



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय / A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

Expression of Interest

FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS AND PRINT JOURNALS FOR CENTRAL

LIBRARY, TEZPUR UNIVERSITY

ET -EOI-.....1598.....DT-16-08-2023

Tezpur University invites **Online applications** for "Empanelment of Vendors for the Supply of Books and Journals (Print or Online)" on prescribed format from interested vendors/distributors/suppliers in India.

Important Timelines

Last date and time for submission of applications: 31-08-2023 (2.00PM)

Date and Time of opening of applications: 01-09-2023 (2.00PM)

GENERAL TERMS AND CONDITIONS:

1. Interested vendors/distributors/suppliers are to upload the registration form as enclosed in the CPP Portal.
2. The registration form should be signed by an authorized signatory of the vendor(s) bearing his/her full name & designation along with the official seal of the firm.
3. Incomplete and conditional applications will be summarily rejected.
4. At any given point in time, if any of the documents furnished by the vendors/suppliers is found to be false, it would deem to be a breach of terms of contract making the firm liable for legal action, besides termination of empanelment.
5. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication may be made with the University, failing which the bidder shall be blacklisted by the University.
6. The bids shall be scrutinized and shortlisted for empanelment by the University, the results of which shall be uploaded in the CPP Portal.
7. The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment must agree to execute the work as per the Terms & Conditions of empanelment order issued by the University. In case of failure to comply with the terms and conditions of the empanelment order, the vendorship shall be terminated and the security deposit shall be forfeited.
8. Vendors/distributors/suppliers should be member of registered national/ state book trade federations like AIBP, FPBA, DSBPA, etc. Documentary evidence to which should be submitted.
9. Vendors/distributors/suppliers must submit a detailed list of their clients during the last three years with their complete addresses.

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10. Vendors/distributors/suppliers must submit Audited Statement of Accounts of last three years duly endorsed by a certified Chartered Accountant.
11. The Vendors/distributors/suppliers must submit an undertaking in their company/firm letterhead stating that they have not been debarred for participation in any bids of PSU/ G.O.I. Organizations/Central Autonomous Bodies etc.
12. Selected Vendors/distributors/suppliers must furnish a refundable Security Deposit/Performance Bank Guarantee of ₹ 25,000.00 (Rupees Twenty-Five Thousand only) in the form of Demand Draft in favour of "The Registrar, Tezpur University" along with signed copy of the terms and conditions. No interest shall be payable on the security deposit. **The favoured Security Deposit shall be forfeited in case of non-compliance of the clause as mentioned at sl.no.7.**
13. Vendors/distributors/suppliers must submit bank Details on letter head along with cancelled cheque. The Vendors/distributors/suppliers must have valid PAN & GST registration.
14. Vendors/distributors/suppliers must submit declaration of authorized signatory of the firm/agency.
15. A non-refundable participation fee of ₹ 2000.00 (Rupees Two Thousand only) must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur along with the registration form and signed copy of terms and conditions. **No exemption is allowed.** The original copies of the Quotation/Participation Fee should be deposited/submitted/reach the office of the undersigned before opening of the technical bids in an envelope superscribed as "Quotation/Participation Fee for ET-EoI-.....1598.....DT-...16-08-2023" addressed to the Assistant Registrar-GA i/c, Tezpur University. Failure to do so may result in rejection of the bid.
16. This empanelment will be valid initially for a period of three years from the date issue of notification of empanelment. Further, extension if any, would be communicated at a later period.

Assistant Registrar i/c

REGISTRATION FORM FOR SUPPLY OF BOOKS/JOURNALS/E-RESOURCES
(to be submitted on firm/company/vendor's/applicant's letterhead)

I/We _____ the
Proprietor(s) Others (Please specify) _____ of the firm/company submit
the following particulars of the firm for registration as book& journals suppliers to the Central Library,
Tezpur University.

1. Name of the Firm's _____

Address _____ Telephone 1. _____
2. _____
Email 1. _____ Mobile _____
2. _____ Fax _____

2. Full Name of the Proprietor's _____

Address _____ Telephone 1. _____
2. _____
Email 1. _____ Mobile _____
2. _____ Fax _____

3. Nature of Business: Bookseller Suppliers Vendors
Others (Please Specify) _____

4. Type of Establishment : Proprietary Ltd. Company
Others (Please Specify) _____

5. Date of Establishment: _____

6. Financial Turnover (Per anum): _____

7. PAN / TAN No.: _____

8. Are you registered member of GOC? _____

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List of Documents (Self attested) enclosed. (Please give Serial Nos of documents attached.....)

1. Copy of PAN/TANCard.
2. VAT Sales Tax Registration No. (Attach: copies of GST, CST Certificate)
3. Copy of Registration / Incorporation Certificate of the firm.
4. List of Publishers Represented by the firm, if the firm is a distributor.
5. Copy of membership certificate of Associations etc. (National/State Level Professional associations only).
6. List of Universities and Research Institutions which are regular clients of the firm.
7. Acceptance of Terms and Conditions prescribed by the University, signed by the Proprietor of the firm.

UNDERTAKING

I/We undertake that:

1. I/We shall participate actively in the supply of books/journals to the University.
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books/journals to the Central Library, Tezpur University and agree to supply books & journals to University.
4. I/We shall be liable to action as deemed fit by the University for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

Signature

Name

Seal

Date: _____

Place: _____

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List of Documents (Self attested)

Sl No	Details	Serial Nos. of documents attached
1	Copy of PAN/TAN Card	
2	VAT Sales Tax Registration No. (Attached copies of GST, CGST Certificate)	
3	Copy of Registration/ incorporation certificate of the firm.	
4	List of publishes represented by the firm if the firm is a distributor.	
5	Copy of membership certificate of Associations etc. (National/ State Level professional associations only).	
6	List of Universities and research institutions which are regular clients of the firm	
7	Acceptance of Term and Conditions prescribed by the University, signed by the proprietor of the firm.	
8	Non-Backlisted Declaration	
9	IT Returns (last three years)	
10	Annual turnover (last three years)	

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