

**OFFICE OF THE REGISTRAR: BODOLAND UNIVERSITY**

Debargaon, P.O. Rangalikhata  
Kokrajhar – 783370, BTC, Assam.



Tel./Fax No. 03661-277183 (O)  
[bodolanduniv@gmail.com](mailto:bodolanduniv@gmail.com)

**No. BU/PMBCL/Vendor Empanelment/56/80-88**

**Date -09/10/2024**

**EOI For Empanelment of Vendors for supply of print books to University Library**

Sealed Bids are invited from Reputed Retailers/Suppliers/Vendor/Distributor/Agency/Firm for **supply of print books to University Library**, Bodoland University, Kokrajhar. The Bid should be submitted in a sealed envelope superscripted as **“Bid for Empanelment of Vendors for supply of print books to University Library”** addressed to *The Registrar of Bodoland University*.

<b>Bid No.</b>	<b>BU/PMBCL/vendor empanelment//56/</b>	
1.	EOI Description	<b>for Empanelment of Vendors for supply of print books to University Library</b>
2.	EMD of Bid	Rs. 20,000/- as EMD money (refundable) by demand draft drawn in favour of <b>The Registrar, Bodoland University</b> , should be submitted and the receipt should be enclosed with the technical bid of the Bid document.
3.	Bid cost + processing fee	Non - Refundable Bid Fee of Rs. 500/- (Rs. five hundred only) by demand draft drawn in favour of <b>The Registrar, Bodoland University payable at SBI Bodoland University Branch</b> should be submitted and the receipt should be enclosed with the technical bid of the Bid document.
4.	Place of Opening of Bids	Bodoland University, Administrative Building at Conference hall.
5	Mode of Submission	Speed post/Registered post, by hand or any other courier services.

Detailed discount (percentage rate) and any other features along with company manuals should be submitted with their application of Bid and advice to visit the website [www.buniv.edu.in](http://www.buniv.edu.in) for downloading the detail forms. The bidders should submit their Bid document, to the Registrar office, Bodoland University, Debargaon, Kokrajha, BTR, 783370. Assam before 12:30pm on **08/11/2024**

The Bodoland University reserve the right to accept or reject any or all Bids without assigning any reason thereof.

Registrar,  
Bodoland University

Copy for information to:

**No. BU/PMBCL/Vendor Empanelment//56/80-88**

**Date - 09/10/2024**

1. The P. S. to V. C. for kind appraisal to him.
2. The Finance Officer, Bodoland University,
3. Librarian (i/c), Bodoland University
4. The Asst. Engineer, Bodoland University,
5. The System Administrator, Bodoland University, up load in website & SPPP.
6. The Member Secretary, Bid Committee, Bodoland University

Registrar,  
Bodoland University

**OFFICE OF THE REGISTRAR:: BODOLAND UNIVERSITY :: KOKRAJHAR**

**No. BU/PMBCL/Vendor Empanelment/56/**

**Date –09/10/2024**

**TENDER SCHEDULE**

<b>Sl No</b>	<b>Schedule</b>	<b>Start Date</b>	<b>Start Time</b>	<b>End Date</b>	<b>End Time</b>
<b>1</b>	<b>Publishing of BID</b>	<b>09/10/2024</b>	<b>04.00 PM</b>		
<b>2</b>	<b>Submission of BID with sealed envelope</b>	<b>10/10/2024</b>	<b>04.30 PM</b>	<b>08/11/2024</b>	<b>12 Noon</b>
<b>3</b>	<b>BID Clarification date</b>	<b>10/10/2024</b>	<b>04.30 PM</b>	<b>10/10/2024</b>	<b>12 Noon</b>

**Note:**

- 1. In the event of any holiday, same time on the next working day shall be taken in to account.**

**“NOTICE INVITING BID FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS TO UNIVERSITY LIBRARY,BODOLAND UNIVERSITY, KOKRAJHAR.”**

**1. INTRODUCTION:**

Bodoland University, Kokrajhar, Debargaon, Rangalikhata, Dist.Kokrajhar, BTR, 783370, Assam, is a state University.

**2. PERIOD OF EMPANELMENT:**

The period of empanelment will be of two years from the date of empanelment. This period is extendable further on the basis of mutual consent and satisfactory performance of the Vendor in the previous empanelled periods.

