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[APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS] (Please read the terms and conditions carefully before filling the form)

To,
The University Librarian
Chaudhary Charan Singh University,
Meerut, Uttar Pradesh 250001

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to your university, please find my/our duly filled application form along with application fee and security deposit and other relevant documents.

- 01 Name of Firm
- 02 Registration No. of FPBAI/GOC.....
(Please enclose a copy of the Registration Certificate)
- 03 Firm's VAT/CST/TIN No.....
- 04 Name of the Proprietor.....
- 05 Name of Partner (if any).....
- 06 Date of Establishment of Firm
- 07 Permanent Account No.....
(Attach Copy of PAN No.)
- 08 Do you have Direct Import License.....
- 09 Address.....
Phone No..... Fax No..... Mobile No. of Contact Person(s).....
Email Address.....

- Website (if any).....
- 10 List of reputed clients among the Government institutions of higher learning like universities, IITs, IIMs, NITs etc, where you have served as a book vendor. The copies of the satisfactory performance certificate from at least 5 such institutions be attached.
- (1)
- (2)
- (3)
- (4)
- (5)
- 11 Annual Turnover of the firm for the last three consecutive financial years (Attach Proof)
- (a) 2021-22
- (b) 2020-21
- (c) 2019-20
- Total.....
- Average
- 12 Whether you are income tax payee? If so, please attach a copy of Income Tax Return (ITRs) filed for last three consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
- 13 Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in any one of last three financial years should be attached. Please mention the value of the single highest value order.
- 14 Are you Distributor/Dealer/Stockist/Exclusive/Preferred agent of the Publishers? If so, please submit the most recent Authority Letters issued by the Publishers.
- 15 Details of a DD of Rs. 1000/- (Rupees One Thousand Only) as a Registration Fee of empanelment (Non-Refundable) drawn from any nationalised bank favouring **“The Finance Officer, Chaudhary Charan Singh University, Meerut”** payable at **“Meerut”**.

Demand Draft Details

- a) Demand Draft No. _____
- b) Date _____
- c) For Rs _____
- d) Drawn on _____

- 16 Have your firm ever been debarred/blacklisted for doing business from any Government organization? If No, Please furnish an affidavit raised on Non-Judicial stamp paper of Rs. 100/- (Rupees One Hundred Only).
- 17 Does your firm/company possess an ISO Certificate? (Yes/No). If yes, attach a copy of the Certificate.

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 the Proprietors with SEAL

Date

Place



ज्ञान के भंडार को बढ़ावा देना; प्रोजेक्ट को बढ़ावा देना

INSTRUCTIONS TO BOOK SUPPLIERS

- 01 Please go through the Eligibility Criteria for Empanelment for supply of print books to the Chaudhary Charan Singh University, Library before filling the application form.
- 02 Interested Book Suppliers/Distributors/Vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of print books".
- 03 Application will be addressed to **"The University Librarian, Raja Mahendra Pratap Library, Chaudhary Charan Singh University, Meerut, Uttar Pradesh 250001"**.
- 04 The sealed cover should reach in the University Library by any mode i.e. Speed Post or Registered Post only latest by _____ (5.00 PM).
- 05 The application should be signed by authorized person on every page with official seal of the agency/firm.
- 06 Incomplete application forms, 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.
- 07 At any time of point if any of the documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and/or forfeiture of security deposit.

University Librarian



ज्ञान के अर्थ में शिक्षा; प्रौद्योगिकी के माध्यम से;

Advertisement No. _____

Reference No. _____

Date _____

Empanelment of Vendors for Supply of Print Books to University Library

Applications are invited from reputed Booksellers/Distributors/Vendors to seek empanelment as authorized vendors for supply of books to Raja Mahendra Pratap Library, Chaudhary Charan Singh University, Meerut. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website: <https://www.ccsuniversity.ac.in>.

Interested Booksellers/Vendors/Suppliers/Agents/Distributors may respond in the prescribed format given in this document, along with one copy of the requisite documents through Speed Post/Registered Post only. The Envelope should be marked with "Application for Empanelment of Vendors for supply of Print Books". The duly filled application form along with necessary documents and fees may be submitted on or before _____ by 5.00 PM to.

