

## **EOI for empanelment of Vendors for supply of books for Assam University 2022-23**

**NO: AUL/VE/22**

**Date: 22-08-2022**

Assam University Silchar invites Expression of Interest for “Empanelment of Vendor(s) for the supply of Books (Print)” on prescribed Format from reputed Vendor(s)/Distributor(s)/Supplier(s) in India, to Central Library, Assam University having campus at Silchar and Diphu. The Empanelment will be valid initially for one year (i.e. 2022-23), and may be further extendable maximum upto two years, on yearly basis (2023-24 / 2024-25), at the sole discretion of the University. Interested Vendor(s)/Distributor(s)/Supplier(s) may submit the application complete in all respects along with Vendor Registration Fee of Rs. **1,000.00** (Non-refundable) along with the required documents “Rabindra Library, Assam University, Dargakona, Silchar, District Cachar, Assam 788011, India ” by post only.

Last Date for Submission of Applications. **15/09/2022** (4 pm)

### **Eligibility Criteria**

1. Only registered vendors with the Book Seller’s Federation for more than ten years will be registered. Document in support is required.
2. Income Tax Return for last five years is to be enclosed with the application.
3. An EMD amount of **Rs. 50,000/-** is to be deposited (Bank Details attached) which will be forfeited in case of quoting the rates for book and non supplying the same after receipt of order. The EMD of non-empanelled vendors shall be returned at the earliest.
4. The annual turnover of the vendor should be **Rs. 100 Lakh for last five years** and should be supported with copy of their five years’ IT return and PAN/TAN/GST number and address proof along with the application.
5. The vendor will have to give an undertaking on stamp paper of Rs. 10/- that the vendor has not been blacklisted or is blacklisted by any University/ Educational Institution/ Govt. Department.
6. Letter of empanelment from at least five institutions and five satisfactory certificates are required to be submitted along with the application.
7. Relaxation of Rs. 50 lakhs in annual turnover may be applied to the local vendors based in Assam. However, other terms and conditions, including processing fee and EMD, shall be the same as applicable to the other vendors.

### **Terms and Conditions for Supply of Books/Documents**

1. **Discount: 20% flat.** In case of special publication including Society, Government Publication discount will be As per Publisher/Government Policy for which the Vendor has to enclose documentary evidence.
2. **Delivery:** The books will be delivered to the undersigned either through the registered post or by the supplied himself/herself and the expenditure will be borne by the supplier. The documents are to be delivered to the **Acquisition Section, AUS, Silchar or Diphu Campus** and should obtain a proof receipt on the Chillan. All others are time bound and should be supplied within the period mentioned on the order copy.

3. **Bill:** The bill should be in duplicate and pre receipt and it should be in the name of **the Librarian, Assam University, Silchar**. It should also contain the order Number with date. It is also mandatory to send a soft copy of bill via ***E-mail-rabindralib@gmail.com***. The body of the bill should have following certificates
  - The book supplied are least edition and are not remainder titles.
  - Correct price as per Publisher Catalogue has been charged
  - Conversion rate have been charged as per **Reserved Bank of India rate**.
4. **Consignee:** Librarian, Assam University, Silchar – 788011(Assam) or Assam University, Diphu Campus, Karbi Anglong, Diphu, Assam -782462
5. **Packing:** Packing list having full particulars of the books must be kept in packing list. The particulars of the order number and date should also be there.
6. **Payment:** Payment will be made within reasonable time after receipt of the consignment if the books are in good condition and no discrepancy is there.
7. The bill must contain the item number of the Order against the title supplied.
8. All the books supplied should be as per specification, if the book are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier. Supply must be assured for each and every title ordered within the stipulated time. In case of failure, order may be cancelled for title and no future order will be placed with the Vendor.
9. The office must be intimated by the Vendor within a period fortnight from the date of receipt of the supply order, regarding the titles can't be supplied even up to the valid date.
10. The University has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
11. The University reserves the right to terminate the empanelment at any time without assigning any reason.
12. Submission of bid does not confer any right on any bidder for empanelment with the Commission.
13. Foreign publications if available at Special Indian Price must be supplied at Indian Price.
14. The University reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
15. The University's decision in all the matters of procurement of books shall be final and binding on all concerned;
16. All disputes are subject to the Jurisdiction of Silchar court only.

Sd/-  
University Librarian

### Application for Registration as Library Book Supplier

S/N		Particulars	Page no
1.	Name of the Supplier/Vendor/Firm		
2.	Address for communication		
3.	Contact person	Phone Number	
		Email ID	
4.	Establishment year		
5.	100 Lakhs Turn over during last 5 years	Yes/no	
6.	Bank details	Name	
		Branch	
		Account number	
		IFSC Code	
7.	PAN details	Number	
		Pan holders name	
8.	Are you dealing with language books (Bengali, Manipuri, Hindi, Arabic, Urdu etc)		
9.	Registration fee details	UTR No	
		date	
10.	Security Deposit Details	UTR No	
		date	
11.	Copy of IT return submitted		
12.	Copy of Trade Licence		
13.	Copy of Association membership		

**I/We, as the authorised representative of M/S .....**  
**hereby declare that, the information furnished above is correct and true. I/We confirm the acceptance of all the condition laid down by Assam University authority for registration as Library book Supplier. The supporting documents for the above mentioned data has been attached.**

**Place:**

**Date:**

**Signature with seal**

**INFORMATION RELATING TO ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**NAME OF THE UNIVERSITY :** ASSAM UNIVERSITY

**Detail of Accounts Holder :-**

Name of Account Holder	Assam University
Complete Contact Address	Assam University, Silchar P.O. – Dorgakona, Silchar – 788 011
Telephone Number / Fax / E-Mail	03842-270804, 03842-270979 (FAX) <a href="mailto:financeofficerassamuniversity@gmail.com">financeofficerassamuniversity@gmail.com</a>

**Bank Account Details :-**

Bank Name	UCO Bank
Branch Name with Complete Address	Dorgakona Branch Assam University, P.O.–Dorgakona, Silchar – 788 011
Telephone No. and E-Mail	03842-270844
Whether the Branch is Computerized?	Yes
Whether the Branch is RTGS Enabled?	Yes
If Yes, then what is the Branch's IFSC Code	UCBA0002005
Is the Branch also NEFT Enabled?	Yes
Type of Bank Account (SB/Current/Cash Credit)	SB (Savings)
Complete Bank Account Number (Latest)	20050100002909 (NON-PLAN)
MICR Code	788028005