

**डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)**  
**Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.)**  
"A Central University" | A\* Grade By NAAC (Fourth Cycle)

**ELIGIBILITY CRITERIA and Terms and Conditions for EMPANELMENT:**

The eligibility criteria for empanelment as authorized vendor for supply of print books to Dr. Harisingh Gour Vishwavidyalaya, Sagar are as mentioned below:

- The vendor should be a registered member of national level trade federations like FPBAI/FIP etc. Copy of Registration certificate must be enclosed with the proposal.
- The vendor should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The Distributors/ Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The vendor should have satisfactorily supplied print books to any 05 Government Universities- Central/State or Institutes of National Importance in last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
- The vendor should have a minimum average annual turnover of Rs. 200 Lakhs in the last three (03) consecutive financial years (C.A. Certificate should be attached).
- The vendor should have to enclose highest value order (not less than 25 Lakhs) for supply of print books to any Central/State/Government University or Institute of National Importance along with Satisfactory Supply Certificate for particular order in last three financial years (Order copy and satisfactory supply certificate should be attached).
- The vendor should enclose ITRs for last 3 Assessment years along with photocopy of audited Balance Sheet duly certified by Chartered Accountant.
- The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The vendor is required to submit a Non-refundable application fee in form of Demand Draft of Rs. 5,900/- in favour of **Registrar, Dr Harisingh Gour Vishwavidyalaya payable at Sagar.**

- The vendor should also enclose a Bank Guarantee for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of Security Deposit in favor of “**Registrar, Dr Harisingh Gour Vishwavidyalaya, Sagar (M.P.)**” (Bank details of Dr. Harisingh Gour Vishwavidyalaya is attached) which will be returned after satisfactory completion of the supply of books and expiry of the tenure. However, the security deposit would be forfeited if the selected vendor(s) fails to supply the ordered books satisfactorily. The security deposit of the unqualified firms would be returned. Security deposit will not entail any interest.
- The minimum discount rate shall be as below:

SN	Publication Type/Number of Copies Purchase	Indian Title/Indian Imprint of Foreign Title (Discount % on Printed /Publisher's Price)	Foreign Title (Discount % on Printed /Publisher's Price)
1	Paper Back, Less than Three Copies	20%	20%
2	Paper Back, Three Copies or above	25%	25%
3	Hard Bound/Reference Books	30%	30%
4	Govt./Society publications/Short discount/no discount publications	Publisher's Price/invoice (for discount earned purpose) + 5% handling charges.	

- In case of foreign publication, Reserve Bank of India (RBI) conversion rate will be applicable on the date of billing.
- The vendor should not ever be debarred / blacklisted for doing business from any Government Organization (Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees hundred only) certifying for not being ever debarred / blacklisted).
- The University is not bound to accept all the qualified firms as empaneled vendor and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified firms rests with the University on its selection criteria. Decision of the Competent Authority of the University on any dispute related to selection of vendor for supply of books shall be final and binding.
- Any conditional discount offered will not be entertained and the applications will be treated as cancelled.
- An agreement be signed by all successful notified vendor within seven days of Notification.