



झारखण्ड केन्द्रीय विश्वविद्यालय  
Central University of Jharkhand  
(Established by an Act of Parliament of India, 2009)

Ratu-Lohardaga Road, Brambe, Ranchi - 835 205  
Jharkhand, India

Website: <http://www.cuj.ac.in>

**EXPRESSION OF INTEREST**

**FOR**

**EMPANELMENT OF**

**PUBLISHERS/BOOKSELLERS/DISTRIBUTORS/VENDORS**

**FOR SUPPLY OF PRINTED BOOKS TO**

**UNIVERSITY LIBRARY/DEPARTMENTAL LIBRARIES**

**EMPANELMENT OF  
PUBLISHERS/BOOKSELLERS/DISTRIBUTORS/VENDORS FOR  
SUPPLY OF PRINTED BOOKS TO  
UNIVERSITY LIBRARY/DEPARTMENTAL LIBRARIES**

**Dated :08.08.2019**

Applications are invited from reputed Publishers / Booksellers / Distributors / Vendors to seek empanelment as authorized Publishers / Booksellers / Distributors / Vendors for supply of books to University Library/Departmental Libraries for the financial years “**2019-2022**” subject to satisfactory performance of the agencies. Prescribed application form along with the copy of terms and conditions may be collected from the university or may be downloaded from the University website: <http://www.cuj.ac.in>

Interested Booksellers / Vendors / Publishers / Distributors may respond in the prescribed format given at the end of this document, along with one copy each of the requisite documents through any mode via. Speed Post/Registered Post. The Envelope should be marked with “**Application for Empanelment of Publishers / Booksellers / Distributors / Vendors for supply of printed Books**”. The duly filled application form along with necessary documents and fees may be submitted on or before **30<sup>th</sup> August, 2019 by 05:00 PM** to:

**The Librarian  
Central University of Jharkhand  
Ratu-Lohardaga Road  
Brambe, Ranchi - 835 205  
Jharkhand, India  
Website: <http://www.cuj.ac.in>**

## **ELIGIBILITY CRITERIA FOR EMPANELMENT:**

Applications from reputed Publishers / Booksellers / Distributors / Vendors are invited to seek empanelment as authorized Publishers / Booksellers / Distributors / Vendors for supply of Printed books to University Library/Departmental Libraries for the financial years 2019-22 subject to satisfactory performance of the agency as mutually agreed upon after the fulfillment of below mentioned points of eligibility criteria:

- The Publishers / Booksellers / Distributors / Vendors should be a registered member of national/ state trade federations like FPBAI. Copy of Registration certificate must be enclosed with the proposal.
- The Publishers / Booksellers / Distributors / Vendors should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The Publishers / Booksellers / Distributors / Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI.
- The Publishers / Booksellers / Distributors / Vendors should have satisfactorily supplied books to at least ten Government Universities-Central/State in last financial year (satisfactory supply certificates along with relevant order copies should be attached).
- The Publishers / Booksellers / Distributors / Vendors should have a minimum average annual turnover of Rs. 2 crore in the last three (3) consecutive financial years (C.A. Certificate should be attached).
- The Publishers / Booksellers / Distributors / Vendors should have to enclose a single highest value order for supply of printed books to any Central/State Government University along with Satisfactory Supply Certificate for particular order in last two financial years (Order copy and satisfactory supply certificate should be attached).
- University reserves the right to fix number of Publishers/Distributors/Booksellers/Vendors for empanelment.
- The Publishers / Booksellers / Distributors / Vendors should enclose Income Tax Return (ITRs) for last 3 Assessment years along with photocopy of Profit & Loss and Balance Sheet **duly certified by Chartered Accountant.**
- The Publishers / Booksellers / Distributors / Vendors should be a distributor/ dealer / stockiest / executive / preferred agent of the publishers. The authority letters duly issued by the publishers should be enclosed.
- The Publishers / Booksellers / Distributors / Vendors is required to be accompanied with a **Demand Draft for Rs. 5,000/-** (non-refundable) as registration fees in the Favor of **“The Finance Officer, Central University of Jharkhand, Brambe”** payable at **Ranchi”**

- The Publishers / Booksellers / Distributors / Vendors should also enclose a **Demand Draft/FDR/Bank Guarantee** for **Rs. 50,000/- (Rs. Fifty Thousand Only)** in the form of Earnest Money Deposit in favour of “**The Finance Officer, Central University of Jharkhand, Brambe**” payable at **Ranchi**” which is refundable without interest after completion of empanelment process.
- The overall successful Publishers / Booksellers / Distributors / Vendors will have to submit a **Demand Draft/FDR/Bank Guarantee** for **Rs. 2,00,000/- (Rs. Two Lakh Only)** in the form of Security Deposit after empanelment in favour of “**The Finance Officer, Central University of Jharkhand, Brambe**” payable at **Ranchi**” which is refundable without interest after satisfactory completion of the contract. The EMD of successful bidders will be adjusted against the performance security of Rs. 2,00,000/- (Rupees Two Lakh only).
- However, the Security Deposit shall be forfeited :
  - if the empanelled bidders fail to supply the ordered books regularly.
  - or the supplied books are delayed regularly/part supplied.
  - or any other reason approved by the competent authority.
- The earnest money of the unsuccessful bidders would be returned without any interest.
- The Publishers / Booksellers / Distributors / Vendors should not have ever been debarred / blacklisted for doing business from any Government Organization. **Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).**
- The university is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The empanelment of the qualified bidders will rest with the University on its selection criteria. Decision of Vice Chancellor of the University over any dispute related to selection of vendor for supply of books shall be final and binding.
- In case of any legal dispute, legal jurisdiction is limited to Ranchi, Jharkhand Only.

