

Notice

**Empanelment of Vendors for supply of Print Books  
to Central, Campus and Departmental Libraries of  
Kumaun University, Nainital -263001**

Reference No: Cen. Lib./Emp. Vendors/2024-25/

Date: 08/05/2024

Applications are invited from reputed Booksellers /distributors/vendors/publishers/suppliers /agents etc. to seek empanelment as an authorized vendor for the supply of books to Kumaun University, Nainital, for the financial years 2024-25. This empanelment may be extended to the next financial year. The prescribed application form, and terms and conditions for empanelment of vendors, can be downloaded from the university website [www.kunainital.ac.in](http://www.kunainital.ac.in)

Interested Booksellers/distributors/vendors/publishers/suppliers/agents may respond in the prescribed format, available on the website, along with one copy of each necessary document through Speed Post/Registered Post. The envelope containing the application form and other documents should be superscript as "Application for Empanelment of Vendors for the supply of printed Books". The duly filled application form with necessary documents, Security deposit, and Application fees should be reached on or before 31.05.2024 by 05:00 PM to the Registrar, Kumaun University, Nainital -263001.

  
Registrar

Kumaun University, Nainital



**APPLICATION FORM  
FOREMPANELMENT AS BOOK VENDOR  
TO SUPPLY BOOKS TO KUMAUN UNIVERSITY, NAINITAL-263001**

To,  
The Registrar,  
Kumaun University,  
Nainital-263001

Sir,

In response to your advertisement for registration and empanelment of vendors for the supply of books to Kumaun University, Nainital, please find our duly filled application along with the application fee and security deposit and relevant documents;

1. Name of the Proprietor  
.....
2. Name of the Firm  
.....
3. Address.....  
.....  
.....  
.....  
.....
- Contact No. .... Fax.....
4. Website (if any) .....
5. Mobile Number of contact person(s).....
6. E-mail address .....
7. Date of Establishment of Firm .....
8. Name of the Director (if any) .....
9. Name of Partner (if any) .....
10. Registration No.of FPBAI/ GOC.....

(Please enclose a copy of the Registration Certificate)

11. Your Permanent Account No.....  
(Attach Copy of PAN No.)
12. Do you have a direct Import/Export license valid up to now? (If yes, please attach a copy of the same and validity date)
13. Important University-level clients (Mentioned Number here) .....  
(Attached a list of the University level clients, and attach at least one copy of the latest Purchase-Order of each of them).
14. Applicant Supplier must have a minimum Turnover of Rs.1.0crore (Rupees one crore only) in each last three Financial Years (2021-22,2022-23,2023-24)  
(Please attach CA Certificate for the proof of the Turn over).
15. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher(s)? If so, please submit the most recent authority letters issued by the publishers(s).
16. Details of a DD of Rs. 2000/- (Rupees Two Thousand Only) plus 18% GST as application fee of empanelment (non-refundable) drawn from any nationalized bank favoring **“Finance Controller, Kumaun University, Nainital.”**  
Demand Draft Details  
a)Demand Draft No.....b) Date.....  
c)For Rs. ....d) Drawn on.....
17. The successful bidder will have to deposit Rs. 50000/= (Rupees Fifty Thousand) as security deposit (refundable). The security amount to be deposited by the successful bidder in original in the form of demand draft, Fixed Deposit Receipts (FDR), bank guarantee issued by any nationalized commercial bank and payable at Nainital in favor of Finance Controller, Kumaun University, Nainital in this office will have to be done.
18. Has your firm ever been debarred/ blacklisted for doing business with any government organization? (Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only) claiming for not being ever debarred/blacklisted).
19. **Discount Rate – Please fill the discount in %, you wish to offer to the Kumaun University, Nainital**

Sl. No.	Categories	Discount% on Indian Titles	Discount% on Foreign Titles
1.	Single copy	_____(for All Publications And languages)	_____(for All Publications, And languages)
2.	Multiple copies	_____(Indian titles ,any languages)	_____(Foreign titles, any languages)
3.	Multi-volume copies, Handbook(s)	_____(Indian titles ,any languages)	_____(Foreign titles, any languages)
4.	Reference eBooks: (Encyclopedia, Dictionary, etc.)	_____(Indian titles, any languages)	_____(Foreign titles, any languages)

5.	Central Govt .and State Govt. Publications.		NA
6.	Learned society's publications, Other institutions.		
7.	No discount titles		
8.	Publication available in the Electronic medium.		

