

No. AUL/VE/25

**EOI for empanelment of Vendors for supply of books (print) To Assam University
2025-26**

The Assam University, Silchar invites expressions of interest for "Empanelment of Vendors to supply Print Books" to its Library in 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 to "The Librarian, Assam University, Silchar with vendor registration fee of Rs. 1000.00 (one thousand only) (non refundable) along with required documents. This communication must be done to the following address-

**Librarian
Rabindra Library
Assam University, Durgakona
Silchar, District: Cachar, Assam, India, Pin-788011.**

The last date for submission of Application is 10.10.2025. The Envelope should mark with "Expression of Interest for Empanelment of Vendors for the supply of print books 2025-26".

Eligibility Criteria for Empanelment of Vendors are as follow:

1. The booksellers/ vendors/ suppliers/ Publishers/ distributors must be a member of the Federation of Publishers and Book Sellers Association in India for last 05 years. (Certificate of registration must be attached).
2. An EMD amount of **Rs 50,000.00(Rupees fifty thousand only)** has to be deposited via RTGS only (bank details attached) which will be forfeited in case of quoting the rates for book and non supplying the same after accepting the order. The EMD of non empanelled vendor shall be returned at the earliest.
3. The annual turnover of the vendor should be Rs. 50lakh in every single financial year in the last five consecutive years and should be supported with copy of their last five years IT return certificate and PAN/TAN/GST number and address proof along with application.
4. Audited annual statements and balance sheets as proof of minimum turnover for the last five financial years must be submitted with signed by a Chartered Accountant.
5. The Vendor has to give an undertaking on stamp paper of Rs 100.00 that the vendor has not been debarred / blacklisted during the last five years by any University/ Educational institute/government organization.

6. Letter of empanelment from at least five institutions along with satisfactory certificates are required to be submitted with the application.

Terms and Conditions for Supply of Books

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 a documentary proof.
2. **Delivery:** The books will be delivered to the Rabindra Library, Assam University, Silchar or Diphu campus Library at supplier's own cost. All orders are time bound and should be supplied within the period mentioned on the order. Supplier must ensure that the service providers deliver the book at the library. It is advised to pre-confirm the delivery of the books at the library.
3. **Bill:** The books should accompany with **3 copies of pre receipt bills and it should be in the name of "The Librarian, Assam University, Silchar.** The copy of bills should also be sent by email (excel/word only) to **rabindralib@gmail.com.** The bill must contain the serial numbers of the title available in the order against the title supplied. Body of the bill should have following certificate:
 - a. **The book supplied are latest edition and are not remaindered**
 - b. **Correct price as per Publishers' catalogue has been charged**
 - c. **Conversion rate have been charged as per Reserve Bank of India (in case of foreign publication) rate.**
4. **Consignee: Librarian, Rabindra Library, Assam University, Silchar 788011 or Assam University Diphu Campus Karbi Anglong, Diphu , Assam-782462.**
5. **Packing:** Packing list giving full particulars of the books must keep in packing list. The particulars of the order number and date also be there
6. **Payment:** Payment process will be done after receiving the books as per order if the books are in good condition and no discrepancy is there. All payment will be done by PFMS. Bank Details of vendors/supplier (in prescribed format) is mandatory along with EOI.
7. All the books supplied should be as per specification. If the books are not found satisfactory, the same will be informed to the supplier via e-mail and need to be collected back by the supplies at their own cost within one month, after that library will not be responsible for any loss. Supply must be assured for each and every title ordered within the stipulated time. In case of failure, whole order may be cancelled and no future order will be placed with the vendor.
8. The office must be intimated by the vendor within a period fortnight from the date of receipt of the supply order regarding the title can't be supplied even up to the valid date.

9. The university has the right to terminate the empanelled vendor at any time without assigning any reason.
10. Submission of EOI does not confer any right on any supplier/vendor for empanelment with the library.
11. Foreign publication if available at special Indian edition price must be supplied at Indian price.
12. 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 delisted by the University.
13. Responses received after the deadline or incomplete will not be considered
14. The short-listed vendor/distributor/supplier may be called for personal interaction to discuss the Terms & Conditions for supply of print books/ e-books.
15. The empanelled vendor/supplier/distributor will be informed by email.
16. Any Publishers/Distributors/ Vendors found cheating by charging more than the actual prices or have supplied old or remaindered books, or who found defaulters on supply without reasonable grounds, will be liable for blacklisting and their EMD will be forfeited , and the same will be intimated to Publisher and Book Seller Association.
17. This empanelment will be valid initially for one year i.e. for the year 2025-26 and may be extended up to three year (yearly basis) i.e. up to 2028-29, depending upon the satisfactory performance of the empanelled vendor at the sole discretion of the University.
18. 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 and it will be reflect during the order.
19. The **Library Standing Committee's decision** in all the matters of procurement of books shall be final.
20. All disputes will be under **Silchar, Assam Jurisdiction** only.

S/D

Acting Librarian, AUS

Application for Registration as Library Book (Print) Supplier

S/N	Particulars	Page no.												
1	Name of the Supplier/Vendor/Firm													
2	Address for Communication													
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contact Person</td> <td>Name :</td> <td></td> </tr> <tr> <td></td> <td>Phone No. :</td> <td></td> </tr> <tr> <td></td> <td>Email ID :</td> <td></td> </tr> </table>	Contact Person	Name :			Phone No. :			Email ID :					
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	Phone No. :													
	Email ID :													
4	Establishment Year													
5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">50 lakh turnover during last 5 years</td> <td>Yes</td> <td>No</td> </tr> </table>	50 lakh turnover during last 5 years	Yes	No										
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8	Are you dealing with Language books (Bengali, Manipuri, Hindi, Arabic, Urdu etc.)													
9	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Registration fee detail</td> <td>UTR No.</td> <td></td> </tr> <tr> <td></td> <td>Date</td> <td></td> </tr> </table>	Registration fee detail	UTR No.			Date								
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	Date													
11	Copy of IT Return Submitted													
12	Copy of trade License													
13	Copy of association Membership													
14	Copy of Letters from Institution													

I/We, as the proprietor 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 the Assam University, Silchar authority for registration as Library book (Print) supplier. The supporting documents for the above mentioned data has been attached.

Place:

Signature with seal and date

Date:

Information relating to Electronic clearing service (credit clearing) Real Time Gross Settlement (RTGS) facility for receiving payment

Name of the University: Assam University, Silchar

Details of Account Holder:

Name of Account Holder	Assam University
Complete Contact Address	Assam University, Silchar P.O.- Assam University, Silchar, Cachar, Assam India PIN - 788011
Telephone Number/Fax/E- Mail	03842-270804,03842-270979 (fax) financeofficerassamuniversity@gmail.com

Bank Account Details:-

Bank Name	UCO Bank
Branch Name with complete Address	Assam University Branch Assam University, P.O.- Assam University Silchar-788011
Telephone Number	03842-270844
Whether the Branch is Computerised?	Yes
Whether the Branch is RTGS Enabled?	Yes
IFSC Code	UCBA0002005
Is the Branch is NEFT Enabled?	Yes
Type of Bank Account	SB (Savings)
Banc Account Number	20050100002909(NON PLAN)
MICR Code	788028005