**The University Librarian
Raja Mahendra Pratap Library
Chaudhary Charan Singh University
Meerut, Uttar Pradesh – 250001
Website : <https://www.ccsuniversity.ac.in>**

University Librarian

Notice No. _____

Dated: _____

ELIGIBILITY CRITERIA FOR EMPANELMENT

Chaudhary Charan Singh University Meerut invites applications from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor for supply of print books to our Central Library after the fulfillment of eligibility criteria as mentioned below:

- 01 The vendor should be a registered member of National level trade federations like FPBAI/GOC. Copy Registration Certificate must be enclosed with the proposal.
- 02 The Publisher/Book Distributor/Supplier/Vendor shall submit the copy of its three current years IT return and PAN number in the prescribed Registration Form along with proof of address.
- 03 The Distributors/Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- 04 The vendor should have satisfactorily supplied books to any 10 Government Universities-Central/State in any one of last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
- 05 The vendor should have a minimum average annual turnover of Rs. 200 lakhs in the last three consecutive financial years (CA certificate should be attached).
- 06 The vendor should have to enclose a single highest value order for supply of print books to any Central/State Government University along with Satisfactory Supply Certificate for particular order in any one of last three financial years (Order copy and satisfactory supply certificate should be attached).
- 07 The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- 08 Registration Form should be accompanied with a DD/online payment of Rs. 1000/- (Rupees One Thousand Only) Non-refundable as cost of form and should be drawn from any nationalized bank favoring **“The Finance Officer, Ch. Charan Singh University, Meerut”** payable at **“Meerut”** as per proforma attached.
- 09 The vendor shall append the declaration on the bill that:
 - (a) Only original/latest editions of the books have been supplied
 - (b) The actual price of the publishers has been charged

(c) The Indian/low priced editions of these publications (if foreign) are not available in India

(d) The books are not remaindered titles.

- 10 Affidavit of Rs 100/= on judicial stamp paper shall be attached by the vendor for not having been black listed by any institution during last three years.
- 11 The applicants as book vendor to the university shall have to attach a DD for Rs. 50000/- (Rupees Fifty Thousand Only) in the form of Security Deposit in favor of “The Finance Officer, Chaudhary Charan Singh University, Meerut” payable at “Meerut” which will be returned after satisfactory completion of the supply of books and expiry of the tenure. However, the earnest money would be forfeited if the selected bidder(s) fail to supply the ordered books satisfactorily. The earnest money of the unqualified bids would be returned. Earnest money will not entail any interest.
- 12 The departmental committee shall recommend books and other learning material for purchase to the central library and HOD will forward it to library. However, if there is no other permanent teacher in the department, the only one teacher will recommend and Dean will approve/forward.
- 13 The library will change the earlier practice of purchasing books through a select list of approved vendors.
- 14 Registration is to be done once only and will remain valid, unless, the publisher/vendor/book distributor/supplier is debarred, black listed or registration cancelled for any reason.
- 15 The vendor shall have to enter into an agreement with **“The Finance Officer, Chaudhary Charan Singh University, Meerut”** for the supply of books as per above terms and conditions along with the order terms and conditions which the university shall deem suitable.
- 16 The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in triplicate. The original approval memo duly recommended by the departmental committee be submitted along with the book(s) to the central library. One copy of approval memo will be retained (to be given by the supplier) by

- departmental committee. The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo.
- 17 The library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC). A Library Advisory Committee be constituted as it does not exists in university. The constitution of the LAC will include all campus Deans as embers and headed by Prof. incharge library.
- 18 The Librarian/Dy. Librarian then, prepare the final list of books and obtains financial sanction for their acquisition from the **Finance Officer and Vice Chancellor**.
- 19 On the recommendations of the departmental committee the library may purchase multiple copies of only those books which are found to be great demand/the department itself feels so, but not more than 10 copies of any book are procured.
- 20 If a certain book is absolutely essential from teachers/research point of view and it is not being possible to buy it on the rates of discount given above then the same may be bought on certified available discount upon departmental committee recommendations and on Hon'ble VCs approval.
- 21 Unless specified, latest editions only shall have to be supplied. If a faculty recommends an old edition for purchase in library, a valid justification shall have to be submitted with the recommendation.
- 22 The registered vendors shall make supply of all the books to the university as per the following minimum slabs of discounts. However, departmental committee may negotiate with the vendors for more discount.

