



# RUMI LIBRARY

ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY  
AWANTIPORA, KASHMIR

**EXPRESSION OF INTEREST FOR EMPANELMENT AS BOOK SUPPLIERS FOR THE  
FINANCIAL YEAR 2024-25**  
**(No: 1 of 2024)**

Expression of interest on prescribed format is invited from reputed Book Suppliers/ Vendors/ Publishers for Empanelment with the University for the supply of books to the University library and its constituent department/colleges during FY 2024-25. Interested book Suppliers can obtain the document from the office of the University Librarian or can be downloaded from the University Website [www.iust.ac.in](http://www.iust.ac.in) The documents must be submitted along with DD of Rs. **2000/-** (*Non-Refundable*) as cost of document and CDR/FDR of Rs. **30,000/-** (Thirty thousand) as security deposit from any Nationalized /scheduled Bank pledged to Islamic University of Science & Technology Awantipora Kashmir with a validity of more than three years. The application form complete in all respects properly signed by the proprietor of the firm kept in a sealed envelope should reach the office of the University Librarian, Islamic University of Science & Technology, Awantipora Kashmir- 192122 by or before **27<sup>th</sup> June 2024** by **3 PM** to be opened on **28<sup>th</sup> June 2024** at **2 PM**.

No. IUST/LIB/ACQ-1/24/ 341  
Date: 03/06/2024.

Sd/-  
**LIBRARIAN**



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ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY  
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**NOTICE (No: 1 of 2024)  
FOR EMPANELMENT AS BOOK SUPPLIERS**

<i>LAST DATE &amp; TIME FOR SUBMISSION:</i>	<i>27<sup>th</sup> June 2024 at 3:00PM</i>
<i>DATE &amp; TIME OF OPENING:</i>	<i>28<sup>th</sup> June 2024 at 2:00PM</i>
<i>PLACE OF OPENING:</i>	<i>Office of the Librarian, IUST</i>

The Islamic University of Science & Technology Awantipora J&K invites applications from reputed publisher/ book supplier for "Empanelment as Book Suppliers" which can be downloaded from the University website [www.iust.ac.in](http://www.iust.ac.in). The documents along with DD of Rs. **2000/-** (*Non-Refundable*) as cost of document and CDR/FDR of Rs. **30,000/-** (Rupees Thirty thousand) as security deposit from any Nationalized /scheduled Bank pledged to Islamic University of Science & Technology Awantipora Kashmir with a validity more than three years must be submitted along with the application. Applications without an application fee and security deposit shall be rejected.

Documents submitted for empanelment are non-transferable and should invariably be submitted on Suppliers' letter head duly signed and stamped by the authorized signatory. Empanelment applications are liable to be rejected if any of the conditions contained in the Empanelment Notice is not complied (with Amendments/ Corrigendum of the Notice if any) and shall appear only on the website of the University.

Incomplete or conditional, applications or those received after the due date would be summarily rejected. The University reserves the right to reject/ cancel any or all applications without assigning any reason thereof.

**ELIGIBLE BIDDER:**

The Book Supplier/vendor who intends to apply for empanelment should fulfill the following conditions for eligibility.

- The firm should have minimum average annual financial Gross turnover of Rs. 40 Lac during the last three financial years, duly validated by the Chartered Accountant.
- PAN issued by the Income Tax Department.
- The firm should provide certificate duly attested by the Chartered Accountant that an Up to date income Tax has been paid, substantiated with ITR of last three Financial Years.
- Registration with Federation of Publishers and Booksellers Association of India (FPBAI).
- Should have supplied books to the Institutions of higher learning like, Universities, IITs, IIMs, NITs etc. at least from last three financial years.
- Should have satisfactory supply certificate from at least three educational institutions (Last three financial years).

