



## HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY

(A Central University)

Srinagar – 246174, Dist.Garhwal  
(Uttarakhand), India

Website: <https://www.hnbgu.ac.in>

### EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS TO CENTRAL LIBRARY OF HNB GARHWAL UNIVERSITY, SRINAGAR, DIST.GARHWAL (UTTARAKHAND)

<b>SALIENT INFORMATION</b>	
Publication/Downloading of EOI	27/12/2022 by 5:00 PM
Submission of Sealed EoI (with desired documents, duly attested EoI document, EoI Processing fee, and EMD)	27/12/2022 by 5:00 PM
Opening of EoI	28/12/2022, 4:00 PM
EoI Processing Fee (in the form of DD)	Rs. 5,000/- (INR Five Thousand Only)
Earnest Money Deposit (EMD) (in the form of DD/FDR)	Rs. 2,00,000/- (INR Two Lakh Only)
Period of Empanelment	3-Years from the date of Agreement with the successful Vendor. (Further extendable)
Mode of Submission	Speed post/Registered Post
EoI to be sent to	The University Librarian, HNB Garhwal University, Srinagar – 246174, Dist.Garhwal (Uttarakhand)
EoI can be down loaded from	<a href="https://www.hnbgu.ac.in">https://www.hnbgu.ac.in</a>

**Dr.(M.S.Rana)**  
University Librarian

**Dr.(A.K.Khnaduri)**  
Registrar

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-----A Central University-----

Srinagar – 246174, Dist.Garhwal  
(Uttarakhand), India

Website : <https://www.hnbgu.ac.in>

EoI No.HNBGU/ET/27

Dated:07/12/2022

## **Expression of Interest (EOI) for Empanelment of Vendors for the Supply of Printed Books to HNB Garhwal University, Srinagar Dist.Garhwal (Uttarakhand)**

Central Library, HNB Garhwal University, invites EoI from the reputed Publishers/Booksellers/Distributors/Vendors (hereinafter known as **Vendor**) for empanelment of authorized Vendors for supply of Print books to Central Library and Departmental Libraries of HNB Garhwal University for the empanelled period of three years from the date of agreement between HNB Garhwal University and the successful vendor. This period is extendable further for two years on the basis of mutual consent and satisfactory performance of the vendor in the previous periods.

<b>SALIENT INFORMATION</b>	
Publication/Downloading of EOI	27/12/2022 by 5:00 PM
Submission of Sealed EoI (with desired documents, duly attested EoI document, EoI Processing fee, and EMD)	27/12/2022 by 5:00 PM
Opening of EoI	28/12/2022, 4:00 PM
EoI Processing Fee (in the form of DD)	Rs. 5,000/- (INR Five Thousand Only)
Earnest Money Deposit (EMD) (in the form of DD/FDR)	Rs. 2,00,000/- (INR Two Lakh Only)
Period of Empanelment	3-Years from the date of Agreement with the successful Vendor. (Further extendable)
Mode of Submission	Speed post/Registered Post
EoI to be sent to	The University Librarian, HNB Garhwal University, Srinagar – 246174, Dist.Garhwal (Uttarakhand)
EoI can be down loaded from	<a href="https://www.hnbgu.ac.in">https://www.hnbgu.ac.in</a>

**Dr.(M.S.Rana)**  
University Librarian

**Dr.(A.K.Khnaduri)**  
Registrar

**1. INTRODUCTION:**

HNB Garhwal University, Srinagar, Dist.Garhwal (Uttarakhand) (hereinafter referred to as HNBSGU) is a Central University.

**2. PERIOD OF EMPANELMENT:**

The period of empanelment will be of three years from the date of agreement between HNBSGU and successful vendor(s). This period is extendable further on the basis of mutual consent and satisfactory performance of the vendor in the previous empaneled periods.

**3. EoI PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT(SD):**

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

- i) **The EOI PROCESSING FEES:** A Demand Draft for Rs. 5,000/- (non-refundable) in the Favor of “The Finance Officer, HNB Garhwal University”, payable at Srinagar, Garhwal (Uttarakhand) is to be submitted as EoI processing fee along with the EoI.
- ii) **EARNEST MONEY DEPOSIT (EMD):**A Demand Draft or FDR for Rs. 2,00,000/- (Rs. Two Lakh Only) in the favor of “The Finance Officer, HNB Garhwal University”, payable at Srinagar, Garhwal (Uttarakhand) as Earnest Money Deposit is to be submitted along with the EoI.
- iii) The above EMD is refundable without any interest to the unsuccessful vendors after the process of empanelment is completed as per the EoI terms.
- iv) **SECURITY DEPOSIT (SD):**The successful vendors who so ever qualify for empanelment will have to submit the Security Deposit (SD) of Rs. 200000/- (Rs. Two Lakh) in the form of DD/FDR/Bank Guarantee (B.G.) prior to the execution of the Agreement with HNBSGU. If the vendor wish to convert the EMD submitted in the form of DD, then the vendor will have to request in writing to HNBSGU.
- v) The EMD deposited by such vendors will be returned after submitting the SD.
- vi) The Security Deposit will be for the period of 38 months from the date of empanelment and will be refunded / returned to the Vendor without any interest.

