



**DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.) 470003
(A Central University)**

Notice

Applications are invited for empanelment of vendors for supply of books to J.L.N. Library (Central Library). The detailed information including terms & conditions are available on the University website www.dhsgsu.ac.in

Last date of receiving complete application is on or before 31/01/2022 (5:00 PM) through speed post only.

REGISTRAR

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डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
(केन्द्रीय विश्वविद्यालय)
DOCTOR HARISING GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)

Ref. No. Lib./2022 / 21

Date : 14/01/2022

**Empanelment of Vendors for Procurement of Print Books to
University Library**

Applications are invited from reputed Booksellers/Distributors to seek empanelment as authorized vendor for supply of books to J.L.N. Library (and others), Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) for the financial years i. e. 2021-22, 2022-23, & 2023-24. The prescribed application form may be downloaded from the University website: www.dhsgsu.ac.in

The duly filled application should enclose the hard copy of required documents, fee, security etc and be marked as "Application for Empanelment of Vendors for procurement of printed books" and be submitted to "The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)" by Speed Post only on or before Date 31/01/2022 (05.00 PM.).

Registrar

Dr. Harisingh Gour Vishwavidyalaya
Sagar (M.P.)

Q. E. H.

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

APPLICATION FORM FOR REGISTRATION AND EMPANELLED VENDORS
FOR SUPPLY OF BOOKS

ELIGIBILITY CRITERIA FOR EMPANELMENT

Application will be invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor(s) for supply of printed books to our Jawaharlal Nehru Library (Central Library) for the financial years 2021-22, 2022-23 & 2023-24 The Publishers/Distributors/Vendors seeking for empanelment have to fulfill the following eligibility criteria.

(STRIKE OFF WHICH EVER IS NOT APPLICABLE)

(Please read the **terms and conditions** carefully before filling the form)

1. Name of the firm :
2. Address(es) of Head Office & Branches with telephone numbers, fax numbers. email addresses, and website, if any :
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3. Kind of Proprietorship :
 - (i) Name and address of Directors / Managing Directors / Proprietor :
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 - (ii) If partnership, name and address of partners :
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4. Permanent Account No. (PAN) issued by the Income Tax Department. (enclose documentary proof)
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5. Please tick mark and provide documentary proof of your membership in any of the following associations:
 - (i) Good Offices Committee (GOC) :
 - (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI) :
 - (iii) Any other State / National Association(s) of books suppliers :
6. Are you a distributor / dealer / stockiest / exclusive or preferred agent of any publisher? If so please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership/ stockiest / exclusive or preferred agency.

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7. The vendor should enclose ITRs for Last 3 Assessment years along with photocopy of audited Balance sheet duly certified by Chartered Accountant.

Please mention the Average amount of ITR of last three financial years :

8. Please attach minimum five (5) references along with certificate of satisfactorily supplied books of the libraries of nationally reputed organizations (e.g. Central Universities, IITs, IISc., NITs, IIMs, Supreme Court, High Court, Law Universities, Universities, Research Laboratories etc.) with whom you are already registered.
9. The vendor should have a minimum annual Turnover of Rs. 200 Lakhs (Rupees Two Crore only) in the Last 3 years. Please provide the annual turnover of the firm for the last three consecutive years (C.A. certificate should be attached)

Please mention the Average amount of Turn over of last three financial years:

10. Please provide an affidavit for not having de-listed for minimum three (3) years by any of the Institutes or Universities or Government organizations in India.
11. Order copy and satisfactory supply certificate of single order worth Rs. 25.0 Lakhs or more for supply of printed books to any Central/State University/other reputed Institutions in last 3 financial years should be enclosed.

DECLARATION

- (i) I/We (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
- (ii) I/ We also hereby declare that all matters related to Dr. Harisingh Gour University Sagar (M.P.) shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. whose signatures are appearing below. is / are the authorized representative(s) of the firm.
- (iv) I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
- (v) I/we assure that if empanelled, the firm will serve the University for a minimum period of Three years.

TERMS & CONDITIONS (Please read the terms and conditions carefully before filling the form)

1. Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) does not bind itself to add any of the vendors in its approved list.
2. Hon'ble Vice-chancellor, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.) reserves the right to recommend or reject any or all application(s), whose decision will be final in all cases in respect of acceptance rejection / arbitration.
3. Flat discount offer on Printed books (Not less than 20%) :
(Except Govt. Publications) (to be filled by the vendor)
In case of GOC conversion rate will be applicable of the date of billing.

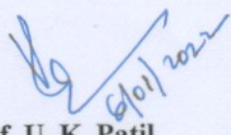
4. The vendor should also have to enclose a Bank Guaranty for Rs. 2,00,000/- (Rupees two Lakhs Only) in the form of Security Deposit in the favour of "The Registrar, Dr. Hari Singh Gour

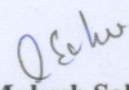
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Vishwavidyalaya , Sagar (M.P.) " which will be returned after satisfactory completion of the supply of books and expiry of the tenure. However, the Security Deposit would be forfeited if the selected bidder(s) fails to supply the ordered books satisfactorily, in the specified time. The Security Deposit of the unqualified bidders would be returned after the empanelment of other qualified firms. Security Deposit money will not entail any interest.

5. The vendor should not be ever been 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) Claiming for not being ever debarred / blacklisted).
6. Order copy and satisfactory supply certificate of single order worth Rs. 25.0 Lakhs or more for supply of printed books to any Central/State University/other reputed Institutions in last 3 financial years should be enclosed.
7. The university is not bound to accept all the qualified bidders, and reserves the right to accept or reject or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests the University on its selection criteria. Decision of the Vice- Chancellor of the University on any dispute related to selection of vendor(s) for supply of books shall be final and binding.
8. The vendor is required to be accompanied with a DD of Rs. 5900=00 (Rs. 5,000.00 Plus 18% GST) (non-refundable) as Application fees in the favor of "The Registrar, Dr. Harisingh Gour Vishwavidyalaya , Sagar (M.P.) "
9. The Conditional discount offered, if any, will not be entertained and that application(s) will be treated as cancelled. No application fee will be refunded to such vendor(s).


Prof. U. K. Patil
Prof. I/C, Library


Dr. Mukesh Sahu
Assistant Librarian