



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

UNIVERSITY INFORMATION RESOURCES CENTRE (UIRC)

VENDOR REGISTRATION AND EMPANELMENT FOR SUPPLY OF PRINTED BOOKS

GGS Indraprastha University, Delhi invites "Request for Proposal for Vendor Registration and Empanelment for the Supply of Printed Books" on prescribed application format from the reputed vendors/distributors etc. to GGSIP University Library, New Delhi.

The prescribed application form along with a copy of terms and conditions may be downloaded from GGSIP University Library website (www.ipu.ac.in) under the link "Tenders" and "UIRC notices". The duly filled application form along with necessary documents and fees (Rs. 3000/= non-refundable in the form of demand draft in favour of Registrar, GGSIP university) may be submitted latest by 11th April 2025, till 3.00PM in a sealed envelope at the below mentioned address:

**Head
University Information Resource Centre
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078.**

1	Name of Work	Registration and Empanelment of vendors for supply of printed books
2	Last date and time of submitting application form along with necessary documents and fees	11 th April 2025 till 3.00 PM
3	Date and time for opening of received application in Librarian Room	17 th April 2025 at 3.00 PM

Note: The bidders are requested to read the documents carefully and ensure compliance with all instructions/documents. Application without fees or incomplete in any respect will be rejected without assigning any reason and university decision will be final in all respect.

Registrar
GGSIP University



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
INVITES REQUEST FOR PROPOSAL FOR
“EMPANELMENT OF VENDORS
(PUBLISHERS/ IMPORTER/
DISTRIBUTOR/SUPPLIER/FACILITATOR Etc.)
FOR
SUPPLY OF PRINT BOOKS”
ON PRESCRIBED FORMAT FROM
REPUTED VENDORS OF INDIA,
TO
UNIVERSITY INFORMATION RESOURCE CENTRE
(CENTRAL LIBRARY: DWARKA AND SURAJMAL VIHAR),
GGSSIP UNIVERSITY,
SECTOR 16-C, DWARKA,
NEW DELHI-110078.

BACK GROUND

Guru Gobind Singh Indraprastha University (hereinafter GGSIPU) is the first University established in 1998 by Govt. of NCT of Delhi. The Guru Gobind Singh Indraprastha University has been accredited with a CGPA of 3.56 on a seven point scale at **A++ Grade** valid for a period of 7 years. It is a teaching and affiliating University with the explicit objective of facilitating and promoting “studies, research and extension work in emerging areas of higher education with focus on professional education, for example engineering, technology, management studies, medicine, pharmacy, nursing, education, law, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.”

A. SCOPE OF WORK

To Supply the Books as per requirement and instructions of GGSIPU.

B. REGISTRATION OF VENDORS

GGSIPU will register book vendors on the basis of following eligibility and selection criteria's, as per the terms and conditions detailed below:

C. ELIGIBILITY CRITERIAS

- i. The vendor/agency should be an income tax assesses/payee and must have had a minimum annual turnover of 30 Lakh (Rupees Thirty Lakh only) per annum during each of the last three financial years i.e. FY: 2020-21, 2021-22 and 2022-23 for a similar line of business. The agency must submit a duly signed certificate from Chartered Accountant (CA) clearly showing financial year-wise turnover. The agency should also attach a copy of profit loss statement/ balance sheet and income tax return of last three financial years ended on 31 March 2023 i.e. FY 2020-21, 2021-22 and 2022-23 certified by a Chartered accountant. Prospective firm/vendors should not have losses during the last three financial years.
- ii. The agency should have a minimum three years of experience as on 31 March 2023 in supplying books to Government/Statutory bodies/Professional, Educational institutions/ State /Central universities. During these three years FY: 2020-21, 2021-22 and 2022-23, agency should be empanelled with at least five Government Institute. The Prospective vendor has to enclose the Photocopies of a minimum of five work orders / Purchase order/ Supply Order of the said institutions for the supply of books.
- iii. The Agency should have PAN Number and GST Registration (if applicable).
- iv. All intending vendors/applicants are required to pay a registration fees of Rs. 3000/=. Form without registration fee will be summarily rejected and no correspondence will be entertained.
- v. They should also submit annual turnover certificate, income tax return, PAN of the firm/Proprietor name, GST Registration certificate (if applicable) as mentioned in the vendor registration forms to make them eligible for consideration. Such vendors who have not paid registration fees or not submitted any of the above mentioned documents will not be considered for empanelment.