**4. ELIGIBILITY CRITERIA:**

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below- The attested copy of relevant live/valid certificate/document 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, DSBPA, etc.
- 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 10 Government Universities-Central/State in last three financial year(s) ending March 2022 (satisfactory supply certificates along with relevant order copies should be enclosed).

- iv. The Vendors should have a minimum average annual turnover of Rs. Three Crores in the last three (3) financial years for printed books only, ending March 2022 (C.A. Certificate should be enclosed).
- v. The Vendors should submit single highest value Purchase Order during any of the last three financial years (ending on March 2022) for the supply of printed books only by any Government University-Central/State. The value of the single highest value Purchase Order will be considered for evaluation. (Purchase order and Certificate by the respective organization for the satisfactory Supply of Ordered Books should be attached for that particular order).
- vi. The Vendors should submit Income Tax Return (ITRs) for the last 3 financial years (ending March 2022) (Self attested copy should be enclosed)
- vii. The Vendors should submit Profit & Loss Account and Balance Sheet for the last 3 financial years (ending March 2022) (Certified copy duly attested by Chartered Accountant should be enclosed)
- viii. 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).
- ix. 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).
- x. All documents should be properly stamped & signed by the authorized signatory of the vendor. Without signed & stamped the proposal should not be entertained.

**Note- The vendors having their registered office in Uttarakhand State (with authentic proof ) will be provided relaxation in the point numbers mentioned below as,**

4iii - The Vendors should have Satisfactory supplied printed books to at least 3 Government Universities- Central/State in the last three financial year(s) ending March 2022.

4iv - The Vendors should have a minimum average annual turnover of Rs. One Crore in The last three (3) financial years for printed books only, ending March 2022.

**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 etc. 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 VALIDITY PERIOD:**

The EOI shall remain valid for a period of 90 days from the date of opening of the EoI proposal.

## **7. EOI Evaluation-& Empanelment of Vendors**

HNBGU will short list for empanelling maximum 5 to 10 Vendors. However, HNBGU reserves all the rights to increase or decrease the number of vendors for empanelment without assigning reasons thereof.

The criteria for short listing of the eligible vendors for empanelment will be as under;

- i) The value of the single highest value Purchase Order.
- ii) The Purchase Order issued to the vendor during the any of last three financial years (ending March 2022) will be considered for evaluation.
- iii) Purchase order without the certificate of satisfactory supply, issued from the concerned organization will not be considered for evaluation.
- iv) Merit for vendors having complied the above condition and executed the single highest value order for supply of Printed Books only will be prepared.
- v) Top 5 to 10 vendors from the above merit will be empanelled, subject to fulfillment of the other desired conditions of the EoI.

### **NOTIFICATION OF EMPANELMENT:**

HNBGU 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 and execute the agreement with HNBGU within the stipulated time (one week), failing which the vendor placed in the next merit may be considered for empanelment.

## **8. ORDER, SUPPLY, PAYMENT etc. FOR PRINTED BOOKS**

### **a. Order Process-**

- i. Purchase Order will be send to the empanelled Vendor through email.
- ii. Supply of the books has to be made strictly as per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Librarian (**email: library73@rediffmail.com**) within seven days from the date of issue of purchase Order.

### **b. Supply of Printed Books-**

- a. Consignment and mode of dispatch of the books should be to the address mentioned below–

**The University Librarian,**

**HNB Garhwal University,**

**Srinagar – 246174,**

**Dist. Garhwal (Uttarakhand)**

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

**c. 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 abroad 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. HNBSGU will not accept any defective books, if supplied the same has to be replaced immediately without any extra charges.

**d. Invoicing Procedure**

- i. The Invoice should be submitted in Triplicate.
- ii. Invoice or bill should be raised in the name of “The University Librarian, HNB Garhwal University, Srinagar –Dist. Garhwal (Uttarakhand)
- iii. Invoice should contain the PAN No., HNBSGU 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 that 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-
  - i. 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
  - ii. A currency conversion proof wit date
  - iii. Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.

**e. 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. Reserve Bank of India (RBI) rates applicable on the date of order should only be followed and should be clearly indicated on the invoice.

**f. Discount Structure**

The minimum discount rates shall be applicable as under:

S. No.	Category of Books	Minimum Discount Rate
1.	Books Published not more than 5 years ago	
a.	All types of Books (Single Vol. including test books) (i) Paperback (Indian/Foreign) (ii) Hardbound (Indian/Foreign)	20%
b.	Multi-Volumes and all Reference Sources (Encyclopedia, Dictionary, Directories, Handbooks, Year Book etc.) (Indian/Foreign)	25%
2.	Books published more than 5 Years ago	30%
3.	Government Publications	10%

**g. PAYMENT TERM FOR THE SUPPLIED BOOKS:**

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.

Payment is released by HNBGU generally within 90 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.

