



## **Empanelment of Vendors for Supply of Print Books to CURaj Library**

The Central University of Rajasthan Library invites expressions of interest for **"Empanelment of Vendors to supply Print Books"** to its Library in a prescribed format from the reputed Booksellers/ vendors/ suppliers/ agents/ distributors in India. Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents (Annexure I & II) to "The Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN: 305817. The sealed cover should reach the latest by **1<sup>st</sup> October 2025, up to 5 PM** in the University Library, either by Speed Post/Registered Post. The Envelope should be marked with **"Expression of Interest for Empanelment of Vendors for the supply of print books"**.

### **1. Eligibility Criteria for Empanelment**

Vendors who apply for empanelment must fulfil the following conditions for eligibility:

- The bidders should be a bookseller/distributor/vendor/dealer/stockist/executive/ preferred agent of the publishers. Please attach a list of publishers whom you represent and submit the valid authorisation letters issued by them.
- The bidder should have a minimum annual turnover of 3 crores in every single financial year in the last three consecutive years during the span of the last five years of 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25. A certificate from CA/Balance Sheet should be attached. The bidder should also submit a copy of IT returns for the last three consecutive years during the previous five years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25) and provide PAN/TAN number in the prescribed application form along with the valid address proof.
- The bidders should have satisfactorily supplied books to a minimum of three (3) Central Universities or Institutes of National Importance (Central Universities, IITs, IISc., NITs, IIMs, IISERs) in the last five years (from 2020-21 to 2024-25) and must attach Performance certificates from the serving institutions.
- The bidders should enclose the document of the highest-priced single purchase order executed in the last five years.
- The bidders should not have been debarred/blacklisted during the last five years (2020-21 to 2024-25) by any university/institute/college/government organisation. Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).

### **2. Instructions**

- A Demand Draft worth **Rs. 1000.00** towards the **application processing fee** drawn in favour of "Registrar, Central University of Rajasthan" must be

submitted. The application process fee is non-refundable.

- The response should be signed by an authorised signatory of the vendor bearing their full name, status, and signature, along with the official seal of the firm.
- Incomplete and conditional applications will not be considered and responses received after the deadline will not be considered.
- At any given point, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit.
- No canvassing or repeated communication should be made with the Library, failing which may attract punitive action, and the vendor will become liable to be de-listed by the University.
- The short-listed vendor(s)/distributor(s)/supplier(s) may be called for personal interaction to discuss the Terms & Conditions for the supply of print books.
- The empanelled vendor(s)/supplier(s)/distributor(s) will be informed by email.
- This empanelment will be valid initially for two (02) years (2025-26 & 2026-27) and may be extended depending upon the satisfactory performance of the empanelled book vendor(s) at the sole discretion of the University.
- Vendor's performance will be evaluated annually on the basis of delivery time, quality, accuracy of invoices and responsiveness.

## **Terms & Conditions for the supply of print books**

### **I General**

1. The Vice-Chancellor, Central University of Rajasthan, reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases regarding acceptance/rejection/arbitration.
2. The Central Library, Central University of Rajasthan, reserves the right to place a purchase order(s) with any vendor(s) from its empanelled list or others at any time.

### **II Inquiry of Book Details**

- The CURaj Library will ask by email the empanelled vendor(s) for the required titles, the number of copies and other details like:
  - Availability of books (In stock/procurable/whatever may be the availability condition)
  - Shipping time (in weeks only)
  - Paperback/hardbound
  - Unit Price (in Original Currency) &
  - Discount
- The empanelled vendors have to respond with the details as requested within five (5) working days from the receipt of the Pre-order Inquiry by email only.
- The pre-order inquiry must be valid for 30 minimum days.

- All the details inquired about must be provided. The CURaj Library will not consider the response if any field is left blank.
- The submission should only include titles for which the vendor can ensure complete fulfilment.

### **III Purchase Orders**

- Purchase placement for book titles will be based on the following criteria:
  - Preference will be given to the offers with the maximum titles and copies.
  - If multiple offers provide the same number of titles and copies, the one with the lower total invoice cost or the shortest delivery time will be preferred, as finalized by the Library.
- The Librarian will place a purchase order with the empanelled vendor.
- The Library reserves the right to modify the purchase list by increasing, decreasing, or removing titles and/or copies as required.
- The book supply must be strictly in accordance with the purchase order.
- Acknowledging receipt of a purchase order via email is mandatory and will be considered acceptance of the Order.
- Any clarification/ query regarding the purchase order should be sought from the Library within three (3) days of receipt of the Order.

### **IV Time-frame for supply**

- The maximum time frame for supplying the books will be **eight weeks** for foreign publications and **four weeks** for Indian publications from the date of Order.
- If the vendor is unable to supply books from confirmed PO's within this stipulated period, a penalty will be imposed at the rate of 1% per week and a maximum of up to 5% (Penalty based on book cost).
- In an exceptional case, if there is any delay foreseen in supply, the vendor may request an extension of time with valid reasons at least Five (05) working days before the due date of supply. If the provided reason for the delay is justified with adequate proof e.g., communication from the publisher/publisher's distributor or stockiest, the Library may consider the extension of time as may deem fit.
- Every supply should be accompanied by a delivery challan clearly bearing the details of the items, titles in supply, and their quantity and price.

