

Expression of Interest for Empanelment of Vendors for Supply of Books to Central Library.

EOI REF. NO. : CUSB/LIB/EOI/01/2016-17 DATED 04.07.2016

Applications are invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor for supply of books to Central University of South Bihar as well as Mahatma Gandhi Central University, Motihari. Prescribed application form along with the copy of terms and conditions may be collected or may be downloaded from the official website www.cusb.ac.in / www.cub.ac.in . The duly filled application form along with necessary documents and fees may be submitted on or before **27/07/2016** by 05:00 PM to: -

**Registrar
Central University of South Bihar
BIT Patna Campus
P.O.: B. V. College Campus
Patna – 800 014.**

Eligibility Criteria for Empanelment .

1. The bidders should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. Please submit the most recent authority letters issued by the publishers.
2. The bidders should have satisfactorily executed a single order of worth Rs. 50 Lakhs to any Central or State University in a Financial Year during last three years (Order copies and satisfactory supply certificate should be attached)
3. The bidders should have satisfactorily supplied books to any 3 Central Universities or Institutes.
4. The bidders should have a minimum average annual Turn Over of Rs. 300 Lakhs in last 3 consecutive Financial Year (Certificate should be attached).
5. The bidders should not be 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 hundred only).

Terms and Conditions:-

1. Applicant should agree to allow at least 25 % discount on all type of books excluding Govt./ Society/NGO publication which will be supplied by allowing 10% discount.
2. The State/ Central Government Publication may be procured directly or through vendors, where no discount may be applicable.
3. Only latest edition books will be supplied, unless specified.
4. The Supplier must append price proof from publisher catalogue/ publisher website/Distributor's invoice.
5. In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable on the date of order.
6. University reserves the right to exclude any or all of the supplier form the list of empanelment at any time without any notice.
7. The empanelment will be initially valid for one year and may be extended for next 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.
8. Books are to be delivered at Patna & Gaya Campus of CUSB as well as at the campus/campuses of Mahatma Gandhi Central University Motihari.
9. No packing of forwarding charges will be borne by the university.
10. Items should be delivered as per the supply order without any extra cost. No VPP or Railway Bilty will be entertained by the University.
11. Single expression will be considered for CUSB Patna Campus & Gaya Campus as well as Mahatma Gandhi Central University Motihari.

(Registrar)

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS

To

Registrar
Central University of South Bihar
B.I.T Patna Campus
Near B.V College, Patna-800014, Bihar

Sir,

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

1.	Advertisement No. and Date	
2.	Name of the Firm :	
3.	Postal Address of the Office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Application Fees of Rs. 2,000 (Rupees Two Thousand Only) in favour of Registrar, Central University of South Bihar, Payable at Patna (Non Refundable) (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
5.	Details of Demand Draft for Security Deposit of Rs. 2,00,000 (Rupees Two Lakh Only) in favour of Registrar, Central University of South Bihar, Payable at Patna (Refundable). (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
6.	<u>Contact Information :</u> (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) Fax Number : (e) E-Mail : (f) Website address, if any :	

7.	<u>Kind of Firm</u> Name and address of Directors/Managing Directors/Proprietor/Partners
8.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years.
9.	Your Permanent Account No. (PAN): (Copy Attached)
10.	Bank Details (a) Name of the Bank : (b) Address : (c) Bank Account No. : (d) Name of the Account holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current):
11.	Are you a distributor/dealer/stockiest/executive/preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
12.	Do you have satisfactorily executed a single order of worth Rs. 50 Lakhs to any Central or State University in a Financial Year during last three years (Order copies and satisfactory supply certificate should be attached)
13.	Do you have satisfactorily supplied books to any 3 Central Universities or Institutes – in last 2 years (Certificate should be attached)
14.	Do you have direct import license. (If Yes, please attach a copy of the same)

<p>15.</p>	<p>Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS :</p> <p>(a) 2013-14 : (b) 2014-15 : (c) 2015-16 :</p> <p>Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant Applicant Supplier must have a minimum average annual Turn Over of Rs. 300 Lakhs in last 3 consecutive Financial Year</p>
<p>16.</p>	<p>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 hundred Only)</p>

Declarations:

1. I/We _____ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept you all terms & conditions.

Place :

Signature of Partner/Proprietor/Director
(Seal of the Firm)

Date :