



CENTRAL LIBRARY
CENTRAL UNIVERSITY OF KASHMIR
Green Campus, Saloora, Ganderbal J&K – 191 131

EXPRESSION OF INTEREST FOR EMPANELMENT OF BOOK SUPPLIERS

Applications are invited from reputed book Suppliers/Distributors/Publishers to seek empanelment as authorized vendors for supply of books to Central Library, Central University of Kashmir for financial years 2019-2020 and 2020-2021.

Application Fee (non-refundable)	₹1000/- (Rupees onethousand only) in form of Demand Draft from any nationalised bank in favour of Central University of Kashmir or online transfer in University Bank Account
Security Deposit (refundable)	₹75,000/- (Rupees seventy five thousand only) in form of Demand Draft from any nationalised bank in favour of Central University of Kashmir or online transfer in University Bank Account
Last Date & Time of Receiving Applications	December 10, 2019
Scrutiny of Applications	December 14, 2019
Address of Communication	University Librarian Central University of Kashmir Green Campus, Saloora, Ganderbal J&K 191131 email: librarian@cukashmir.ac.in Mobile no. : 9419014203/ 8716990150

Interested book Suppliers/ Distributors /Publishers may submit the application to University Librarian, Central University of Kashmir. The application form along with requisite documents including terms and conditions can be downloaded from the University website <<https://www.cukashmir.ac.in/>>.

Sd/
Dr. Abdul Majid Baba
University Librarian

No.: CUKmr/F.No. 310/19/259
Date: 01-11-2019



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EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS

A: Instructions for Vendors

1. Interested reputed book suppliers, distributors, publishers (hereinafter referred to as Vendors) should submit application form along with requisite documents in sealed envelopes super-scribing –“Application for Empanelment for the Supply of Print Books to Central University of Kashmir”.
2. Application form along with each page of requisite documents should be signed by the authorized signatory of the vendor(s) bearing his/her full name along with official seal of the firm.
3. Incomplete and conditional applications will not be considered.
4. The participating vendor is expected to examine all instructions, terms & conditions as specified in the application document. Failure to furnish all requisite information or submission of application not substantially responsive to the conditions laid down shall be at the risk of the participating vendor and may result in rejection of application.
5. At any time prior to the dead line for submission of application, the University may, whether at its own initiative or in response to a clarification requested by a prospective participating vendor, amend the documents.
6. Applications received after the due date and time shall not be considered by the University. The applications will be scrutinized on December 14, 2019 in presence of participating vendor(s) or their authorized representative(s), if they desire so. The representative should bring the authorization letter from his firm for attending the application scrutiny process.
7. In the event of the date specified for receipt and scrutiny of applications is declared holiday at Central University of Kashmir, the due date for submission of applications and scrutiny shall be the following working day.
8. Any participating vendor found influencing the University in its decisions on evaluation or scrutiny of applications shall result in rejection of vendor's application.
9. The University reserves the right to reject/cancel any or all applications without assigning any reason thereof.
10. The Vendor should submit ₹1000/- as application fee (non-refundable) and ₹75,000/- (refundable) as security deposit separately in the form of demand draft drawn from any nationalised Bank in favour of Central University of Kashmir, Ganderbal or transferred online in University Bank Account. Applications without application fee and security deposit shall be rejected. Security deposit shall be returned to all the unsuccessful vendors after finalization of the empanelment procedure.

B: Eligibility

Vendors who apply for empanelment must fulfil the following conditions for eligibility:

1. Should have an average annual financial Gross turnover of ₹10 Lakh Lac during the last preceding three financial years (2016-17, 2017-18, and 2018-19), duly validated by the Chartered Accountant.
2. Should have PAN issued by the Income Tax Department.
3. Shall attach the proof of registration with Federation of Publishers and Booksellers Association of India (FPBAI).



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4. Should have supplied books to the Institutions of higher learning like, Universities, IITs, IIMs, NITs, etc. at least for last three years to this EOI notice.
5. Should submit an undertaking of not having been blacklisted during the last three years by any university/college/research institution for the supply of books.