- vi. A vendor/book supplier who wishes to be a vendor of the university in book collection development should be a registered member of at least anyone of the following book sellers and publishers associations of national and state level:
 - a. Federation of Publishers and book sellers association of India (FPBAI)
 - b. Delhi state booksellers and publishers association (DSBPA)
 - c. Association of Indian Publishers and booksellers
- vii. Vendors should not have been blacklisted/ debarred by any Library/ Government Department within last three years (FY: 2020-21, 2021-22, and 2022-23). A self declaration certificate about non blacklisting (as per annexure-2) should be furnished as affidavit raised on non-judicial stamp paper of Rs. 100/= (One Hundred).
- viii. Proof of satisfactory supply of books, at least from 05 reputed libraries in the form of certificate during the last three year period (FY: 2020-21, 2021-22, and 2022-23).
- ix. Certificate of Authorized Vendor/Agent given by the publishers (at least 05) during last three year period (FY: 2020-21, 2021-22, and 2022-23) must be enclosed with the form.

D. INSTRUCTIONS FOR VENDORS

- i. The registration form should be accompanied by the relevant documents and as per sequence mentioned in Annexure-4: Checklist, duly signed and stamped by Authorised Signatory, without which the form will be considered incomplete and hence, summarily rejected.
- ii. The bid should be accompanied by a copy of this empanelment document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the empanelment document will not be considered.
- iii. Interested vendors/publishers can submit the Form **up to 3:00PM of 11th April 2025** for the purchase of books and the like documents to the UIRC, GGSIPU.
- iv. Vendors who have established office in Delhi/Delhi NCR will be preferred for registration.
- v. Once the Form is accepted by the G.G.S. Indraprastha University, an agreement regarding supply of books will be signed by the vendors/publishers.
- vi. Empanelled vendors/publishers have to honor the order for supply of books and the like material as per the supply order, irrespective of number of copies.
- vii. Librarian, GGSIPU reserves all rights to distribute the number of publications/titles of books among the empanelled vendors/publishers.
- viii. Empanelled vendors/publishers shall not have any legal right to supply books or any specific publications of their own choice.
- ix. In case of any discrepancy, (intentional or unintentional) by the vendors, in supply of book(s) or bill to UIRC, G.G.S.I.P. University reserves the right to take appropriate action. Librarian, GGSIP University reserves the right to cancel the registration of vendor(s) without assigning any reason.
- x. Interested vendors can obtain Prescribed Registration Form from UIRC (Library), GGSIPU or can download the Prescribed Registration Form from University website (ipu.ac.in) and deposit a non- refundable D.D of Rs.3000/- in favour of “The Registrar, G.G.S. Indraprastha University Dwarka, Sector16-C, New-Delhi-110078” along with duly filled Form and other required documents. Form without registration fee will not be entertained. It will also not be refunded in case of incomplete and rejected forms.

- xi. **Form will be submitted in a sealed envelope containing the following:**
- a. **Duly filled, signed and stamped vendor registration form**
 - b. **Demand Draft of Rs. 3000/=**
 - c. **Duly signed and stamped copy of empanelment document (17 pages)**
 - d. **List of five major libraries to which books have been supplied in last 03 years (FY: 2020-21, 2021-22, and 2022-23) with amount of business in rupees (as per annexure-1).**
 - e. **Proof of satisfactory supply of books, at least from 05 reputed libraries in the form of certificate during the last three year period (FY: 2020-21, 2021-22, and 2022-23).**
 - f. **Photocopies of a minimum of five work orders / Purchase order/ Supply Order/Letter of empanelment from reputed Government institutions for the supply of books of last three years period (FY: 2020-21, 2021-22, and 2022-23).**
 - g. **Copy of PAN Card (Firm/ Proprietor Name)**
 - h. **Copy of GST registration certificate (if applicable)**
 - i. **Copy of Income Tax Returns of the last three consecutive years (FY: 2020-21, 2021-22, and 2022-23)**
 - j. **Annual turnover certificate for last three years (FY: 2020-21, 2021-22, and 2022-23) duly certified by chartered accountant**
 - k. **Profit loss statement/Balance sheet of last three years (FY: 2020-21, 2021-22, and 2022-23) duly certified by chartered accountant**
 - l. **Copies of authorized vendorship certificate/letters from the publishers (minimum five) of last three year period (FY: 2020-21, 2021-22, and 2022-23).**
 - m. **Affidavit/undertaking (as per annexure-2) by vendors for not having black-listed on non-judicial stamp paper of Rs. 100/=**
 - n. **Address proof of establishment of Firms/shop/business/ manufacturing unit etc.**
 - o. **Copy of book sellers and publishers association's membership certificate**
- xii. Envelope may be put in the box placed in UIRC (Library office) of the University **by 3:00 PM of 11th April 2025** or sent by Registered / Speed Post/ Courier to be received on or before the specified date and time. Registration forms received after the due date and time will not be entertained, even though the post might have been sent before the due date. Thus delayed received Forms (in any respect) will not be accepted.
- xiii. Any technical bid received after due date and time will not be considered.

