



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)

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EXPRESSION OF INTEREST

FOR

**EMPANELMENT OF
PUBLISHERS/BOOKSELLERS/DISTRIBUTORS/VENDORS
FOR SUPPLY OF PRINTED JOURNALS/E-
JOURNALS/DATABASES TO
CENTRAL LIBRARY/DEPARTMENT LIBRARIES**

Event	Date	Time
Last Date for submission of Sealed EoI	24.01.2022	4:00 pm
EoI Opening	25.01.2022	11:00 am

Please send the sealed envelope through Registered Post/Speed Post/Courier to the following:

**The Librarian
Central Library
Guru Ghasidas Vishwavidyalaya, Koni,
Bilaspur- 495 009 (C.G.)**

**EMPANELMENT OF PUBLISHERS/BOOKSELLERS/DISTRIBUTORS/VENDORS FOR
SUPPLY OF PRINTED JOURNALS/E-JOURNALS/DATABASES TO CENTRAL
LIBRARY/DEPARTMENT LIBRARIES**

Dated : 31.12.2021

Applications are invited from reputed Publishers / Booksellers / Distributors / Vendors to seek empanelment as authorized Publishers / Booksellers / Distributors / Vendors for supply of print books to Central Library /Departmental Libraries for the **year 2021-22 and 2022-23** and may be extended further. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website: <http://www.ggu.ac.in> OR <https://eprocure.gov.in/epublish/app>.

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/Courier. The Envelope should be marked with “**Application for Empanelment of Publishers / Booksellers / Distributors / Vendors for supply of Printed Journals/E-Journals/Databases**”. The duly filled application form along with necessary documents and fees may be submitted on or before the due date 24.01.2022 **by 4.00 pm** to:

The Librarian
Guru Ghasidas Vishwavidyalaya,
Koni, Bilaspur-495009 (C.G.),
Website: <http://www.ggu.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 Journals/E-Journals/Databases to Central Library/Departmental Libraries for the **Calendar year 2022 (January- December)** which can be extended further after the fulfillment of below mentioned points of eligibility criteria:

1. The Publishers / Booksellers / Distributors / Vendors should be a registered member of national/ state trade federations like FPBAI, DSBPA, GOC, etc. Copy of Registration certificate(s) for last five years must be enclosed with the proposal.
2. The Publishers / Booksellers / Distributors / Vendors should submit Permanent Account No (PAN) issued by the Income Tax Department.
3. The Publishers / Booksellers / Distributors / Vendors must enclose their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI.
4. The Publishers / Booksellers / Distributors / Vendors should have satisfactorily supplied Journals to at least ten Government Universities-Central/State/CFTIs in last three financial year(s) (satisfactory supply certificates along with relevant order copies should be enclosed).
5. The Publishers / Booksellers / Distributors / Vendors should have a minimum average annual turnover of Rs. Three Crores in three (3) consecutive financial years- 2017-18, 2018-19 & 2019-20 (C.A. Certificate should be enclosed for the years 2017-18, 2018-19 & 2019-20).
6. The Publishers / Booksellers / Distributors / Vendors should enclose single highest value order for minimum of Rs. 50 Lakh for supply order of Printed Journals/E-Journals/Databases to any Central/State Government University/ CFTIs along with Satisfactory Supply Certificate for order in last three financial years (Order copy and satisfactory supply certificate from respective organization must be enclosed).
7. The Publishers / Booksellers / Distributors / Vendors should enclose Income Tax Return (ITRs) for last 3 Assessment years (2017-18, 2018-19 & 2019-20) and photocopy of Profit & Loss Account and Balance Sheet **duly certified by Chartered Accountant.**

