



# JAMSHEDPUR WOMEN'S UNIVERSITY

SIDHGORA CAMPUS, P.O. : AGRICO, JAMSHEDPUR

JHARKHAND, PIN - 831 009

Ph. No. : (0657) 2249105,

Email : registrarjwu@gmail.com

Advt. No.: 001/23/Lib

Ref.No. JWU/R/2023/206


Date 28/2/23

## **Empanelment of Vendors for Supply of Print Books to University Library**

Applications are invited from reputed Book sellers/Distributors/Vendors to seek empanelment as authorized vendors for supply of books to Central Library for the financial years "2022-2026" and may be extended for two more year. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website <http://www.jwu.ac.in>

Interested booksellers/vendors/suppliers/agents/ distributors may respond in the prescribed format given in this document, along with one copy each of the requisite documents through Speed Post/Registered Post/ by Hand only. The Envelope should be marked with "Application for Empanelment of Vendors for supply of printed Books". The duly filled application form along with necessary documents and fees may be submitted within 15 Days from the date of publication in the office of

**The Registrar  
Jamshedpur Women's University  
Kharkai Link Road, Bistupur,  
East Singhbhum, Jamshedpur,  
Jharkhand 831001**

  
Registrar (I/c) 28/02/23

Notice No :- 001/23/Lib

Dated :- 28/2/23

Rizwanaferween  
22-02-23



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## ELIGIBILITY CRITERIA FOR EMPANELMENT:

Jamshedpur Women's University invites applications from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor for supply of print books to our Central Library for the financial years 2022-2026 and it may also be extended for two more year after the fulfillment of eligibility criteria as mentioned below:

- The vendor should be a registered member of national level trade federations like FPBAI/GOC. Copy of Registration certificate must be closed with the proposal.
- The vendor should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The Distributors/ Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The vendor should have satisfactorily supplied books to any 07 Government Universities-Central/State in last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
- The vendor should submit single highest value order for supply of print books to any Central/State Government University in any one last three financial years. Satisfactory supply certificate along with the copy of order should be attached.
- The vendor should have a minimum average annual turn over of Rs.200 Lacs in the last three (3) consecutive financial years (C.A. Certificate should be attached).
- The vendor should enclose ITRs for last 3 Assessment years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
- The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be closed.
- The vendor is required to submit a DD of Rs. 3,000/- (non-refundable) as registration fees in the Favor of "Registrar, Jamshedpur Women's University" payable at Jamshedpur".
- The vendor should also enclose a DD for Rs. 1,00,000/- (Rs. One Lakh Only) in the form of Security Deposit in favor of "Registrar, Jamshedpur Women's University" payable at Jamshedpur" 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.

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22.02.23

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## • Discount

Type of Publication (s)		Discount (%)	
		Figure	Word
Indian	PB	15%	Fifteen Percent
	HB	20%	Twenty Percent
Foreign	PB	20%	Twenty Percent
	HB	20%	Twenty Percent
Govt./NGO/Society/Institutional Pub./ Short Discount & Non-discount etc.		No Discount	No Discount

- In case of foreign publication, Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing.
- The vendor should not be ever been debarred / blacklisted for doing business from any Government Organization. Please furnish an affidavit raised on non – judicial stamp paper of Rs.100/- (Rupees Hundred only).
- The University is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the University on its selection criteria. Decision of the Vice-Chancellor of the University on any dispute related to selection of vendor for supply of books shall be final and binding.

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

- (a). The vendor should have satisfactorily supplied books to any 03 Government Universities-Central/State in any one of last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
- (b). 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.
- (c) The vendor registered in Jharkhand should also enclose a Demand Draft for INR 50,000/- (Rs. Fifty Thousand Only) in the form of Security Deposit in the favor of "Registrar,

**Jamshedpur Women's University" payable at  
Jamshedpur"** \_\_\_\_\_

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22.02.23

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## (APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To,  
Registrar  
Jamshedpur Women's University  
Kharkai Link Road, Bistupur,  
East Singhbhum, Jamshedpur,  
Jharkhand -831001

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 relevant documents.

1. Name of the Firm \_\_\_\_\_
2. Address \_\_\_\_\_
3. Contact No \_\_\_\_\_ Fax \_\_\_\_\_
4. Website(if /any) \_\_\_\_\_ Mobile No. of contact person(s) \_\_\_\_\_
5. E-mail address \_\_\_\_\_ @ \_\_\_\_\_
6. Date of Establishment of Firm \_\_\_\_\_
7. Name of the Proprietor/Director \_\_\_\_\_
8. Name of Partner(if any) \_\_\_\_\_
9. Registration No. of FPBAI/GOC \_\_\_\_\_  
(Please enclose a copy of the Registration Certificate.)
10. Permanent Account No.: \_\_\_\_\_  
(Attach Copy of PAN No.)
11. Do you have direct import license. \_\_\_\_\_  
(If yes, please attach a copy of the same)
12. Do you have satisfactorily supplied books to any 07 Government Universities-Central/State in last three financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached. (For Jharkhand registered vendors should submit 03 Government Universities-Central/State in last three financial years.)
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
  - f) \_\_\_\_\_
  - g) \_\_\_\_\_

Rizwanul Karim  
22.02.23

Dr. Singh  
22/02/23





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13. Annual Turn over of the firm for the last 3 consecutive financial years (attach proof): (a) 2021-22 :  
(b) 2020-21 :  
(c) 2019-20 :  
Total :  
Average :
14. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
15. 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.
16. Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
17. Details of a DD of Rs. 3,000/- (Rupees Three Thousand Only) as a registration fee of empanelment non-refundable) drawn from any nationalized bank favoring **"Registrar, Jamshedpur Women's University" payable at Jamshedpur."**

## Demand Draft Details

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

18. Details of Demand Draft of Rs. 1,00,000/- (Rupees One Lakh only) as security deposit (refundable) drawn from any nationalized Bank favoring **"Registrar, Jamshedpur Women's University" payable at Jamshedpur"** (for Jharkhand registered vendors Demand draft of Rs. 50,000/-).

## Demand Draft Details

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

19. 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).
20. Does your firm/company possess an ISO Certificate? (Yes/No) If yes, attach a copy of the Certificate.

Rizwana Perween  
22.02.23

*[Signature]*  
22/02/23



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## DECLARATION

I/We do hereby declare that entries made in this application for mare true to the best of my/our knowledge and belief. Further he above terms and conditions are acceptable to me/us in letter and spirit.

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

Date:

Place:

Rizwana Perween  
22.02.23

*[Handwritten Signature]*  
22/02/23

**INSTRUCTIONS TO BOOK SUPPLIER**

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the Jamshedpur Women's University Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of print books".
3. Application will be addressed to **"The Registrar Jamshedpur Women's University, Kharkai Link Road, Bistupur, East Singhbhum, Jamshedpur, Jharkhand 831001."**
4. The sealed cover should reach in the office of the Registrar by any mode i.e. Speed Post/Registered Post/ By hand only latest by with in 15 Days from the date of publication.
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. 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.
7. At any point of time 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.

Registrar

Rizwana Perween  
22.03.23

*[Handwritten Signature]*  
22/03/23