

## **Expression of Interest for Empanelment / Registration of Book Suppliers**

Applications are invited from reputed Publishers/Book Sellers/Vendors/ Distributors to seek empanelment as authorized vendor for supply of books to the University of Jammu for the financial year 2023-24.

<b>S.No.</b>	<b>Particular</b>	<b>Amount</b>
1.	Application fee (Non-refundable)	<b>Rs.1000/-</b> (one thousand only) in the form of Cheque/DD in favour of I/C Librarian, Dhanvantri Library, University of Jammu.
2.	Last date and time of receiving applications	<b>18<sup>th</sup> July, 2023</b>
3.	Address and Communication	I/C Librarian, Dhanvantri Library, University of Jammu, Jammu-180006.
4.	E-mail address and Website address	<a href="mailto:dhanvantrilibrary@gmail.com">dhanvantrilibrary@gmail.com</a> <a href="http://jammuuniversity.ac.in">http://jammuuniversity.ac.in</a>

The application form for empanelment along with detailed terms and conditions, (Annexure-A), empanelment criteria (Annexure-B) can be downloaded from the University website or can be collected from the office of the Librarian. In case of the date of receipt happens to be a non-working day, the applications shall be received on the next working day.

### **Instructions for Applicant:-**

1. The interested Publishers/Book Seller/Vendors/Distributors should submit applications along with application fee, (Annexure-A, Annexure-B in sealed envelope super scribing "Application for Empanelment as Book Supplier to the University of Jammu".
2. The application and annexure should be signed by the authorized person and his full name and designation should be indicated below his signature along with the official seal of the Firm.
3. Incomplete and conditional applications shall be rejected.

Sd/-  
(Dr. Vikram Singh Sahi)  
**Librarian**

No:  
Date:

**TERMS AND CONDITIONS FOR THE SUPPLY OF  
BOOKS FOR THE FINANCIAL YEAR 2023-24**

1. Supply of books (F.O.R. University of Jammu, Jammu and / or Departmental Libraries / Offsite Campus) will be made only by Registered Post / Courier or through messenger at the cost of Firm/Agency.
2. A minimum discount for the purchase of books has been fixed as 25% on the publisher's price except Govt./Society/Institutional publication for the current financial year i.e. 2023-24.
3. Books shall be supplied in appropriate physical condition. Damaged/Defective copies shall not be accepted and will be returned at the cost of Firm/Agency.
4. The books must be supplied within 30 days, failing which the order will be treated as stands cancelled. In case the book has to be procured from abroad, the time period will be 60 days.
5. Only latest edition are to be supplied except mentioned, otherwise, the price charged must be according to Publishers catalogue.
6. The bill should be accompanied with price proof wherever the price is not printed on the book.
7. The following certificates/essential numbers shall be recorded on the bill:-
  - a. PAN/TAN Number of the Firm/Agency.
  - b. Latest editions are supplied.
  - c. Approved discount is applied on the purchase order.
8. In case of Foreign publications, the original price in the foreign currency shall be mentioned in the bill along with the rupee prices charged in accordance with the approved rate or exchange as on the date of billing.
9. Tagged prices on the books are liable to be rejected.
10. Discount on the total bill will be accepted.
11. The supplier shall undertake to refund the amount, if charged in excess than the approved price of books.
12. The payment shall be released after the receipt of books and their technical verification/accessioning by the Dhanvantri Library, University of Jammu.
13. Supplier shall furnish an undertaking on affidavit to the effect that the Firm has not been declared as defaulter by the University/Institution related to the procurement or Books/Journals Magazines etc.
14. Firm has to submit the bills in triplicate quoting supply order No. & Date.
15. The Librarian, reserves the right to withdraw/cancel/reject/modify order without assigning any reasons.
16. In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Jammu, J&K UT.

Sd/-  
(Dr. Vikram Singh Sahi)  
**Librarian**

**FORM FOR EMPANELMENT OF VENDORS FOR  
SUPPLY OF PRINTED BOOKS**

S.No.	Details	Response
1.	Name of the Firm	
2.	Date of Establishment (attach proof.)	
3.	Address (attach valid proof)	
	E-mail	
	Mobile No.	
	Telephone Landline No.	
	Website	
4.	Constitution of Firm (Please tick)	Proprietor/Partnership/Directors/ Managing Directors of Company
5.	Name of the Owner(s)	1. 2. 3.
	E-mail	1. 2. 3.
	Mobile No.	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 contact person(s) and phone/Mobile number.(separate sheet may be use for the list of regular clients).	1.
8.	Membership details of National or State level Booksellers and publishers Association (attach proof)	1. 2. 3. 4. 5.
9.	Details of Demand Draft for Application Fees of Rs.1,000/- (Rupees one thousand only) in favour of I/C Librarian,Dhavantri Library, University of Jammu (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 last three consecutive	1. 2. 3.

	years during the previous three years.	
11.	Annual Turnover of the firm for the last three consecutive financial years during the previous three years	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 A/C No. d) Name of the A/C Holder e) IFSC code f) MICR code g) Date of opening of A/C h) Type of A/C Saving/Current
14.	Do you have satisfactorily supplied books to any three Central Universities or University of National Importance in the last three years	1. 2. 3.
15.	Have your firm been debarred/blacklisted during the last five years(2018-19,2019-20,2020-21,2021-22 and 2022-23) by any University/Institute/College/ Government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs.100/- (Rupees hundred only).

## **DECLARATION / UNDERTAKING**

I/C Librarian,  
Dhanvantri Library,  
University of Jammu,  
Jammu.

Respected Sir,

After examining the Terms and Conditions and Criteria for Empanelment, I / We, the undersigned, am / are pleased to offer my / our application for empanelment as Books/Supplier/Vendor/Distributor for supplying books to the University of Jammu in conformity with the expression of Interest/empanelment notice. I / We understand that any deviation/exception in any form may result in rejection of the application for empanelment as Book Supplier. I / We understand that I/C Librarian, University of Jammu reserves the right to withdraw/cancel/modify order without assigning any reason. I / We confirm to accept the Terms & Conditions for supply of books to University of Jammu for the financial year 2023-24.

**Signature**  
**Proprietor/Partner/Representative**  
**of the Firm with Seal.**