**DECLARATION**

I/We do hereby declare that entries made in this application form are true to the best of my/our knowledge and belief. Further, the terms and conditions of the **Kumaun University, Nainital** for the Empanelment of Vendors for the Financial Year 2024-25 are acceptable to me/us in letter and spirit.


Date:  
Place:

\_\_\_\_\_  
Signature of Partners/Proprietors with seal

**INSTRUCTIONS FOR APPLYING FOR THE EMPANELMENT AS BOOK VENDORS TO SUPPLY BOOK TO KUMAUN UNIVERSITY NAINITAL**

**Instructions:**

1. Please go through the Terms and Conditions for the supply of books to the Kumaun University, Nainital, before filling out the application form.
2. Interested book suppliers/distributors/vendors should apply in these sealed envelope superscripting as "Application for Empanelment of Vendors for the supply of printed Books to the Kumaun University, Nainital."
3. The Application form should be addressed to **The Registrar, Kumaun University, Nainital-263001**. The sealed envelope should reach the address through Speed Post or Registered Post by the specified date and time.
4. The authorized person should sign the application on every page with an official seal of the agency/firm.
5. Incomplete application form, application form not appropriately filled, not accompanied with required documents or received after the due date and time will not be entertained.
6. At any point in time, if any of the documents furnished by the book supplier is found false, misleading or without complete information, it would be deemed as a breach of the contract, and the firm shall be liable for legal action besides termination of empanelment and forfeit of security deposit.

  
Registrar  
Kumaun University, Nainital

**Kumaun University, Nainital**  
**Empanelment of Suppliers , Distributors and Importers**

**Year:2024-25**

**Terms and Conditions for Supply of Books**

The Terms and Conditions for Suppliers, Distributors and Importers for Registration with the Kumaun University, Nainital are as follows:

**Essential Conditions:**

Interested Suppliers, Distributors and Importers should satisfy themselves with the following:

1. Should be a registered member of any national/state trade federations like FPBAI/GOC
2. Should have at least Five Years experience of serving Universities, Degree Colleges, National level education, and research institutions. (Submit authentic documentary proof in support of the claim)
3. Should represent area-specific subjects, publishers and languages of interest to the University level community.
4. Should have at least Three-Year experience of supplying books in any languages viz (Hindi/English), at the Undergraduate/ Postgraduate level. (Submit copy of the Purchase Order/ Supplying certificate in support of the claim)
5. Applicant Supplier must have a minimum Turnover of Rs.1.0 crore (Rupees one crore only) in each last three Financial Years (2021-22, 2022-23, 2023-24). (Please attach CA Certificate for the proof of the Turnover).
6. Should submit Permanent Account No, Registration Number, Income Tax and balanced Sheets for the last three years along with the form.
7. Should submit the authorization letter from the reputed distributors of foreign and Indian publishers and must submit the License of Import/Export duly issued by concern ministry/GOI and valid to the till date.
8. Should submit an affidavit raised on non-judicial stamp paper of Rs.100/- (Rupees Hundred Only) claiming for not being ever debarred/blacklisted by any Government/PSU/Corporate Institution).
9. The successful bidder will have to deposit Rs. 50000/= (Rupees Fifty Thousand) as security deposit (refundable). The security amount to be deposited by the successful bidder in original in the form of demand draft, Fixed Deposit Receipts (FDR), bank guarantee issued by any nationalized commercial bank and payable at Nainital in favor of Finance Controller, Kumaun University, Nainital in this office will have to be done.
10. Mere fulfillment of prescribed eligibility conditions does not entail a supplier to be included in the empanelment panel. The decision of the University in all the matters related to empanelment shall be final.

11. Incomplete applications will be rejected, and no communication in this regard will be entertained.
12. The vendor must be distributor/Dealer/Stockiest/ vendor of the publishers. The authority letters issued by the publishers shall be enclosed.

