



HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY

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

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

Website: <https://www.hnbggu.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)

SALIENT INFORMATION	
Publication/Downloading of EoI	04.09.2025 by 5:00 PM
Submission of Sealed EoI (With desired documents, duly attested EoI document, EoI Processing fee, and EMD)	30.09.2025 by 5:00 PM
Opening of EoI	01.10.2025 by 5:00 PM
EoI Processing Fee (in the form of DD)	Rs. 5,000/- (with GST) (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 the 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 downloaded from	https://www.hnbggu.ac.in https://eprocure.gov.in/eprocure/app

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

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

EoI No. HNBGU/Library Chauras/2025/001

Dated: 04.09.2025

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 the supply of Print books to Central Library and Departmental Libraries of HNB Garhwal University for the empaneled period of **Three Years** from the date of the agreement between HNB Garhwal University and the successful vendor. This period is extendable further for two years based on mutual consent and satisfactory performance of the vendor in the previous periods.

SALIENT INFORMATION	
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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 the 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 downloaded from	https://www.hnbggu.ac.in https://eprocure.gov.in/eprocure/app .

1. Introduction:

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

2. Period Of Empanelment:

The period of empanelment will be **Three years** from the date of agreement between HNBGU and the successful vendor(s). This period is extendable further based on mutual consent and the 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 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 interest to the unsuccessful vendors after the empanelment process is completed 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.) before the execution of the Agreement with HNBGU. If the vendor wishes to convert the EMD submitted as a DD, the vendor must make a written request to HNBGU.
- v) The EMD deposited by such vendors will be returned after submitting the Security Deposit.
- vi) The Security Deposit will be for 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 the 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 active members of national/ state trade federations like FPBAI, DSBPA, etc.
- ii. The Vendors should have a Permanent Account Number (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 the last three financial years ending March 2025 (satisfactory supply certificates and relevant order copies should be enclosed).

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- 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 2025 (C.A. Certificate should be enclosed).
 - v. The vendors should submit a single highest-value purchase order during any of the last three financial years (ending in March 2025) 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. (A purchase order and certificate from 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 2025) (Self-attested copy should be enclosed)
 - vii. The Vendors should submit the Profit & Loss Account and Balance Sheet for the last 3 financial years (ending March 2025) (Certified copy duly attested by a Chartered Accountant should be enclosed)
 - viii. The vendors should be distributors, dealers, stockists, executives, and preferred agents for publishers. (The valid authority letters duly issued by the publishers should have been 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 stamped appropriately & signed by the authorized signatory of the vendor. Without a signed & stamped proposal, it should not be entertained.

5. TECHNICAL PROPOSAL DETAILS:

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

6. EOI Validity Period:

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

7. EOI Evaluation-& Empanelment of Vendors

HNBGU will shortlist for empaneling a maximum of 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 follows;

- i) The value of the single highest value Purchase Order
- ii) The Purchase Order issued to the vendor during any of the last three financial years (ending March 2025) will be considered for evaluation.
- iii) A purchase order without the certificate of satisfactory supply issued by the concerned organization will not be considered for evaluation.

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- iv) Merit for vendors having complied with the above condition and executed the single highest value order for the supply of printed books will only be prepared.
 - v) The top 5 to 10 vendors from the above merit list will be empaneled, subject to fulfillment of the other desired conditions of the EoI.

8. Notification of Empanelment:

HNBGU will notify the eligible vendors of the appointment to supply the books on the above criteria by mail or registered letter. The empaneled 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 list may be considered for empanelment.

9. Order, Supply, Payment, Etc. For Printed Books

a. Order Process-

- i. The purchase order will be E-mailed to the empaneled vendor.
- ii. The books must be supplied strictly per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through e-mail as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Librarian / Deputy Librarian (E-mail: jayjoshi26@gmail.com & library73@rediffmail.com within seven days from the date of issue of the purchase Order.

b. Supply of Printed Books-

- a. Consignment and mode of dispatch of the books should be to the address as discussed at the time of supply, as we have 4 campuses: **Central Library Chauras Campus, Central Library Srinagar Campus, BGR Campus Library Pauri Garhwal, and SRT Campus Library Tehri Garhwal.** Books should be sent as per the demand of the respective Campus.
- 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.). which means no extra charges will be given for the supply of books
- d. Every supply should be accompanied by a Delivery Challan/Bill bearing the items' details, including 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 the Vendor may sometimes 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 the period of supply time, stating the valid reasons for such extension.

- iii. Books must be in good & acceptable condition and not remaindered. HNBGU will not accept any defective books; if supplied, they must be replaced immediately without 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 Deputy Librarian, HNB Garhwal University, Chauras, –Dist. Garhwal (Uttarakhand), or as per information at the time of supply of books.
- iii. Invoice should contain the PAN Number, HNBGU Purchase Order Number, Date, etc.
- iv. The items in the invoice should be in the same order as given in the Purchase Order.
- v. The bill/invoice should possess the certificate that no charges have been included other than the cost of the book(s) supplied.
- vi. A separate invoice should be issued against each purchase order.
- vii. The invoice should have the following enclosures-
 - A certified copy of the Publisher’s/Distributor’s invoice copy or Publisher’s online/printed catalogue copy as Price Proof if the price is not printed on the book
 - A currency conversion proof with date.
 - Proof of price and currency conversion should contain a seal and the vendor's authorized signature.

