

EOI for empanelment of Vendors for supply of books to Central University of

Himachal Pradesh

Date: 10-01-2023

Central University of Himachal Pradesh, Dharamshala invites Expression of Interest (EOI) for “Empanelment of Vendors for the supply of Books” on prescribed Format from Vendor(s)/Distributor(s)/Supplier(s) duly registered by the Federation of Indian Publishers or Federation of Publishers and Booksellers Association of India to Central Library, Central University of Himachal Pradesh having campuses at Dharamshala, Shahpur and Dehra. The Empanelment will be valid for a period of three years from the Date of Empanelment. Interested Vendor(s)/Distributor(s)/Supplier(s) may submit the EOI complete in all respects along with Vendor Processing Fee of Rs. **1,000.00** (Non-refundable) along with the required documents to “Central Library, Central University of Himachal Pradesh, Dharamshala, District Kangra, Himachal Pradesh 176215, India ” through Central Public Procurement Portal on or before 31.01.2023 upto 03:00 PM.

Eligibility Criteria

1. Only registered vendors with the Federation of Indian Publishers or Federation of Publishers and Booksellers Association of India, for more than five years shall be considered for Empanelment. Document in support is required.
2. Income Tax Return for last five years is to be enclosed with the EOI.
3. An EMD amount of **Rs. 50,000/-** in the form of **DD/FDR** has to be submitted in favour of Finance Officer, Central University of Himachal Pradesh, Dharamshala. EMD shall be forfeited in case the vendor fails to supply the books after receipt of order. The EMD of non-empanelled vendors shall be returned at the earliest.
4. The annual turnover of the vendor should be **Rs. 150 Lakh for last five years** duly certified by the Chartered Accountant (CA) and should be supported with copy of their five years’ IT return and PAN/TAN/GST number and address proof along with the EOI.
5. The vendor will have to give an undertaking on stamp paper of Rs. 100/- duly attested by the Competent Authority, that the vendor has not been blacklisted or is blacklisted by any University/ Educational Institution/ Govt. Department.
6. Letter of Empanelment from at least Ten University/ Educational Institutions/ Govt. Department and Ten satisfactory certificates from the end user of said institutions on their institutional letter head duly signed/certified by the Competent Authority are required to be submitted along with the EOI.

Terms and Conditions for Supply of Books/Documents

1. **Discount: 26% flat.** However, in case of special publications/Government Publications controlled by the Government discount will be as per Publisher/Government Policy for which the Vendor has to enclose documentary evidence in this regard.
2. **Delivery:** The books will be delivered to the undersigned either through the

registered post or by the supplier himself/herself, the expenditure of which shall be borne by the supplier. The books/documents are to be delivered to the “**Central Library, Central University of Himachal Pradesh, Dharamshala, District Kangra, Himachal Pradesh 176215, India**” and should obtain a proof of receipt on the Challan. All orders are time bound and should be supplied within the period mentioned on the order copy.

3. **Bill:** The bill should be in duplicate and pre receipt and it should be in the name of **the University Librarian, Central University of Himachal Pradesh, Dharamshala**. It should also contain the order Number with date. It is also mandatory to send a soft copy of bill via ***E-mail-*** librarian@hpcu.ac.in in The body of the bill should have following certificates
 - The book supplied are latest edition and are not remainder titles.
 - Correct price as per Publisher Catalogue has been charged
 - Conversion rate have been charged as per **Reserved Bank of India rate**.
4. **Consignee:** University Librarian, Central University of Himachal Pradesh, Dharamshala, District Kangra, Himachal Pradesh 176215, India
5. **Packing:** Packing list having full particulars of the books must be kept in packing list. The particulars of the order number and date should also be there.
6. **Payment:** Payment will be made within reasonable time after receipt of the consignment if the books are in good condition and no discrepancy is there.
7. The bill must contain the item number of the Order against the title supplied.
8. All the books supplied should be as per specification, if the book are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier. Supply must be assured for each and every title ordered within the stipulated time. In case of failure, order may be cancelled for title and no future order will be placed with the Vendor.
9. The office must be intimated by the Vendor within a period fortnight from the date of receipt of the supply order, regarding the titles can't be supplied even up to the valid date.
10. The University has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
11. The University reserves the right to terminate the empanelment at any time without assigning any reason.
12. Submission of bid does not confer any right on any bidder for empanelment with the CUHP.
13. Foreign publications if available at Special Indian Price must be supplied at Indian Price.
14. The University reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
15. The University's decision in all the matters of procurement of books shall be final and binding on all concerned;
16. **Dispute Settlement:** In case of any dispute or difference arising between the parties under the contract, then and in such an event the same shall be referred to Vice-Chancellor, CUHP Dharamshala who shall act as the SOLE ARBITRATOR and his decision / award shall be binding and conclusive upon both the said parties and this clause shall be deemed a submission within the meaning of Arbitration and

Conciliation Act 1996 or Statutory modification or re-enactment thereof. It is specifically agreed that the vendor shall continue to render his services provided herein with all the due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration. The venue of Arbitration proceedings shall be Dharamshala. It is further agreed between the parties as hereto that the Dharamshala Courts alone shall have the exclusive jurisdiction.

Sd/-
University Librarian

**Application for Empanelment as Library Book
Supplier**

S/N			Particulars	Page no
1.	Name of the Supplier/Vendor/Firm			
2.	Address for communication			
3.	Contact person	Phone Number		
		Email ID		
4.	Establishment year			
5.	150 Lakhs Turn over during last 5 years		Yes/no	
6.	Bank details	Name		
		Branch		
		Account number		
		IFSC Code		
7.	PAN details	Number		
		Pan holders name		
8.	Are you dealing with language books (Hindi,English,Punjabi,Sanskrit,Urdu etc)			
9.	Processing fee (Rs. 1000/-)	In the form of Demand Draft in favour of Finance Officer, CUHP, payable at Dharamshala		
		Date		
10.	Earnest Money Deposit (EMD) (Rs. 50,000/-)	In the form of Fixed Deposit Receipt (FDR) duly pledged in the name of Finance Officer, CUHP		
		Date		
11.	Copy of IT return submitted			
12.	GST Number			
13.	Copy of Association membership			

I/We, as the authorised representative of M/S

hereby declare that, the information furnished above is correct and true. I/We confirm the acceptance of all the condition laid down by Central University of Himachal Pradesh authority for empanelment as Librarybook Supplier. The supporting documents for the above mentioned data have been attached.

Place:

Date:

Signature with seal

**ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING
PAYMENTS**

Name of Institute	
Complete Contact Address	
Telephone	
Mobile	
E.Mail	

BANK ACCOUNT DETAILS

Name of Account (As Per Bank Record)	
Account Number of Above Account	
IFSC Code No. of Bank	
Bank Name (Full)	
Branch Name	
Complete Branch Address	
Telephone No.	
E.Mail	
MICR Code No. of Bank Branch	
Account Type (SB/CURRENT/CASH CREDIT Etc.)	