



# **RAJIV GANDHI UNIVERSITY**

(A Central University)  
Rono Hills, P.O. Doimukh  
Itanagar – 791 112  
(Arunachal Pradesh)  
<https://www.rgu.ac.in>

**EXPRESSION OF INTEREST**

**FOR**

**EMPANELMENT OF  
PUBLISHERS/BOOKSELLERS/DISTRIBUTORS/VENDORS  
FOR SUPPLY OF PRINTED BOOKS TO  
CENTRAL LIBRARY/DEPARTMENT LIBRARIES**

**EMPANELMENT OF  
PUBLISHERS/BOOKSELLERS/DISTRIBUTORS/VENDORS FOR  
SUPPLY OF PRINTED BOOKS TO  
CENTRAL LIBRARY/DEPARTMENT LIBRARIES**

Dated: \_\_\_\_\_

Applications are invited from reputed Publishers / Booksellers / Distributors / Vendors to seek empanelment as authorized Publishers / Booksellers / Distributors / Vendors for supply of books to Central Library /Departmental Libraries for the financial years “2019-2022” 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: <https://www.rgu.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/By Hand. 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 **21<sup>st</sup> November by 4:30 pm to:**

**The University Librarian  
Rajiv Gandhi University  
Rono Hills, P.O. Diomukh  
Itanagar – 791 112  
(Arunachal Pradesh)  
Website: <https://www.rgu.ac.in>**

**University Librarian**

### **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 Central Library/Departmental Libraries for the financial years 2019-22 which can be extended for two more years 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, DSBPA etc. 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 atleast 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. 2crore 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 value order for minimum Rs. 50 Lakhs 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).
- The Publishers / Booksellers / Distributors / Vendors should enclose Income Tax Return (ITRs) for last 3 Assessment years along with photocopy of Profit & Lose 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 Registrar, Rajiv Gandhi University**” payable at **Itanagar**”
- The Publishers / Booksellers / Distributors / Vendors should also enclosed a **Demand Draft/FDR** for **Rs. 1,00,000/-(Rs. One Lakh Only)** in the form of Earnest Money Deposit/Security Deposit in favour of “**The Registrar, Rajiv Gandhi University**” payable at **Itanagar**” 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 books satisfactorily. The earnest money of the unqualified bidders would be returned. Earnest Money will not entail any interest.
- Minimum 20% Discount on all type of Books except Govt./NGO/Society Publications.
- In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing.
- The Publishers / Booksellers / Distributors / Vendors 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).**
- 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.
- In case of any legal dispute, legal jurisdiction is limited to Itanagar Court Only.

**(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)**

To  
The University Librarian  
Rajiv Gandhi University  
Rono Hills, P.O. Diomukh  
Itanagar – 791 112  
(Arunachal Pradesh)

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 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. 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, Rajiv Gandhi University”** payable at **Itanagar**”

Demand Draft Details

- a) Demand Draft No \_\_\_\_\_
  - b) Date \_\_\_\_\_
  - c) For Rs \_\_\_\_\_
  - d) Drawn on \_\_\_\_\_
7. Details of Earnest Money of Rs. 1,00,000/= (Rupees One Lakh only) as security deposit (refundable) drawn from any nationalized Bank favoring **“The Registrar, Rajiv Gandhi University”** payable at **Itanagar**”

Earnest Money Details

- a) Demand Draft/FDR No. \_\_\_\_\_
  - b) Date \_\_\_\_\_
  - c) For Rs. \_\_\_\_\_
  - d) Drawn on \_\_\_\_\_
8. Registration No. of FPBAI/DSBPA, etc. \_\_\_\_\_  
(Please enclose a copy of the Registration Certificate.)
  9. Your Permanent Account No.: \_\_\_\_\_

(Attach Copy of PAN No.)

10. Date of Establishment of Firm \_\_\_\_\_
11. Name of the Proprietor/Director \_\_\_\_\_
12. Name of Partner (if any) \_\_\_\_\_
13. Do you have direct import license. \_\_\_\_\_  
(If yes, please attach a copy of the same)
14. Do you have satisfactorily supplied printed books to atleast 10 Government Universities-Central/State in last financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
15. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):
1. 2018-19:
  2. 2017-18:
  3. 2016-17:
16. 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
17. The Publishers / Booksellers / Distributors / Vendors should have to enclose a single value order for minimum Rs. 50 Lakhs 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)..
18. 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.
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 **Rajiv Gandhi University**, 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 Itanagar Court besides termination of empanelment and or forfeiture of security deposit.
7. University reserves rights to fix number of Publishers / Distributors / Booksellers / Vendors.