E. TERMS AND CONDITIONS FOR BOOK VENDORS

1) GENERAL TERMS AND CONDITIONS

- i. The empanelment document should be signed by the authorized person and his full name and status should be indicated below his signature along with the official seal of the firm.
- ii. Incomplete and conditional technical bid document will be rejected. The Vendor(s)/ Supplier(s) short-listed for vendor empanelment are required to strictly agree to supply as per the institute's "Terms & Conditions for Acquisition of Books" as stipulated here.

- iii. Librarian will place the orders against recommended book indents received from Schools/Centers after approval of the competent authority duly vetted by university F&A department.
- iv. Registered empanelled publishers/vendors, if required, may keep their current publications in library with approval memo containing complete bibliographical details along with price proof for consideration and recommendation by the faculty. Duplicate and unapproved books shall be returned at the time of placing orders. It may be noted that it is not incumbent on the library to select/buy any book kept for approval and all the books may be returned.
- v. Vendor/supplier shall normally collect supply orders from the library and also give acknowledgement of the receipt of supply orders with date and stamp.
- vi. If, at any point of time, any of the document or information furnished by the vendor/supplier is found to be incorrect/incomplete then it would be deemed a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- vii. No bidders will be allowed to withdraw after submission of bids/opening of the bid. Failing to maintain this discipline, the bidding vendors are liable to be black-listed by the institute.
- viii. The competent authority, GGSIPU reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- ix. The costs of packing, freight charges, loading, unloading etc. at both the ends shall be borne by the vendors. The supply should be free of freight charges.
- x. The GGSIPU reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
- xi. Any enquiry after submission of the bids will not be entertained.
- xii. All disputes and differences arising out or concerning the work shall be subject to the sole decision of the Vice-Chancellor, GGSIPU or his nominee. The empanelment will be interpreted under Indian Laws and disputes adjudicated within Courts of Laws under jurisdiction of Delhi Courts.
- xiii. Strict adherence to these terms is required. Non-observance of any one of these terms and conditions may result in cancellation of the pending indents and/or discontinuation of further dealings.
- xiv. Application of empanelment of vendors as submitted by a Bidder shall become the property of GGSIPU and GGSIPU shall have no obligation to return the same to the Bidder.
- xv. The application for empanelment does not entitle any Bidder for automatic grant of award.
- xvi. One or more agencies will be empanelled for Supply of Books. Those agencies who accept the offer will be empanelled for supply of books.
- xvii. The Successful Bidder should accept the offer within one month from the date of issue of "Letter of Offer", failing which the offer will be cancelled.
- xviii. GGSIPU does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and upon vendor performance.
- xix. The contract can be terminated at any time in case the services are not found to be satisfactory.
- xx. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only).
- xxi. The supplier should be able to display the latest books from all leading National/ International Publishers/Government/World Bank/IMF/ILO/UNO/other agencies/public agencies along with their latest catalogs, as per the need of the university. If the supplier is not able to display the latest books as mentioned in the para, the contract will be terminated.

- xxii. Except with the written consent of the buyer, the seller/service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- xxiii. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive
- xxiv. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall be rendering the technical bid invalid.
- xxv. GGSIPU reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the empanelment at any stage without assigning any reason whatsoever.

2) PURCHASE ORDER

- i. The vendor/supplier has to honor the order for supply of books and the like material as per the supply order, irrespective of number of copies. The vendor/supplier will supply books/printing material to the university, as per purchase order issued to the vendor within time frame.
- ii. GGSIPU shall have discretion to give any order to any empanelled agency selected through empanelment process and the other agency will not have to claim for the order.
- iii. GGSIPU has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
- iv. Normally, orders will be placed with empanelled registered vendors only, however, GGSIPU reserves the right to purchase books/publications from any other vendor/publisher, even who is not empanelled with it, if any book/ publication is urgently required at short notice. This will be done after approval of competent authority and in exceptional cases.

3) EDITION SPECIFICATION

- i. Pirated books strictly prohibited, it leads immediate ban from empanelment.
- ii. Latest editions, latest reprints and revised edition of books must be supplied, unless mentioned otherwise.
- iii. If any publication ordered herein is available for sale as an Indian edition/ paperback/special/low priced edition/student edition/Asian/International editions, then the edition available in cheaper rate should be supplied and a certificate to that effect appended.
- iv. In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library, regarding supply of the available editions in lieu of the default.