8. 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.
9. 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 Favour of “**The Registrar, Guru Ghasidas Vishwavidyalaya**, payable at **Bilaspur (C.G.)**”
10. The Publishers / Booksellers / Distributors / Vendors should also enclose a **Demand Draft/FDR for Rs. 1,00,000/- (Rs. One Lakh Only) OR 2% of the supply order (whichever is less)** in the form of Earnest Money Deposit/Security Deposit in favor of “**The Registrar, Guru Ghasidas Vishwavidyalaya**, payable at **Bilaspur (C.G.)**” which is refundable after satisfactory completion of the supply of books of the tenure. However, the EMD/Security Deposit shall be forfeited if the selected bidders fail to supply the ordered journals satisfactorily after receipt of order. The earnest money of the unqualified bidders would be returned. Earnest Money will not entail any interest.
11. Percent Discounts on all types Journal(s)- Printed or E-Journals/Databases/Databases..
12. In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable on date of billing.
13. The Publishers / Booksellers / Distributors / Vendors should not ever be debarred / blacklisted from any Government Organization/CFTIs. **Please furnish an affidavit in this regard raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).**
14. 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 Competent Authority of the University on any dispute related to selection of vendor for supply of books shall be final and binding.
15. In case of any legal dispute, legal jurisdiction is limited to Bilaspur (CG) High Court Only.
16. Advance payment shall be made against bank guarantee only.
17. The approved Vendor has to give declaration-

- a. The prices charged are of Institutional Subscription.
- b. Prices charged are as per Publishers' Catalogue/E-Shodh Sindhu (ESS) negotiated price.
- c. Invoice(s) is/are as per remittance to the Publishers.

**(APPLICATION FORM FOR EMPANELMENT AS Journals'/Database(s)
Supplier**

To
The Librarian
Guru Ghasidas Vishwavidyalaya,
Koni, Bilaspur-495009 (C.G.),

Sir,

In response to your advertisement for registration and empanelment of Publishers/Booksellers/Distributors/Vendors for supply of Printed Journals/E-Journals/Databases 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 Printed Journals/E-Journals/Databases to at least 10 Government Universities-Central/State/CFTIs in last three financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be enclosed.
13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):
 - (a) 2017-18 :
 - (b) 2018-19 :
 - (c) 2019-20 :
 - 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 account and Balance Sheet duly certified by Chartered Accountant
15. Order copy and satisfactory supply certificate of a single order worth Rs. 50 Lakh or more for supply of print books to any Central/State Government University/CFTIs in last 3 financial years should be enclosed.
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 Demand Draft of Rs. 1,000/- (Rupees One Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring “**The Registrar, Guru Ghasidas Vishwavidyalaya**” payable at “**Bilaspur (C.G.)**.”

Detail of Demand Draft

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

18. Details of Demand Draft/FDR/Bank Guarantee of Rs. 1,00,000/= (Rupees One Lakh only) as security deposit (refundable) drawn from any nationalized Bank favoring “**The Registrar, Guru Ghasidas Vishwavidyalaya**” payable at “**Bilaspur (C.G.)**.”

Detail of Demand Draft/FDR/Bank Guarantee

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

19. Have your firm ever been debarred / blacklisted for doing business from any government organization/CFTs? 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 JOURNALS' SUPPLIER

1. Please go through the Eligibility Criteria for Empanelment for supply of Printed Journals/E-Journals/Databases to the **Guru Ghasidas Vishwavidyalaya**, Central Library/Department before filling the application form.
2. Interested Publishers / Booksellers / Distributors / Vendors should submit application in sealed envelope super-scribing “**Application for Empanelment of book suppliers for supply of Printed Journals/E-Journals/Databases to the Central Library/Department Libraries**”.
3. The sealed cover should reach in the University Library by any mode i.e. Speed Post / Registered Post/Courier.
4. The Vendors have to certify that no Indian edition is available at cheaper price in case of foreign books.
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 document 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 Bilaspur (CG) High Court besides termination of empanelment and or forfeiture of security deposit.
8. University reserves rights to fix number of Publishers / Distributors / Booksellers / Vendors based on the single highest value order.
9. The librarian will distribute the orders among the empaneled vendors as per the necessity and past performance and experience of the vendor on approved discount.
10. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the journals. Notwithstanding the discount rate(s) so decided, the University shall have right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.