### **V Place of Supply**

- Books ordered should be supplied at "The Central Library, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer, Rajasthan PIN-305 817 without any additional transportation/postal/courier/other charges.

### **VI Edition specifications**

- The latest available editions of books must be supplied in paperback and Indian editions wherever applicable. A certificate confirming that the latest edition has been supplied must be provided.

- Pirated Books are strictly prohibited. This will lead to an immediate ban from the empanelment.

## **VII Discount**

The University discount structure for the supply of books will be as follows:

<b>S. N.</b>	<b>Publication Type</b>	<b>% Discount (on Printed/ Publisher's Price)</b>
1	All Indian Books	20%
2	All Foreign Books	25%
3	Multivolume/Multiple Copies/ Encyclopedia	30%
4	Government/Society Publications	As applicable

## **VIII Invoicing Procedure and Conversion Rates**

- The Invoice should bear the firm's TAN/ PAN and GST No.
- Pre-receipted Invoices are to be submitted in triplicate (3 copies). If the amount exceeds Rs.5,000.00, a revenue stamp should be affixed to the original bill and signed by an authorised signatory.
- The Invoice should be raised favouring the Librarian, Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer-305 817, Rajasthan.
- Titles from different purchase orders should not be combined and should not be supplied in one Invoice.
- The prices in the Invoice should be indicated in original currencies.
- The price of the book/document, as printed on the books, shall be mentioned in the invoice.
- In the case of foreign publications, the currency of the respective country of publication should be mentioned.
- Reserve Bank of India (RBI)/ Financial Benchmarks India Pvt. Ltd. (FBIL) currency conversion rates is applicable on the billing date. They should be clearly indicated on the Invoice.
- In the case of foreign books and those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, the vendor shall submit supporting documents of the Publisher's Invoice and catalogue in support/proof for price verification.
- The payment will be made on satisfactory delivery and receipt of books in good condition at CURaj library.

## **IX Undertakings to be included with the Invoice**

Every Invoice should certify the following:

- The prices charged in the Invoice are the actual, current Publisher's prices as billed to us and are valid and correct.
- The prices charged are as per the publishers/ importers/ distributors invoices and the latest catalogue.

- The latest editions have been supplied, and they are not remaindered titles.
- The books supplied against this purchase order have been checked for defects in collation, binding, and the condition of any accompanying material, viz., CDs, etc., as well as other physical conditions. If any defects are detected later, the defective books/ CDs must be replaced at the delivery location, free of cost.
- Defective items or wrongly supplied book(s) & reverse pickup are the sole responsibility of the respective vendor, and the charges are to be borne by the same vendors only. Reverse pickup of the defective items must be arranged within 30days of receiving intimation from the Library. Otherwise, the Library will not be responsible for the same book(s).

#### **X Mandatory enclosures with Invoice**

- A copy of the Publisher's catalogue/ publisher website and distributor's Invoice in support of price proof.
- A currency conversion proof with the date. The proof should support the exchange rates charged in every bill with certified copies of the exchange conversion rates issued by the RBI/FBIL.
- Proof of price and currency conversion should contain the seal and authorised signature of the vendor.
- A copy of the certificate in support of the latest edition from the Publisher/vendor.
- The CUAJ Gate Pass on copies of the Invoices is required if the books are delivered by hand/courier.

#### **XI Termination of empanelment**

The University shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel, which will result in forfeiture of the security deposit in case of the occurrence of any of the following events:

- In the event of a breach of any terms of the agreement by the vendor, the vendor may also be blacklisted for a period of up to five years.
- If the vendor fails to supply any book after the pre-order inquiry/PO, it may also lead to the termination of the vendor's empanelment.
- If the vendor fails to deliver at least 80% of the supply (in terms of number of titles ordered) during a year.
- At any time, the information provided by the empanelled vendor in any form about publications, services, and related matters is incorrect and results in losses in any form to the University. The University shall reserve the right to claim the amount of loss incurred by the University based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

#### **XII Caution Deposit**

- The short-listed vendor(s)/distributor(s)/supplier(s) has to deposit the caution money of **Rs. 1 lakh (Rs. 1,00,000/-)** if they enlisted in the empanelment of book vendors with CURaj library. The caution amount should be deposited in the Account of the **Registrar, Central University of Rajasthan, through a DD.**

- If the vendor withdraws his candidature after the empanelment, the whole caution money will be forfeited.

### **XIII Others**

- The University reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- The Librarian is the contract administrator. For any further instructions related to this work or all technical clarifications, the supplier can contact him/her at librarian@curaj.ac.in.
- All **disputes** and/or differences arising from the work shall be subject to the sole arbitration of the Vice-Chancellor, Central University of Rajasthan, whose decision shall be final and binding on both parties. The empanelment shall be governed and interpreted in accordance with Indian laws, and any disputes shall be resolved within the jurisdiction of the appropriate Indian courts.

