



महात्मा गाँधी केन्द्रीय विश्वविद्यालय

[संसद के अधिनियम द्वारा स्थापित]

MAHATMA GANDHI CENTRAL UNIVERSITY

[Established by an Act of Parliament]

EXPRESSION OF INTEREST

for

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

[Last Date: 31st December 2018 (Monday) by 3:00 PM]

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

Dated: 7th December 2018

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 "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.mgcub.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 / Courier / 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 **31st December 2018 (Monday)** by **3:00 PM** to:

**The Registrar/OSD (Admin.)
Mahatma Gandhi Central University
Camp Office, Near O.P. Thana, Raghunathpur, Motihari,
District - East Champaran, Bihar - 845 401 (INDIA)
Website: <http://www.mgcub.ac.in>**

OSD (Administration)

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 our Central Library/Departmental Libraries for the financial years 2018-21 and it may also 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 any 3 Government Universities-Central/State in last three consecutive financial years (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. 200 Lakhs 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 highest value order for supply of printed books to any Central/State Government University along with Satisfactory Supply Certificate for particular order in last two financial years or current financial year (Order copy and satisfactory supply certificate should be attached).
- The Publishers/Booksellers/Distributors/Vendors should enclose ITRs for last 3 Assessment years along with photocopy of Profit & Loss 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 issued by the publishers should be enclosed.
- The Publishers/Booksellers/Distributors/Vendors is required to be accompanied with a **Demand Draft of Rs.3,000/- (non-refundable)** as registration fees in the Favor of **“The Finance Officer/OSD (Finance), Mahatma Gandhi Central University”** Payable at Motihari.
- The Publishers/Booksellers/Distributors/Vendors should also enclose a **Demand Draft for Rs.2,00,000/- (Rs. Two Lakh Only)** in the form of Security Deposit in favor of **“The Finance Officer/OSD (Finance), Mahatma Gandhi Central University”** Payable at Motihari, which will be returned after satisfactory completion of the supply of printed books and expiry of the tenure. However, the earnest money shall be forfeited if the selected bidder(s) fail to supply the ordered books satisfactorily. The earnest money of the unqualified bidders would be returned. Earnest Money will not entail any interest.
- 20% discount for single volume books (all type of books) and 25% for multi volume books & all reference sources including Handbooks, Encyclopedias, Dictionaries, Directories, Year Books etc. and 30% for books published before 5 years (Excluding current year) and short discounted on 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/Competent Authority 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 Patna High Court only.

**APPLICATION FORM FOR EMPANELMENT AS
PUBLISHERS/DISTRIBUTORS/BOOKSELLERS/VENDORS**

To
The Registrar/OSD (Admin.)
Mahatma Gandhi Central University
Camp Office, Near O.P. Thana, Raghunathpur, Motihari,
District - East Champaran, Bihar - 845 401 (INDIA).

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. Email 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 last three consecutive financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a)
 - b)
 - c)
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 Profit & Loss and Balance Sheet duly certified by Chartered Accountant
15. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in last 2 financial years or current financial year should be attached. Please mention the value of the single highest value order _____
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/OSD (Finance), Mahatma Gandhi Central University"** payable at **"Motihari."**

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 Office/OSD (Finance), Mahatma Gandhi Central University"** payable at **"Motihari."**

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).

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 Mahatma Gandhi Central University Library/Departmental Libraries 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/Departmental Libraries".
3. Application will be addressed to **"The Registrar/OSD (Admin.), Mahatma Gandhi Central University, Camp Office, Near O.P. Thana, Raghunathpur, Motihari, District - East Champaran, Bihar - 845 401 (INDIA)."**
4. The sealed cover should reach in the University Library by any mode i.e. Speed Post or Registered Post or Courier or by Hand.
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 under the jurisdiction at Patna High Court besides termination of empanelment and or forfeiture of security deposit.
8. University reserves rights to fix number of Publishers / Distributors / Booksellers / Vendors.