#### **TERMS & CONDITIONS:**

- 25% Discounts on all types Books except Govt./NGO/Society Publications.
- In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable on the date of billing.
- No Supplier shall have the sole right to supply books/publications. Library reserves the right to place order for any book with any of the empanelled suppliers or suppliers/publishers outside the panel on the sole direction of Competent Authority.
- Books, if found duplicate, may be returned even after supply.

- Books, after inspection if found damaged/with missing pages/or in excess of original order, may be returned even after supply/stamping (Accessioning) and replacement. Time limit of the same maximum within one month from the date of return.
- Only latest and economical editions are to be supplied, if not otherwise specified. If paperback editions are available, even when hardback editions got recommended/ordered, supplier should ensure that paperback editions are supplied.
- Any document which includes publisher's online/Printed Catalogue, Publisher's/Distributor's invoice, or certificate by publisher in case of foreign books or in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the 'Books in print' or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verification.
- Bills are to be submitted in triplicate with copy of the RBI exchange rate quoted & price proof.
- Supplier should certify in the invoice/bill that the latest editions are supplied, books supplied are not reminders and correct publisher's prices are charged.
- Books are to be delivered at destination i.e. Central University of Jharkhand, Brambe or its new campus.
- No Packing or forwarding charges will be borne by the University.
- Items should be delivered as per the supply order without any extra cost. No VPP or Railway Bilty will be entertained by the University.
- The University order should be acknowledged and executed within a fortnight. The order for books not supplied shall be treated as cancelled.
- The empanelled agencies may inform in writing to the university for books to be delayed with the justified reason in advance.
- Payments against short supply with justified reason may be considered by the University.
- The suppliers empanelled shall visit the campus and interact with teachers and academician on a regular basis to access their requirements, show newly published books and catalogues of their interest and collecting requisitions for purchase of books. They may also be asked to arrange for book exhibitions and displays in the campus as per the University's requirements. They may also be directed to supply books which the University would identify through other channels.

**APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS**

To  
The Librarian  
Central University of Jharkhand  
Ratu-Lohardaga Road  
Brambe, Ranchi - 835 205  
Jharkhand, India

Sir,

In response to your advertisement for registration and empanelment of Publishers/Booksellers/Distributors/Vendors for supply of printed books to your University, please find my /our duly filled application form along with application fee and EMD with relevant documents.

1. Name of the Firm \_\_\_\_\_
2. Address for correspondence \_\_\_\_\_
3. Contact No of authorized person \_\_\_\_\_  
Fax \_\_\_\_\_
4. Website (if any) \_\_\_\_\_ Mobile No. of contact person(s) \_\_\_\_\_
5. E-mail address \_\_\_\_\_ @ \_\_\_\_\_
6. Date of Establishment of Firm with documentary proof \_\_\_\_\_
7. Name of the Proprietor/Director \_\_\_\_\_
8. Name of Partners (if any) \_\_\_\_\_
9. Registration No. of FPBAI/DSBPA, etc. \_\_\_\_\_  
(Please enclose a copy of the Registration Certificate.)
10. Your Permanent Account No.: \_\_\_\_\_  
(Attach Copy of PAN No.)
11. Enclose direct import license. \_\_\_\_\_
12. The list of satisfactorily supplied printed books to at least 10 Government Universities- Central/State in last financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):
  - (a) 2017-18 :
  - (b) 2016-17 :
  - (c) 2015-16 :
  - Total :
  - Average :

14. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of Profit & Loss and Balance Sheet duly certified by Chartered Accountant
15. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in last 2 financial years should be attached. Please mention the value of the single highest value order
16. Are you a distributor / dealer / stockist/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letter issued by the publishers.
17. Details of a DD of Rs. 5,000/- (Rupees Five Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring “**The Finance Officer, Central University of Jharkhand, Brambe**” payable at **Ranchi.**”

Demand Draft Details

- a) Demand Draft No \_\_\_\_\_
- b) Date \_\_\_\_\_
- c) For Rs \_\_\_\_\_
- d) Drawn on \_\_\_\_\_

18. Details of Demand Draft of Rs.50,000/= (Rupees fifty thousand only) as EMD (refundable) drawn from any nationalized Bank favoring “**The Finance Officer, Central University of Jharkhand, Brambe**” payable at **Ranchi**”

Demand Draft Details

- a) Demand Draft No \_\_\_\_\_
- b) Date \_\_\_\_\_
- c) For Rs \_\_\_\_\_
- d) Drawn on \_\_\_\_\_

19. Have your firm ever been debarred / blacklisted for doing business from any government organization? If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees One Hundred only).
20. Does your firm/company possess an ISO Certificate? (Yes/No) If yes, attach a copy of the Certificate.

**DECLARATION**

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

\_\_\_\_\_  
Signature of Partners/Proprietors with seal

Date:

Place:

## **INSTRUCTIONS TO BOOK SUPPLIER**

1. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the **Central University of Jharkhand**, Central Library/Department before filling the application form.
2. Interested Publishers / Booksellers / Distributors / Vendors should submit application in envelope super-scribing “Application for Empanelment of book suppliers for supply of printed books to the Central Library/Department Libraries”.
3. The sealed cover should reach in the University Library by any mode i.e. Speed Post or Registered Post or By Hand.
4. The application should be signed by authorized person on every page with official seal of the agency/firm.
5. Incomplete application forms, application forms not filled properly or received after the due date and time will not be entertained. The decision of the University in this regard shall be final and binding upon the suppliers.
6. At any point of time if any of a documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action under the jurisdiction at Ranchi Court Jharkhand besides termination of empanelment and or forfeiture of security deposit.