4) DISCOUNT

Minimum discount to be given on the supplies by the vendor's is given in Table-1.

TABLE-1

Sl. No.	Book Type/Category	Discount Percentage
1.	Indian Publications	23
2.	Foreign Publications	24
3.	Foreign Publication published more than six years ago	32

4.	Remainder Publications	42
5.	Publication available in Electronic media	22
6.	Reference sources and Multivolume set	27
7.	Low Discount Publications (with certificate/invoice from Publisher/Distributor)	12
8.	Central Government/State Govt. Publications/ Learned Societies/ other Institutions Publication (with certificate/invoice from Publisher/Distributor)	Nil
9.	No Discount Publications (with certificate/invoice from Publisher/Distributor)	Nil

5) **PRICE PROOF**

- i. The vendor shall provide attested copy of valid Current Publisher's/Distributor import invoice without tampering, as price proof incase of Foreign Publications.
- ii. The vendor shall provide attested copy of valid Current Publisher's catalogue or Current Publisher's/Distributor invoice without tampering/ Printed price of books without tampering, as price proof incase of Indian Publications.

6) **CONVERSION RATES**

Books priced in foreign currencies, may be converted to Indian rupees on prevailing RBI/ Nationalized Bank conversion rates of Invoice date. Attested copy of the bank conversion rates shall be enclosed by the vendor/ supplier

7) **SUPPLY/ DELIVERY OF BOOKS AND PENALTIES**

- i. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply
- ii. The publication supplied shall be in a good condition without any defects. Damaged books or books with missing pages shall under no circumstances be accepted by GGSIPU and should be taken back and replaced back by the supplier even after they have been stamped for accessioning.
- iii. Pirated or photocopy of books should not be supplied and in case such book is found, then the purchase order will be cancelled automatically and the firm will be black listed forever.
- iv. In case of excess and repeat supply by the vendor against any order, library shall make the payment only against the supply order/s given to the vendor.
- v. The vendor/supplier shall supply all the books ordered by the University from the respective publishers and supply the same preferably by hand delivery to the University within the stipulated time i.e. 8 weeks in case of foreign publications and 4 weeks in case Indian publications and before the end of financial year, whichever is earlier. UIRC will not accept supply of books in the next financial year even for ordered books. Defaulters in this respect may be debarred from supply and the security deposit of the vendor shall be forfeited by the university, as per the liquidity damage clause detailed at clause 9 and 10, respectively.

- vi. The supply order would stand cancelled on the expiry of supply period, however, a grace period of one month may be allowed in case of genuine problem and with the permission of book order purchase committee.
- vii. In case of any discrepancy in supply (in terms of titles, number of copies, prices and documents), decision of University Librarian will be final and no correspondence will be entertained in this regard.
- viii. If the requested title(s) is “Out of Stock” or “Print on Demand” (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
- ix. In case of any urgent demand for books, approved booksellers are liable to supply the same within least possible time even beyond the normal working hours/days.
- x. It is compulsory to supply no less than 60% of the ordered books (in terms of number of titles ordered) within given time. After due date, books will not be accepted.
- xi. The vendor who fails to supply at least 60% of the Purchase Order (Title wise) in a financial year may be debarred from supply and the Security Deposit of the vendor shall be forfeited by the university.

8) INVOICING PROCEDURE

- i. Pre-receipted bills in triplicate shall be raised in the name of Librarian, Guru Gobind Singh Indraprastha University, New Delhi. Bill should contain the order No and Date along with the valid and satisfactory price proofs, proof of RBI conversion rates etc. Two copies of supply order should be appended /brought along with the deliveries.
- ii. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- iii. The payment under this agreement shall be made through NEFT/RTGS/IMPS (online transfer). Bank account details of Agency / Firm should be clearly mentioned on the Bill.
- iv. No advance payment will be made to the Agency / Firm under any circumstances.
- v. Payments against the bills of the receipt of the books shall be made as per the University rules.
- vi. TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule
- vii. Category-wise separate bills shall be raised for books priced in Indian rupees and books priced in foreign currencies.

9) PENALTIES

- i. It is compulsory to supply no less than 60% of the ordered books (in terms of number of titles ordered) within given time. After due date, books will not be accepted.
- ii. The vendor who fails to supply at least 60% of the Purchase Order (Title wise) in a financial year may be debarred from supply and the Security Deposit of the vendor shall be forfeited by the university.