C: Terms and Conditions for Supply of Books

1. The period of empanelment will be for Financial Years 2019-2020 and 2020-2021 which may be considered for further extension.
2. The empanelled vendor shall supply print books to the University at a uniform discount of 20 percent on all types of books other than Government publications/short discount books.
3. The University shall provide an opportunity to all the empanelled vendors to supply books to the University. However, the amount in each supply order shall not exceed Rupees Five Lakhs.
4. The vendor shall confirm the availability of the required books through an email within five working days of confirmation of status and supply order may be placed with the firm to be based on availability report. However, the vendor cannot claim the right to have supply/purchase order from the University against status report of the books sought for.
5. Any clarification, regarding the purchase order should be sought from the Central Library, within two days of receipt of supply/purchase order.
6. Supply of books has to be made strictly against the supply/purchase order only.
7. The supply of books will be at the risk of the vendor till its acceptance by the University.
8. Vendor shall be bound to supply the books in one go as per supply order and not piece meals.
9. The vendor has to supply at least 75 percent of the titles mentioned in the supply order, failing which no supply shall be entertained and no further orders for supply of books shall be placed with the vendor concerned.
10. The vendor has to give a certificate that books those could not be supplied are not available with their respective publishers/distributors. Any deviation or mis-information shall lead to the blacklisting of the vendor.
11. Only one bill per supply/purchase order shall be raised by the vendor. In no case, multiple bills shall be accepted by the University against a particular supply/purchase order.
12. Vendor has to supply Indian books within 30 days and Foreign books within 45 days from the date of issuance of the supply/purchase order. However, in extraordinary situations, an extension of maximum period of 15 days shall be given by the University Librarian on justifiable reasons given by the Vendor.
13. In case the delivery of books is made beyond the scheduled date, the vendor shall be charged a penalty of five percent per week of the billed amount.
14. The University may at any time, by written order given to the vendor, make changes within general scope of the Terms & Conditions in any one or more of following:
 - i. method of shipping or package.
 - ii. place of delivery.



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15. Publisher's price only shall be charged and its proof shall be attached with all the bills.
 16. Good Offices Committee (GOC) conversion rates shall be followed to determine the cost of foreign books in Indian Rupee.
 17. The cost of packing, freight charges, loading, unloading, etc., at the ends are inclusive and shall be borne by the vendor.
 18. The vendor shall append the certificate to the bill to the effect that:
 - i. Only original/latest editions of the books have been supplied,
 - ii. The actual publishers' price has been charged.
 - iii. The Indian/low priced editions of publications (if foreign) are not available in India.
 - iv. The books are not remaindered titles.
 - v. Paper back of hardcover books supplied to the University are not available in India
 19. Unless specified, latest editions only shall have to be supplied.
 20. If any supplied book does not conform to the specifications mentioned in supply/purchase order or if the book is not in good condition, the vendor shall have to take back that/those book(s) from the Central Library, at his own expenses and replace the same within 15 days, failing which the University shall not be responsible for such books.
 21. All the payment will be made in Indian Rupees. Payment shall only be released after supply and acceptance of books by the University.
 22. The empanelled vendor shall give an undertaking on non-judicial paper of One Hundred Rupees accepting all the terms and conditions mentioned above along with the other terms and conditions which the University shall deem suitable after the vendor is empanelled.
 23. In the event of deviation on any of the aforementioned counts, the University shall be free to cancel the empanelment and/ or blacklist the vendor and it may also result in the forfeiture of the security deposit of the vendor.
 24. Security deposit of empanelled vendors shall be returned after the expiry of empanelment period or any time when the request is made by the vendor to the University Librarian for withdrawal from the empanelment. However, in case of unsatisfactory performance during empanelment period (or period of supply), security deposit shall be forfeited.
 25. English language shall be used for interpretation of clauses of application/documents.
 26. The University reserves the right to relax any condition enumerated in or arising out of this Expression of Interest, without assigning any reason/s thereof.
 27. Dispute, if any, the same shall be resolved initially by mutual discussion between the parties within a period of 30 days failing which appropriate courts at Ganderbal, J&K will have the jurisdiction to adjudicate upon the matter.
- For any clarification contact the University Librarian at librarian@cukashmir.ac.in



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APPLICATION FORM

(Empanelment of vendors for supply of Print Books for financial year 2019-20 and 2020-21)

1. Name of the Firm/Vendor: _____

2. FPBAI Registration No.: _____

3. Name of the Proprietor: _____

4. Name of Partner (if any): _____

5. PAN of the Firm/Vendor: _____

6. Address: _____

7. Mobile No.: _____ Phone No. _____

email address: _____

Cell No. of contact person(s): _____

8. Name of three reputed clients among the institutions of higher learning like Universities, IITs, IIMs, NITs, etc. served by the vendor as book supplier during preceding three years

(i) _____

(ii) _____

(iii) _____

(Copies of the satisfactory performance certificates from the above mentioned institutions need to be attached)

9. Year-wise turnover of the firm during the financial years

(a) 2016-17 _____ (b) 2017-18 _____

(c) 2018-19 _____ Attach documentary evidence duly authenticated by Chartered Accountant

10. Demand Draft Details:

Application Fee DD No.: _____ Date _____ Bank _____

₹1000/-

Online Transfer UTR No.: _____ Date: _____

Security Deposit DD No.: _____ Date _____ Bank _____

₹75000/-

Online Transfer UTR No.: _____ Date: _____

Bank: State Bank of India **Acc.Name:** Central University of Kashmir **Acc. No.:** 32233641737 **IFS Code:** SBIN0002295

11. Declaration:



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I/ we do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further, we accept all the terms and conditions of empanelment.

Date: _____

Seal & Signature of Authorised Signatory

Enclosures:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____