in the quotations letter is not fully filled in. Incomplete quotations will be rejected straightaway.
- b) The right to accept the quotations shall rest with the University and does not bind itself to accept the highest discount offering quotation and reserves the right to reject any or all items of quotations without assigning any reason thereto. The vendor/agency's performance shall be considered in determining eligibility. The University also reserves the right to accept quotations in part, i.e. any item or any quantity, and to reject it for the rest.
- c) The University reserves the right to reduce or terminate the period of empanelment, or to extend its duration, in the University's interest, for any justifiable reasons, without communicating them to the vendors/agencies.
- d) The vendor/agency shall supply all the ordered Newspapers/magazines without any delay as specified in the purchase order. If the supply is not received within the stipulated time, the University reserves the right to cancel either the entire order or part thereof without any further notice/ reminder.

11. CERTIFICATE OF NON-DEBARMENT:

The quotation will be rejected if the vendor/agency has been debarred/blacklisted for any reason/ period by any library of the Central Govt. Dept./State Govt. Dept./University/ Institute/ College. The selected vendor/agency shall provide a certificate of non-debarment/blacklist before starting the supply of newspapers/magazines.

12. PAYMENT

The vendor/agency shall submit invoices/bills for payment on a quarterly basis. Payment shall be made within forty-five (45) days from the date of receipt of the invoice/bill, subject to the

invoice/bill being complete, accurate, and found to be in order. Requests for advance payment shall not be considered under any circumstances.

13. Each page of the quotation, including annexures, should be numbered, stamped and signed.
14. The disputes, if any, shall be subject to the jurisdiction of the Courts at Rohtak. Any other jurisdiction mentioned in the quotations or invoices of the vendor/agency shall be invalid and shall have no legal sanctity.
15. **DECLARATION:**

The vendor/agency shall append the following declaration to the quotation:


**DECLARATION**

I/We (Name) \_\_\_\_\_ do hereby solemnly affirm and declare that the facts stated in the Quotation are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under Section 182 and Section 415 read with Section 318 or any other applicable Sections of the Bharatiya Nyaya Sanhita (BNS) 2023 or latest, as the case may be.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

(Signature of the authorised signatory)  
Name & Address

16. Please go through the above terms & conditions carefully. If any further information/clarification is required, please contact us at 01262-293004 or 01262-293002 on any working day (Monday to Friday) during office hours (9.00 am to 5.00 pm).

  
Dr. Satish Kumar Malik  
University Librarian

## CHECKLIST:

Please give your response “Yes” or “No” in the checklist:

<b>Sr. No.</b>	<b>Name of the document required</b>	<b>Document Attached (Yes / No)</b>
1.	Quoted your discount at the top of Page No.3, under the Discount heading	
2.	Experience Certificates as per Clause 4, if any	
3.	List of the libraries/departments/institutions as per Clause No. 9, if any	
4.	Copy of PAN (Permanent Account Number) Card as per Clause No. 9	
5.	Declaration as per Clause No. 15	