S.No.	Books Category	% Discount on purchase of	
		Books	Multi Volume Set
01	Books published during current year (X) & previous year (X-1)	20	25
02	Books published during (X-2) and (X-3)	25	30
03	Books published during (X-4) and (X-5)	30	35

04	Books published before (X-5) years	35	50
05	Following Special Categories of Books (i) Central Govt. Publications (ii) State Govt. Publications (iii) Items procured from abroad against specific orders (iv) Short/No Discount titles will be procured on cost price plus payment of handling charges @10% of the cost price	No Discount No Discount 10%	
06	Remaindered Books (Old Edition Books), if specifically required	50%	

Note : All the above years are financial years from 1st April to 31st March.

- 23 **“Procurement of books, publications, periodicals etc for a library does not require a tender to be called as per Chapter 6, Rule 143 of the General Financial Rules 2017 of the Government of India. This rule clearly excludes books, publications, periodicals etc for a library from the category of “goods”, and therefore exempted the purchase of books, publications, periodicals etc for a library through GeM portal”.**
- 24 Only **“Publisher’s price”** shall be applicable and its proof shall be attached with the Bill.
- 25 Only Good Offices Committee (GOC) conversion rates should be followed for foreign books.
- 26 In the event of deviation on any of the aforementioned counts, the university shall be free to cancel of registration and/or black list the vendor and it will also result in the forfeiture of the security deposit of the vendor.
- 27 Library Advisory Committee (LAC) 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.
- 28 In case of any legal dispute the jurisdiction shall be Meerut only.

RAJA MAHENDRA PRATAP LIBRARY

Ch. Charan Singh University, Meerut

E-Book Policy

1. Objective:

With clear understanding that NOT ALL MATERIALS ARE AVAILABLE IN E-BOOK FORMAT AND NOT ALL LIBRARY USERS WISH TO USE DIGITAL EDITIONS, the Central Library will continue to collect print titles. However, with user expectation of the content delivery 24x7, the central library will acquire e-books also to cope with the latest development in collection development of libraries.

2. Recommendation and Approval

The committee recommends that, **“Books available as e-book should be purchased in e-format only”**. As in the case of print book, e-book(s) will also be acquired on the recommendation of departmental committee duly forward by the concerned department Head/Dean and recommended by atleast one permanent teacher. The Departments would be requested to pick and choose a title(s), instead of recommending complete collection. The faculty will be requested to recommend only those title(s) which has been published in last two years. However, they can recommend older publication also if needed for teaching and research. Print Copy of the same title and edition should not be acquired if e-book has been acquired. In case, the department recommends a complete collection of a publisher/aggregator, the recommendation will be placed before the Library Advisory Committee.

4. Source of Acquisition:

Efforts should be made to place an order for e-book directly to publisher. In case publisher does not accept the order directly, then to the authorized vendor of publisher/aggregators in India.

5. Perpetual vis-à-vis Subscription

Preference should be given to place order(s) for those e-book(s) which are available in perpetual mode. If Department recommends those title(s) which are available in subscription mode, then the recommendation will be placed before the Library Advisory Committee.

6. Payment

Payment of e-book will be made in advance.

7. Accessibility

Preference should be given to those titles for which the publisher/vendor/aggregator agrees to provide access to CCS University, Meerut IPs as in the case of electronic databases.

8. License Agreement

Generally an agreement is to be signed between CCS University, Meerut and publisher/aggregator/vendor to access the e-book. The Finance Officer would be authorized to sign the agreement. While signing the agreement, the Professor Incharge, Library/Dy. Librarian should make sure that the jurisdiction for any dispute should be in Meerut.

9. Exchange Rate

Good Offices Committee (GOC) exchange rate of billing date will be applicable.

10. Price Proof

A print of publisher's website on billing date will be acceptable as price proof.

11. Accessioning

All e-book will be accessioned as done in the case of print book. A new series with some prefix for e-book will be started after the discussion with Professor Incharge, Library/Dy. Librarian.