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 order date should only be followed and indicated on the invoice.

f. Discount Structure

The minimum discount rates shall be applicable as follows:

S. No.	Category of Books	Minimum Discount Rate
1.	For Text Books, Indian Author	
a.	All types of Text Books of Indian Authors (Single Vol.) (i) Paperback (ii) Hardbound, if paperback Books are not available (with Reliable Proof of unavailability of Books)	20%
b	All Types of Text Books of Foreign Authors (Single Vol.) (i) Paperback (ii) Hardbound. If paperback Books are not available (with Reliable Proof of unavailability of Books)	25%
c.	Multi-Volume and all Reference Sources (Encyclopedia, Dictionary, Directories, Handbooks, Year Book, etc.) (Indian/Foreign)	30%
2.	Central / State Government Publications (If not available online free of cost by Govt. Resources)	10% or as per the Availability of the Discount
3.	No Discount Titles/ less Discount Titles: Only accepted by those publications that are unable to provide any discount/ Less Discount (Accepted only after receiving the No Discount certificate / less discount certificate with proof of Supply of books to any Govt. Central / State university)	No Discount / less discount as per Availability

g. Payment Term for The Supplied Books:

No advance payment will be made before the supply of printed books is made. Successful vendors have to provide the bills triplicate against the purchase order.

Payment is released by HNBGU generally within 90 days of the 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 the Purchase Order.

10. 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

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- 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 the agreement in the interest of the 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 empaneled vendors, irrespective of their merit in the university's interest.
 - vi. Merely getting empaneled does not ensure that HNBGU will place the purchase order.
 - vii. HNBGU has all the rights to procure books from sources other than the empaneled vendors in the interest of the university, as well as online procurement of books as per demand by the department.
 - viii. Paperback editions of the books should be supplied if available, and Cheaper Editions, Indian Editions or International Editions should be supplied if available.
 - ix. If the above editions are unavailable, only hardbound and original foreign editions should be supplied. A certificate from the 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 the 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 the supply of printed books to the HNBGU, Central Library/Department, before completing 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. HNBGU may issue an amendment/corrigendum to the EOI document before the due date of submission. Any amendment/corrigendum will only be posted on the University website(<https://www.hnbg.ac.in>).

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. Suppose the Vendor becomes bankrupt or otherwise insolvent as declared by the Competent Court. In that case, 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 contracting Vendor should be excused for the non-fulfillment or the delayed fulfillment of any

of its contractual obligations if the affected Vendor informs the other party in writing within fifteen days of its occurrence.

- ii. Force Majeure shall mean fire, flood, natural disaster, or other act such as war, turmoil, sabotage, explosion, epidemics, quarantine restriction, strikes, and lockouts, 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 a maximum of 10% will be levied on the value of the books supplied belatedly. However, if the Vendor seeks additional time beyond the stipulated time, 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 an 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 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 agreed that no court outside of and other than the district Pauri Garhwal /High Court of Uttarakhand shall have jurisdiction in the matter.

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

To,
The 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 a Copy of PAN No.)	
12	Do you have satisfactorily supplied printed books to at least 10 Government Universities- Central/State in the last three financial years ending March 2025? 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 a single highest value Purchase Order during any of the last three financial years (ending on March 2025) for the supply of printed books only to any Government University, Central/State. (The purchase order and satisfactory performance certificate from the respective organization for the supplied 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 2024-25:	
	ii 2023-24:	

iii	2022-23:	
	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 2025) 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. 5,000/- (Rupees Five Thousand Only) for empanelment (drawn from any nationalized bank in favour of “The Finance Officer, HNB Garhwal University” payable at Srinagar, Garhwal (Uttarakhand) . Details of Fee Demand Draft	
	i	No
	ii	Date
	iii	For Rs
	iv	Drawn on
18	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 “The Finance Officer, HNB Garhwal University” payable at Srinagar, Garhwal (Uttarakhand) . Details of EMD Demand Draft/FDR	
	i	No
	ii	Date
	iii	For Rs
	iv	Drawn on
19	Has your firm ever been debarred/blacklisted for doing business with 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;"><u>DECLARATION BY VENDOR</u></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. Suppose at any stage during and after empanelment, any information furnished and documents provided in this EoI are found to be incorrect/false/fabricated/concocted/misleading. In that case, the HNDBGU 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 they are clear and acceptable to my /our Firm/Organization.</p> <div style="display: flex; justify-content: space-between;"> <div> Date: _____ Place: _____ </div> <div style="text-align: right;"> Signature of Authorized Signatory Seal of Firm </div> </div>	

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

Details of the single highest value Purchase Order during any of the last three financial years (ending March 2025) for the supply of printed books to a client, i.e., any Government University (Central / State)

Client Detail	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y / N)	Order Date	Value of Printed Books Supplied (Rs. In Lakh)

ANNEXURE- IV

Document enclosed in support of EoI

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

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