### **DECLARATION**

1. I/We \_\_\_\_\_  
(Names of the proprietor(s)/partners or shareholders) hereby declare that the information provided in this application form is true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

2. I/We also hereby declare that all matters related to the Central University of Rajasthan shall be treated as confidential, and no information shall be passed on to any unauthorised person without written permission of the Competent Authority of Central University of Rajasthan.

3. Mr. \_\_\_\_\_, whose signatures are appearing below, is/are the authorised representative(s) of the firm.

4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts stated above.

5. I/We assure that if empanelled, the firm will serve the Library, Central University of Rajasthan for a minimum period of one year.

6. I/We have read and understood all the "Terms and Conditions" for the supply of print books" of the Central University of Rajasthan, as mentioned in this document, and consciously agree to abide by them.

7. If selected for empanelment, I/we agree to furnish a Refundable Security Deposit of Rs. 1,00,000/- as a performance guarantee deposit.

Place:

Date:

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

**Application form for Empanelment of Vendors for Supply of Printed Books***(Strike off whichever is not applicable)*

To  
Registrar  
Central University of Rajasthan, Bandarsindri,  
Kishangarh, Ajmer, Rajasthan PIN: 305817

S.N.	Details	Response
1	Name of the Firm	
2	Date of Establishment(attach proof)	
3	Address (attach valid proof)	
	Email IDs	
	Mobile No.	
	Telephone (Landline) No.	
	Fax.	
	Website	
4	Constitution of Firm(Please tick √ )	Proprietor/Partnership/Directors/Managing Directors of Company
5	Name of the Owner (s)	1. 2. 3.
	Email IDs	1. 2.
	Mobile Number	1. 2. 3
6	If you are an authorised distributor of any publisher, please provide the name(s) of the Publisher(s) whom you represent (attach Separate sheet)	If so, please submit the valid authorisation letters issued by the publishers.
7	List of regular clients with the name of the contact person (s) and phone/mobile number. (A separate sheet may be used for the list of regular clients)	1. 2. 3. 4. 5.
8	Membership details of National or State Level Booksellers and Publishers Association (Attach proof)	1. 2. 3.

9	Details of Demand Draft for Application Fees of Rs.1,000 (Rupees One Thousand Only) in favour of the Registrar, Central University of Rajasthan, payable at Kishangarh (Non-Refundable)	1. Demand Draft No. : 2. Date of Issue : 3. Issuing bank :
10	Whether you are an Income Tax payee? If yes, please submit a copy of the Income Tax return filed for the last three consecutive years during the previous five years: 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25 (attach proof)	1. 2. 3.
11	Annual Turnover of the firm for the last three consecutive financial years during the previous five years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25; attach a certificate from CA/balance sheet)	1. 2. 3.  Total : Average :
12	PAN / TAN (Copy Attached)	PAN: TAN:
13	Bank details of vendors/suppliers/distributors	(a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving/Current) :
14	Do you have the direct import license?	If Yes, please attach a copy of the same.
15	Execution of highest priced single purchase order during 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25 (attach proof)	
16	Do you have satisfactorily supplied books to any 3 Central Universities or the Institute of National Importance such as IITs, IISc., NITs, IIMs, IISERs in the last five years from 2020-21 to 2024-25 (attach performance certificates from the serving institutes)	1. 2. 3.
17	Have your firm been debarred/blacklisted during the last five years (2020-21 to 2024-25) by any university/institute/ college/ government organisation?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).



## Checklist of enclosures

S.N.	Details	Please put a tick mark and provide documentary proof for the claim
1	Proof of date of establishment of the firm	
2	Valid Address proof of the firm	
3	Your membership in a GOC/FPBAI/Others	
4	Any other membership from GOC, FPBAI or State / National Association(s) of book suppliers	
5	Authorisation letter from Publisher for distributor/dealer /stockist / exclusive or preferred agent	
6	Direct Import License Certificate	
7	Copy of TAN/PAN card of the firm/owner/partners.	
8	Details of your firm's Sales Tax Registration No. (Attach: copies of GST, CST Certificate)	
9	Is the firm an Income Tax payee? If so, please attach one copy of each income tax return for the last three consecutive years from the last five years.	
10	Details of the Annual Turnover of the firm for the last three consecutive years from the last five years with documentary evidence (balance sheet/certificate audited by CA)	
11	Proof of highest single order price executed in last five years	
12	References to the Libraries of reputed institutes/organisations with whom you are already registered, such as Central universities, Institutes of National Importance (ex. IITs, IISc., NITs, IIMs, IISERs)	
13	Satisfactory supply certificate from a minimum of three (3) Central Universities or Institutes of National Importance(IITs, IISc., NITs, IIMs, IISERs) in the last five years	
14	Bank Details	
15	An affidavit on a non-judicial stamp paper of Rs. 100.00 for not having been blacklisted during the last five (05) years by any of the Institutes/ Universities or Government Organisations in India.	
16	Demand Draft(Rs.1000/-)	