**3.EOI PROCESSING FEE, EARNEST MONEY DEPOSIT(EMD)**

Without the EOI PROCESSING FEES and EARNEST MONEY DEPOSIT (EMD), ***EOI will not be considered*** for evaluation and empanelment.

- i) **The EOI PROCESSING FEES:** A Demand Draft of Rs. 5,00/- (non-refundable) in Favor of “**The Registrar, Bodoland University payable at SBI Bodoland University Branch** is to be submitted as EOI processing fee along with the EOI.
- ii) **EARNEST MONEY DEPOSIT (EMD):** for Rs. 20,000/- (Rs.Twenty Thousand Only) in favor of “ **The Registrar, Bodoland University payable at SBI Bodoland University Branch** ,as Earnest Money Deposit is to be submitted along with the EOI.

**4.ELIGIBILITYCRITERIA:**

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below. The attested copy of relevant live/valid certificates/documents in support of the information furnished by the vendor must be enclosed with the EOI proposal

- i. The Vendors should be an active member of national/ state trade federations like FPBAI.
- ii. The Vendors should have Permanent Account No. (PAN) issued by the Income Tax Department.
- iii. The Vendors should have satisfactorily supplied printed books to at least 5 Government Universities (Central/State) in last three financial year(s) ending March 2024.
- iv. The Vendors should have a minimum average annual turnover of Rs.Two Crores in the last three (3) financial years for printed books only, ending March 2024 (C.A. Certificate should be enclosed).
- v. The vendor should have enclosed satisfactorily supplied certificate printed books from Central University/State Universities in North East Region.

**Vi.** The Vendors should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. (The valid authority letters duly issued by the publishers should be enclosed).

**Vii.** The Publishers/Booksellers Distributors/ Vendors should not be ever being debarred / blacklisted from any Government Organization/Govt. Funded Organizations (Furnish an affidavit raised on Non–Judicial stamp paper of Rs.100/- in this regard).

**Viii)** All documents should be properly stamped & signed by the authorized signatory of the vendor. Without signed & stamped the proposal should not be entertained

#### **5. TECHNICAL PROPOSAL DETAILS:**

The vendor has to furnish the desired information as per **Annexure-I** and has to attach all the relevant certified/attested documents in support of the information and also the EOI document with the seal and signature of the authorized signatory. The above should be submitted for participating in the EOI. Vendor has to also fill up Annexure-II, Annexure-III & Annexure-IV and submit along with EOI.

#### **6 EOI Evaluation & Empanelment of Vendors**

BU will short list for empanelling up from outside Assam and from Assam. However, BU reserves all the rights to increase or decrease the number of vendors for empanelment without assigning reasons thereof.

#### **7. NOTIFICATION OF EMPANELMENT:**

BU will notify the eligible Vendors for empanelment to supply the books on above mentioned criteria by mail or registered letter. The empanelled Vendor will have to send its acceptance to BU within the stipulated time (Three week).

#### **9. Supply of Printed Books:-**

a. Consignment mode of dispatch of the books should be to the address mentioned below:

**The University Librarian  
Bodoalnd University  
Debargaon, Rangalikhata,BTR  
Kokrajhar-783370 (Assam)**

b. Consignment mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.

c. The purchase order will be inclusive of freight charges, loading- unloading, packing-forwarding, transit insurance, etc.).

Every supply should accompany with a Delivery Challan/Bill clearly bearing the details of the items supplied with quantity, unit price and total price.

### **10. Time Frame for Supply and Cancellation**

- i. The Vendor will have to supply the desired Printed Books within the stipulated time limit i.e. 45 days from the date of issue of the Purchase order. However, it may be noted that at sometimes the Vendor may have to deliver the books against the instant orders.
- ii. In case of delay in delivery of books due to be procured from a broad or Print on Demand, the Vendor has to inform and seek prior (at least 07 days before the Expiry of scheduled delivery time) permission from the Librarian for grant of extension in period of supply time, stating the valid reasons for such extension.
- iii. Books must be in good & acceptable condition and not the remaindered one. BU will not accept any defective books, if supplied the same has to be replaced immediately without any extra charges.