**9. OTHER TERMS AND CONDITIONS-**

**a. General Terms**

- i. HNBGU reserves the right to accept or reject the EOI at any stage, in part or in full without assigning any reason thereof
- ii. HNBGU 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. HNBGU 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. HNBGU 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 HNBGU.
- vii. HNBGU 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 or 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. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the **HNBGU**, Central Library/Department before filling the application form.
- xii. Incomplete EoI, application forms not filled properly or received after the due date and time will not be entertained. The decision of the University in this regard shall be final and binding upon the suppliers.
- xiii. 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.
- xiv. HNBGU may issue amendment/corrigendum to the EOI document before the due date of submission. Any amendment/corrigendum will be posted on the University website(<https://www.hnbgu.ac.in>)only.

**b. Termination for insolvency**

The HNBGU may at any time terminate the Agreement 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.

**c. Force Majeure**

- i. Should any force majeure circumstance arise, each of the contracting Vendor should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within fifteen days of its occurrence informs in a written form by the other party.
- ii. Force Majeure shall mean fire, flood, natural disaster or other act such as was, turmoil sabotage, explosion, epidemics, quarantine restriction, strikes and lock outs i.e. beyond the control of either party.

**d. Penalty Clause**

In case of delayed delivery of the books beyond forty-five days, a penalty of 0.5% per week or part thereof up to maximum of in total of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seek additional time beyond the stipulated time then the Vendor has to send a written request with valid reasons for such extension, to the librarian for consideration. The HNBGU may or may not grant extension in the interest of the University.

**e. Arbitration/Jurisdiction**

- i. In the event of arbitration or any dispute arising under the EOI, the decision of the Vice Chancellor, HNBGU will be binding on both the parties.
- ii. In case of litigation, the court of district Pauri Garhwal /High Court of Uttarakhand 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 district Pauri Garhwal /High Court of Uttarakhand Court shall have jurisdiction in the matter.

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**ANNEXURE-I**  
**HNBGU VENDOR EMPANELMENT**  
**FORMAT FOR LIBRARY (PRINTED**  
**BOOKS)**

To,  
The University Librarian  
HNB Garhwal University  
Srinagar - Dist. Garhwal (Uttarakhand)

Sir,  
In response to your advertisement for empanelment of Publishers/Booksellers/Distributors/ Vendors for supply of printed books at your University, please I, the authorized signatory on behalf of the firm, hereby furnish the desired information, EoI processing fee (Rs. 5000/-) and EMD (Rs. 2,00,000/-) 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 10 Government Universities-Central/State in last three financial years ending March 2022? 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 2022) 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	2021-22:
	ii	2020-21:
	iii	2019-20:
		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 2022) 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	<p>Details of a non-refundable EoI processing fee as Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) for empanelment (drawn from any nationalized bank in favour of “<b>The Finance Officer, HNB Garhwal University</b>” payable at <b>Srinagar, Garhwal (Uttarakhand)</b>).</p> <p>Details of Fee Demand Draft</p> <table border="1"> <tr> <td>i</td> <td>No</td> <td></td> </tr> <tr> <td>ii</td> <td>Date</td> <td></td> </tr> <tr> <td>iii</td> <td>For Rs</td> <td></td> </tr> <tr> <td>iv</td> <td>Drawn on</td> <td></td> </tr> </table>	i	No		ii	Date		iii	For Rs		iv	Drawn on	
i	No												
ii	Date												
iii	For Rs												
iv	Drawn on												
18	<p>Details of Demand Draft/FDR of Rs. 2,00,000/- (Rupees Two Lakh only) as EMD (refundable) drawn from any nationalized Bank in favour of “<b>The Finance Officer, HNB Garhwal University</b>” payable at <b>Srinagar, Garhwal (Uttarakhand)</b>).</p> <p>Details of EMD Demand Draft/FDR</p> <table border="1"> <tr> <td>i</td> <td>No</td> <td></td> </tr> <tr> <td>ii</td> <td>Date</td> <td></td> </tr> <tr> <td>iii</td> <td>For Rs</td> <td></td> </tr> <tr> <td>iv</td> <td>Drawn on</td> <td></td> </tr> </table>	i	No		ii	Date		iii	For Rs		iv	Drawn on	
i	No												
ii	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/false/fabricated/concocted/misled, then the HNBSGU has all the rights reserved to cancel the offer / Empanelment, forfeit the EMD of Rs. 2,00,000/- 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>Date:_____</p> <p>Place:_____</p> <p style="text-align: right;">Signature of Authorized Signatory Seal of Firm</p>												

**ANNEXURE-II**

<b>Sl.</b>	<b>Name of the Client (any Government University- Central / State)</b>	<b>Order Copy Enclosed (Y / N)</b>	<b>Satisfactory supply certificate enclosed (Y / N)</b>	<b>Order Date</b>
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 2021) for the supply of printed books to client i.e. any Government University (Central / State)

<b>Client Detail</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**

**Document enclosed in support of EoI**

<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.			

----X----