Note: *Documentary proof of above must be furnished with the application. Absence of any of the above document will render the supplier in eligible for the empanelment.*



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## General Terms and Conditions

1. The participating firm is expected to examine all instructions, terms & condition as specified in the expression of interest document. Failure to furnish all information/documents required by the firm or submission of offer not substantially responsive to the all conditions laid down in every respect will be at the risk of the participating firm and may result in rejection of empaneled application.
2. Empanelment requests received after the due date and time will not be considered by the University. The Empanelment requests will be opened on **28<sup>th</sup> June 2024** at 2:00 PM in presence of participating firms or their authorized representative if they desire so for which the representative should bring the authorization letter from their firm.
3. In the event of the date specified for offer receipt and opening being declared as a closed holiday for University, the due date for submission of offer and opening of offer will be on the following working day and the time fixed above.
4. Security deposit will be returned to the Supplier after the expiry of the empanelment period. However, in case of un-satisfactory performance during the empanelment period, security deposit will be forfeited. The decision of declaring the performance unsatisfactory will be the discretion of the University Librarian and shall prevail on all other judgments made thereto.
5. Each Supplier should clearly specify that the firm agrees to abide by the conditions of this document of empanelment on their printed letter head indicating thereon Registration, Fax, Email, telephone numbers etc.
6. All pages of the empanelment documents are to be signed and stamped by the firm and to be submitted along with the request for empanelment.
7. The empanelment is simply registration with the Islamic University of Kashmir and the university/library shall not be held liable for any financial losses, damages, claims, or legal actions arising directly or indirectly from the non-receipt of orders by any empanelled book supplier, regardless of the cause or circumstance leading to such non-receipt.
8. The University reserves the right to reject or accept any offer or cancel or withdraw the notice.
9. Any participating vendor found influencing the University in its decisions on the evaluation or scrutiny of applications shall result in the rejection of the vendor's application

## Special Terms and Conditions

1. The period of empanelment will be for Financial Year 2024-25 which could be extended further on the discretion of University. However, the university shall not extend empanelment of suppliers not performing satisfactorily during the FY 2024-25.
2. The empanelled Suppliers shall make supply of all the books to the University offering a uniform discount of 28% on all types of books other than Government publications/ short



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discount books. The suppliers must inform the university about the inability of supplying short discount titles along with documentary proof.

3. Affidavit shall be attached by the supplier for not having been black listed by any institution during the last three years.
4. The Supplier shall give an undertaking on non-judicial paper worth rupees One hundred accepting all the terms and conditions mentioned above along with the other terms and conditions which the University shall deem suitable after the firm is empaneled.

### Supply Terms

1. Unless specified, latest editions only shall have to be supplied.
2. It is mandatory for the firm to acknowledge the receipt of supply order, preferably by email within a day.
3. Any clarification/query regarding the supply order should be sought from University Library within five (5) days from the receipt of supply order
4. Publisher's price only will be charged and its proof shall be attached with all the bills.
5. Only **Reserve Bank of India (RBI) conversion rates** should be followed for foreign books. In case the RBI rates are not available, the last confirmed rates of RBI shall be applicable.
6. Vendor shall be bound to supply the books in one go as per supply order and not in piece meals.
7. The vendor has to give a certificate that the books which could not be supplied are not available with the publisher or his distributor. Any deviation or misinformation may lead to the blacklisting of the supplier and forfeiture of security deposit
8. Only original editions shall be supplied, if any supplier supplies the pirated editions, the same shall be blacklisted
9. Empanelment means just eligibility of a Book supplier to receive orders for supply of books if selected for purchase by the University Librarian. The authority to select or reject the books presented by the booksellers lies absolutely with the University Library.

### Delivery Schedule of Books

1. Maximum of thirty (30) days for Indian books with an extension if any shall be granted under very special circumstances subject to the approval of the University Librarian.
2. Maximum of Forty five (45) days for foreign books with an extension if any shall be granted under very special circumstances subject to the approval of the University Librarian.
3. The supplier shall confirm the availability of the required books within a period of 7 days through a Proforma Bill/email based on which supply order shall be placed.
4. The cost of packing, freight charges, loading, unloading etc. at the ends is inclusive and shall be borne by book suppliers.



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5. The supply of books will be at the risk of the vendor till its acceptance by the University. The terms and conditions of the supplier, if any, shall not be binding on the University.
6. If a book is not available with the publisher or distributor and he is unable to supply the same in the stipulated period, the same shall have to be arranged on POD without any extra charges. Non availability certificate of books issued by the publisher/distributor is to be attached with the bill.
7. After placing the order, if the vendor/supplier fails to supply the order or any part of the order within the stipulated time, the Library reserves the right to cancel the order, forfeit the security deposit and place the empanelled vendor(s) in the blacklist category after providing an opportunity to represent their side. However, the decision of the library shall be final in all regards.