### **11. Invoicing Procedure**

- i. The Invoice should be submitted in Triplicate.
- ii. Invoice or bill should be raised in the name of **“The Registrar, Bodoland University, Debargaon, Rangalikhata, BTR, Kokrajhar , -783300, Assam.**
- iii. Invoice should contain the PAN No., BU Purchase Order Number, Date etc.
- iv. The items in the invoice should be in the same order as given in the Purchase Order.
- v. Bill/Invoice should possess the certificate that no other charges has been included other than the cost of the book(s) supplied.
- vi. Separate Invoice should be raised against each Purchase Order.
- vii. The invoice should have the following enclosure-
  - vii. A certified copy of the latest Publisher’s/Distributor’s invoice copy or Publisher’s online/printed catalogue copy as Price Proof if price is not printed on the book
  - ix. A currency conversion proof with date
  - x. Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.

### **12. Currency Exchange rate:**

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in **INR** charged in accordance with the approved date of Exchange.
- ii. State Bank of India (SBI) rates will in case of books price in foreign currency .

### **13. Discount Structure:**

The minimum discount rates shall be applicable as under:

<b>S.No.</b>	<b>Category of Books</b>	<b>Minimum Discount Rate</b>
1.	Text books by Indian/Foreign Publishers	25%
2.	Indian , Foreign Reference/Multivolume Books	25%
3.	Books published 3 years before or Remainder Title	30%
4.	Central Govt./ State Govt/ Learned Societies/ Other Institutional Publications/Assamese and Bodo	10%

#### **14. PAYMENT TERM FOR THE SUPPLIED BOOKS:**

- i. No advance payment will be made in any case before the supply of Printed Books. Successful vendors have to provide the Bills in triplicate against the Purchase order.
- ii. Payment will be released by BU within **45**(Forty Five) days of supply of books provided by the Vendor following the terms and conditions of the Purchase Order and that the supplied books are in good condition as per Purchase Order.

#### **15. OTHER TERMS AND CONDITIONS-**

##### **A. General Terms**

- i. BU reserves the right to accept or reject the EOI at any stage, in part or in full without assigning any reason thereof
- ii. BU reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI document in the interest of the University without assigning any reason thereof,
- iii. BU reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of agreement in the interest of University.
- iv. Conditional proposals will not be considered in any case.
- v. BU has all the rights reserved to procure any number of books from any of the empanelled vendors irrespective of their merit in the interest of the University.
- vi. Merely getting empanelled does not ensure that the purchase order will be placed by BU.
- vii. BU has all the rights to procure Books from other sources any time in the interest of the university other than the empanelled vendors.
- viii. Paperback edition of the books should be supplied if available. Cheaper Editions of International Editions should be supplied if available.
- ix. In case of non-availability of the above editions, then only hardbound editions and original foreign editions should be supplied. A certificate from vendor should be enclosed along with its invoices in this regard.
- x. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.
- xi. Incomplete EOI, application forms not filled properly or received after the due date and time will not be considered. The decision of the University in this regard shall be final and binding upon the suppliers.
- xii. BU may issue amendment/corrigendum to the EOI document before the due date of submission. Any amendment/ corrigendum will be posted on the University website ([www.buniv.edu.in](http://www.buniv.edu.in)) only.
- xiii. Vendor should physically report (if any issues arise) within 2 days.

##### **16. Termination for insolvency**

1. The BU may at any time terminate the Empanelment by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor become bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

### **17. Penalty Clause**

In case of delayed delivery of the books beyond forty-five days, a penalty of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seeks additional time beyond the stipulated time then the Vendor needs to send a written request with valid reasons for such extension, to the Librarian for consideration. The BU may or may not grant extension in the interest of the University.

### **18. Arbitration/Jurisdiction**

**i.**In the event of arbitration or any dispute arising under the EOI, the decision of the Vice Chancellor, BU will be binding on both the parties.

**ii.**In case of litigation, the district court of Kokrajhar alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Guwahati High (Assam) Court shall have jurisdiction in the matter.

