



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya - 824 236 (Bihar)

Empanelment of Vendors for Supply of Print Books to Central Library

Ref. No. CUSB / CL / 59 / 2018

Date : 22 / 12 / 2018

Applications are invited from reputed Booksellers/Distributors/Vendors to seek empanelment as authorized vendor for supply of books to Central Library for the financial years "2018-2021" and may be extended for 2 more years. 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.cusb.ac.in>.

Interested booksellers/ vendors/ suppliers/ agents/ 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 only. The Envelope should be marked with "Application for Empanelment of Vendors for supply of printed Books". The duly filled application form along with necessary self-attested documents and fees may be submitted on or before 05.01.2019 by 4.30 PM.,

To :

**The University Librarian
Central Library
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya - 824 236
(Bihar)**

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

University Librarian

Notice No. CUSB / CL / 59 / 2018

Dated : 22 / 12 / 2018



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ELIGIBILITY CRITERIA FOR EMPANELMENT:

- The vendor should be a registered member of national/ state trade federations like FPBAI, DSBPA etc. Copy of Registration certificate must be enclosed with the proposal.
- The vendor should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The Distributors/ Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The vendor should have satisfactorily supplied books to any 3 Central or State University in current or last two financial years (satisfactory supply certificates along with relevant order copies should be attached).
- The vendor should have a minimum average annual turnover of Rs. 200 Lakhs in the last three (3) consecutive financial years (C.A. Certificate should be attached).
- The bidders should have satisfactorily executed single order of worth Rs. 50 Lakhs or more to any Central or State University of print books in any of last two Financial Years and current financial year. (Order copy and satisfactory supply certificate should be attached).
- The vendor should enclose ITRs for last 3 Assessment years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
- The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The vendor is required to send a DD of Rs. 3,000/- (non-refundable) as registration fees along with the application form in the Favor of **“The Finance Officer, Central University of South Bihar”**.
- The vendor should also enclose a DD for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of Security Deposit in favor of **“The Finance Officer, Central University of South Bihar”** which will be returned after satisfactory completion of the supply of books and expiry of the tenure. However, the earnest money would be forfeited if the selected bidder(s) fail to supply the ordered books satisfactorily. The earnest money of the unqualified bids would be returned. Earnest Money will not entail any interest.
- The vendor should not be 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).



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TERMS & CONDITIONS:

- The minimum discount rate shall be 25% for all types of books except Govt./NGO/ Institution /Society books.
- In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing.
- 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 acceptance of the qualified bidders rests with the University on its selection criteria. Decision of Vice Chancellor of the University on any dispute related to selection of vendor for supply of books shall be final and binding.
- Only latest edition books will be supplied, unless specified.
- The Supplier must append price proof from publisher catalogue/ publisher website/Distributor's invoice.
- University reserves the right to exclude any or all of the supplier from the list of empanelment at any time without any notice.
- The empanelment will be initially valid for three years and may be extended for next two years on the mutual agreement of the University and Vendor. But if vendor does not perform promptly then the empanelment of the supplier may be cancelled at time without stating any reason.
- Books are to be delivered at CUSB Panchanpur Campus.
- No packing of 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.



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(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To
The University Librarian
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya - 824 236
(Bihar)

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to your University, please find my / our duly filled application form along with application fee and security deposit and relevant documents.

1. Name of the Firm _____
2. Address _____
3. Contact No _____ Fax _____
4. Website (if any) _____ Mobile No. of contact person(s) _____
5. E-mail address _____ @ _____
6. Date of Establishment of Firm _____
7. Name of the Proprietor/Director _____
8. Name of Partner (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. Do you have direct import license. _____
(If yes, please attach a copy of the same)
12. Do you have satisfactorily supplied books to any 3 Government Universities-Central/State in current or last 2 financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a)
 - b)
 - c)



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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 P/L and Balance Sheet duly certified by Chartered Accountant

15. Order copy and satisfactory supply certificate of a single order of worth Rs. 50 Lakhs or more of print books to any Central / State University in any of last two financial years or current financial year. Please mention the value of the order :

Financial Year	Order Value
2018-2019	
2017-2018	
2016-2017	

16. Are you a distributor / dealer / stockiest / exclusive / preferred agent of the publishers ? If so, please submit the most recent authority letters issued by the publishers.

17. Details of a DD of Rs. 3,000/- (Rupees Three Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring **“The Finance Officer, Central University of South Bihar”** payable at **“Gaya.”**

Demand Draft Details

- a) Demand Draft No _____
b) Date _____
c) For Rs. _____
d) Drawn on _____

18. Details of Demand Draft of Rs. 2,00,000/= (Rupees Two Lakh only) as security deposit (refundable) drawn from any nationalized Bank favoring **“The Finance Officer, Central University of South Bihar”** payable at **“Gaya.”**

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).



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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:



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INSTRUCTIONS TO BOOK SUPPLIER

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the Central University of South Bihar, Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of print books to the Central Library".
3. Application will be addressed to "**The Librarian, Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya - 824 236 (Bihar)**".
4. The sealed cover should reach in the University Library by Speed Post or Registered Post.
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. 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.
7. 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 besides termination of empanelment and or forfeiture of security deposit.