## **Billing and Payment Procedure**

1. The bill should be raised in the name of University Librarian, Islamic University of Science and Technology, Awantipora Kashmir.
2. The bill shall be accepted in triplicate only.
3. Affix a two Rupee revenue stamp on the original copy of the bill.
4. Quote our order number, serial number and date for the books invoiced.
5. The firm shall raise a separate bill for the individual order and listing of books should be in same order as mentioned in supply order.
6. No handwritten and incomplete bills shall be accepted. The terms and conditions mentioned on the bill, if any, shall not be binding on the University
7. All the payment will be made in Indian currency.
8. The following certificates should be recorded on the bill :
  - a. Only original/latest editions of the books have been supplied.
  - b. The actual price of the publisher has been charged.
  - c. The Indian/low priced editions of the publications are supplied for foreign titles (if available).
  - d. The books are not remaindered titles.

## **JURISDICTION**

1. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.
2. The University reserves the right to relax any condition enumerated or arising out of this notice, without assigning any reason/s thereof.



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3. In the event of deviation on any of the aforementioned counts, the University shall be free to cancel the empanelment and/ or blacklist the supplier and it may also result in the forfeiture of the security deposit of the supplier.

For any clarification contact the Librarian at [librarian@islamicuniversity.edu.in](mailto:librarian@islamicuniversity.edu.in) or Assistant Librarian at [Assistant.Librarian@islamicuniversity.edu.in](mailto:Assistant.Librarian@islamicuniversity.edu.in)

Place: Awantipora

Date: 03/06/2024

**LIBRARIAN**



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**DETAILS OF BANK DRAFT & CDR/FDR TO BE ATTACHED WITH THE FORM**

1. Name of the Supplier. ....
2. Complete Address with Telephone No. ....  
.....  
.....
3. Cost of Application Document (to be deposited along with the application)
  - a) Bank Draft No. ....
  - b) Date. ....
  - c) For Rs. ....
  - d) Drawn on. ....
4. Security Deposit (to be deposited along with the application document)
  - a) CDR/FDR No. ....
  - b) Date of Maturity. ....
  - c) For Rs.....
  - d) Bank Name. ....





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## ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

(APPLICATION FORM FOR EMPANELMENT AS BOOK SUPPLIER FOR FINANCIAL  
YEAR 2024-25)

1. Name of the Firm. \_\_\_\_\_
2. Registration No. of Federation of Publishers and Booksellers Association of India  
(FPBAI). \_\_\_\_\_  
(Please enclose a copy of the Registration Certificate)
3. Name of the Proprietor. \_\_\_\_\_
4. Name of Partner (if any). \_\_\_\_\_
5. Date of Establishment of Firm. \_\_\_\_\_
6. PAN/ TAN of the Firm. \_\_\_\_\_ (Attach a copy )
7. Address. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Phone no. \_\_\_\_\_ Fax. \_\_\_\_\_  
Cell No. of contact person/s \_\_\_\_\_  
Website (if any) \_\_\_\_\_  
E-mail address \_\_\_\_\_ @ \_\_\_\_\_
9. List of reputed clients among the institutions of higher learning like Universities, IITs, IIMs, NITs, etc you have served as a book supplier. The copies of the satisfactory performance certificate from at least 3 such institutes. The certificate of satisfactory performance should be of last three financial Years.
  - a)
  - b)
  - c)





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10. Whether the firm is Income tax payer \_\_\_\_\_ (specify Yes or No)? If yes, please enclose a copy of the up to date Income tax clearance certificate of last three consecutive financial years.

11. Year wise Turnover of the firm during of last three financial years (Rs)

a) 2021-22 \_\_\_\_\_

b) 2022-23 \_\_\_\_\_

c) 2023-24 \_\_\_\_\_

(Attach documentary evidence duly authenticated by Bank/ Chartered Accountant/ Income Tax Department).

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 above terms and conditions are acceptable to me/ us in letter and spirit.*

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

Date: / /2024.