## **ANNEXURE-I**

### **BU VENDOR EMPANELMENT FORMAT** **FOR LIBRARY (PRINTED BOOKS)**

To,  
Registrar  
Bodoland University  
Debargaon, Rangalikhata  
BTR, Kokrajha 783370, Assam

Sir,

In response to your advertisement for empanelment of Publishers/Booksellers/Distributors/Vendors for supply of printed books at your University, I, the authorized signatory on behalf of the firm, hereby furnish the desired information, EOI processing fee (Rs.500/-) and EMD (Rs. 20,000/-) along with the relevant certified documents.

1	Name of the Firm:	
2	Address:	
3	Contact No	
4	Website	
5	Mobile No.: (Authorized signatory)	
6	E-mail address	

7	Date of Establishment of Firm		
8	Name of the Proprietor/Director		
9	Name of Partner(s)(if any)		
10	Registration No.of FPBAI/DSBPA etc. (Please enclose a copy of the Registration Certificate.)		
11	Permanent Account No.: (Attach Copy of PAN No.)		
12	Do you have satisfactorily supplied printed books to at least 5 Government Universities-Central/State in last three financial years ending March 2024? If yes, the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (Provide information in Annexure-II)		
13	The Vendors should submit single highest value Purchase Order during any of the last three financial years (ending on March 2024) for the supply of printed books only to any Government University-Central/State. (Purchase order and Satisfactory Performance Certificate by the respective organization for the satisfactory Supply of Ordered Books Should be attached for that particular order).Annexure-III		
14	Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):		
	i	2023-24:	
	ii	2022-23:	
	iii	2021-22:	
		Total:	
	Average:		
15	Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) financial years (ending March 2024) along with photocopy of Profit & Loss account and Balance Sheet duly certified by Chartered Accountant		
16	Are you a distributor/dealer/stockiest/exclusive/preferred agent of the publishers? If so, please submit the valid authority letters issued by the publishers		
17	Details of a non-refundable EOI processing fee as Demand Draft of Rs. 500/- (Rupees Five Hundred Only)for empanelment (drawn from any nationalized bank in favour of <b>“The Registrar, Bodoland University, payable at SBI Bodoland University Branch.</b>		
	Details of Fee Demand Draft		
	i	Name of the issuing Bank	
	ii	No.& Date	
	iii	For Rs.	
iv	Drawn on		
18	Details of Demand Draft/FDR of Rs. 20,000/- (Rupees Twenty Thousand only) as EMD (refundable) drawn from any nationalized Bank in favour of <b>“The Registrar, Bodoland University payable at SBI Bodoland University Branch.).</b>		
	Details of EMD Demand Draft/FDR		
	i	Name of the issuing Bank	
ii	No.& Date		



	iii	For Rs	
	iv	Drawn on	
19	Have your firm ever been debarred / blacklisted for doing business from any government organization/Govt. funded organization/Institution? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees One Hundred only).		
20	<p style="text-align: center;"><b><u>DECLARATION BY VENDOR</u></b></p> <p>I/ We do hereby declare that entries made in this EOI format are true to the best of my/our knowledge and belief. Deliberately no information has been hidden or misled. If at any stage during and after empanelment, any information furnished and documents provided in this EOI are found to be incorrect/fals /fabricated /concocted/ misled, then the BU has all the rights reserved to cancel the offer / Empanelment, forfeit the EMD of Rs. 20,000/- and take appropriate action against my/our firm/organization.</p> <p>Further, it is to declare that I have perused all the terms and conditions mentioned in this EOI, and are clear and acceptable to my /our Firm/Organization.</p> <p>Signature of Authorized Signatory <span style="float: right;">Seal of Firm</span>  Date  Place: _____</p>		

## ANNEXURE II

Sl.	Name of the Client (any Government University- Central / State)	Order Copy Enclosed (Y/N)	Satisfactory supply certificate enclosed (Y/N)	Order Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

### ANNEXURE III

Detail of single purchase order of single highest value Purchase Order during any of the last three financial years (ending March 2024) for the supply of printed books to client i.e. any Government University (Central / State)

<b>Client Details</b>	<b>Order Copy enclosed (Y/N)</b>	<b>Satisfactory supply certificate enclosed (Y/N)</b>	<b>Order Date</b>	<b>Value of printed books supplied (Rs.in Lakh)</b>

### ANNEXURE -IV

<b>Sl.No.</b>	<b>Detail(s) of the Document</b>	<b>Number of Pages</b>	<b>Enclosure Page No.</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			