**On Empanelment:**

1. Initially, the empanelment shall be for one year, which can be extended on year-to-year basis up to three years, based on satisfactory performance. The University will place the order for the supply of books only with empaneled book suppliers. The supplier empaneled shall visit the campus and interact with faculty members regularly to assess their requirements.
2. The Vendor who may provide maximum discount can exhibit newly published books, circulate catalogues of books to the faculty members of their interest area and may collect the requisitions for the purchase of books from them. The library can ask the selected vendors to arrange book exhibitions and displays of books on the campus as per the requirements. They can also be asked to supply books, which the University would identify through other channels.
3. The requisitions of students related to the academic subjects have to be approved by the concerned Faculty/HOD. However, books related to competitive exams or of a general nature can be approved by the University Librarian. The request for books relating to the Semester courses may be sent to the library in advance to purchase them on time.
4. The selected Vendor should submit the approval memo (with soft copy) containing the complete bibliographical details of documents in triplicate to the Central Library. The supplier should ensure that the name, designation, and the department of recommending faculty or student should be mentioned and signed in appropriate places. Thereafter it is approved by the concerned In-charge/HOD of the concerned school/department.
5. The library can also recommend and purchase books related to competitive exams, Religious, NEP 2020 syllabus and books of general nature as and when required, books which are less in numbers in the library, books recommended in the syllabus, and books found to be in great demand among the users.
6. After receiving the recommendation from different sources and checking the duplication in the library database/collection, the library will prepare the final list of books and obtain administrative and financial sanctions for acquisition from the appropriate authority of the university.
7. The Central/Campus/Departmental Libraries shall have the right to give, or not give, all or any of the purchase orders to all or any single empaneled vendor. The Central/Campus/Departmental Libraries shall also have the right to procure directly from suppliers/ distributors/ publishers on the terms and conditions decided by Kumaun University.
8. The ordered books should be supplied within the stipulated period mentioned on the PO otherwise the PO will be treated as cancelled, and it will be treated as a deliberate attempt not to supply the books or portion of the PO.
9. The Vendors are required to supply all the ordered books. In case the book(s) are out-

of-print/out-of-stock, or for any other reasons, a proof of the same should be submitted to the library, failing which no further PO will be issued to the firm, the earnest money will be forfeited, and the firm may be black-listed for doing business with the Kumaun University.

10. In the case of the foreign published book(s), whose price is in foreign currency, the RBI/SBI bank conversion rate prevailing on the date of issuing the PO will be considered for conversion and payment.
11. Should submit a duly signed and stamped bank certificate about the conversion rate of the foreign currency prevailing on the date of issuing the PO.
12. In the case of foreign books and in the case of those Indian books where the price is not printed on the books or a separate tag is fixed indicating the price, the vendor is required to submit a price proof from the publisher's/ importers/distributors invoices or publisher's catalogue of the supplied books proof with the bills/invoice.
13. The supplier should certify in the invoice/ bill that "the latest editions of the books are supplied, and current prices are charged."
14. After receipt of Books in the Library, bills are verified with the PO for bibliographical detail of each title, quantity, physical condition, latest edition, price proof, bank rate conversion, etc. After completing accessioning, bills will be sent to the finance section for payment.
15. The discount insisted upon would be a minimum of as given in the point No 22 on the printed/publisher's price. The exceptions would be Government publications/institutional publications and nil discount items. Also, in some exceptional cases, the vendors may charge the library for handling charges. In such a case, the vendor should take prior approval from the library.
16. The library will review the service, documentation, and behavior of the firm from time to time, and if the service, billing process, behavior etc. is not found satisfactory, no further PO will be issued to them.
17. In case of those books which are important for the syllabus and required by the faculty and which are not available with the empaneled Suppliers, they can be purchased from online book stores/websites with prior approval of the Vice-chancellor.
18. The Kumaun University's decision in all the matters of procurement of books shall be final and binding on all concerned.
19. The University reserves the right to change/revise any or all of the above-mentioned terms and conditions.



20. Disputes, if any, would be subject to the jurisdiction of the Nainital High court.

21. Books, after inspection if found damaged/with missing pages/or in excess of original orders, may be returned even after supply/stamping (Accessioning).

22. **Minimum Discount Rate proposed by Kumaun University**

Sl. No.	Categories	Min Discount % on Indian Titles	Min Discount % on Foreign Titles
1.	Single copy	20%(for All Publications And languages)	20%(for All Publications, And languages)
2.	Multiple copies	25%(Indian titles, any languages*)	22.5%(Foreign titles, any languages)
3.	Multi-volume copies, Handbook(s)	30%(Indian titles, any languages)	25%(Foreign titles ,any languages)
4.	Reference Books: (Encyclopedia, Dictionary, etc.)	30%(Indian titles, any languages)	25%(Foreign titles ,any languages)
5.	Central Govt. and State Govt. Publications.	10%	NA
6.	Learned society's publications, Other institutions.	10%	
7.	No discount titles	No Discount	
8.	Publication available in the Electronic medium.	10%	

\*Any Language means books written in English, Hindi.

  
Registrar  
Kumaun University,  
Nainital