10) PERFORMANCE SECURITY

- i. It shall be mandatory for every registered vendor to deposit with the university a security deposit of Rs. 30,000/= in the form of Demand Draft, in favour of Registrar, GGSIP university.

- ii. The vendor who fails to supply at least 60% of the purchase order within stipulated time (04 weeks for Indian publications and 08 weeks for foreign publications) from the date of the issuance of purchase order, the security deposit by the vendor with the university shall be forfeited. A grace period of one month may be allowed in case of genuine problem and with the permission of Book Advisory Committee.

11) SUBLETTING OF WORKS

The vendor shall not assign, sub-contract or sub-let the whole or any part of the supply in any manner.

12) RIGHT TO CALL UPON INFORMATION REGARDING STATUS OF WORK

- i. We also expect the booksellers to supply us the list of latest publications and catalogues periodically.
- ii. GGSIPU, Delhi will have the right to call upon information regarding status of work/job at any point of time.

13) TERMINATION OF REGISTRATION

A Vendor's employment may be terminated/dropped/black-listed from the panel of vendors at the occurrence of any of the following reasons:

- i. If the vendor fails to deliver even, at least 60% of the supply (in term of number of titles ordered) during the financial year.
- ii. After cancellations of consecutive three complete purchase orders, the vendor may be excluded from empanelment.
- iii. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- iv. If at any time, it is found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
- v. In such case(s), the institute will be at liberty to terminate the vendors' employment with out giving any prior notice to the vendor/supplier, and the Institute reserves the right to claim the amount of loss occurred to the Institute, from the available invoices submitted by that vendor/supplier or by forfeiting the performance security.
- vi. The university reserves the right to terminate the empanelment at any time without assigning any reason.
- vii. Performance security shall be forfeited in case of termination /dropped/black-listed of vendor from the panel of vendors.

14) VALIDITY OF RFP

The bid shall be valid for a period of 180 days from the date of opening of the bid.

15) VALIDITY OF EMPANELMENT

Initially, validity period of empanelment for the supply of books will be for 03 (Three) years extendable to another one year on satisfactory performance of book vendor.

16) PROCEDURE FOR ALLOCATING WORK ORDER AMONGST EMPANELLED VENDOR

Total work order (in terms of amount) indented from respective school(s), in each case, for purchase of printed books will be distributed, on the recommendation of book purchase order advisory committee, amongst the eligible empanelled vendors in almost equal amount, as far as possible, based upon the specialization quoted by vendors to supply the books at the time of registration.

17) ENCLOSURE CHECKLIST

The documents for empanelment of vendors must be accompanied of following documents:

Enclosures Check List:

- a. **Duly filled, signed and stamped vendor registration form**
- b. **Demand Draft of Rs. 3000/=**
- c. **Duly signed and stamped copy of empanelment document (17 pages)**
- d. **List of five major libraries to which books have been supplied in last 03 years (FY: 2020-21, 2021-22, and 2022-23) with amount of business in rupees (as per annexure-1).**
- e. **Proof of satisfactory supply of books, at least from 05 reputed libraries in the form of certificate during the last three year period (FY: 2020-21, 2021-22, and 2022-23).**
- f. **Photocopies of a minimum of five work orders / Purchase order/ Supply Order/Letter of empanelment from reputed institutions for the supply of books of last three year periods (FY: 2020-21, 2021-22, and 2022-23).**
- g. **Copy of PAN Card (Firm/ Proprietor Name)**
- h. **Copy of GST registration certificate (if applicable)**
- i. **Copy of Income Tax Returns of the last three consecutive years (FY: 2020-21, 2021-22, and 2022-23)**
- j. **Annual turnover certificate for last three years (FY: 2020-21, 2021-22, and 2022-23) duly certified by chartered accountant**
- k. **Profit loss statement/Balance sheet of last three years (FY: 2020-21, 2021-22, and 2022-23) duly certified by chartered accountant**
- l. **Copies of authorized vendorship certificate/letters from the publishers of last three years period (FY: 2020-21, 2021-22, and 2022-23).**
- m. **Affidavit/undertaking (as per annexure-2) by vendors for not having black-listed on non-judicial stamp paper of Rs. 100/=.**
- n. **Address proof of Firms/Agency/Shop/Business/Manufacturing unit etc. registration/address.**
- o. **Copy of book sellers and publishers association's membership certificate**

Guru Gobind Singh Indraprastha University
University Information Resource Centre (Central Library)
Dwarka, New Delhi-110078.

Vendor Registration Form For Empanelment of Vendors For Supply of Books To UIRC

(Please read the terms and conditions carefully before filling the form)

S. No.	Particulars	Details (To be filled by Firm/Agency/vendor)
1	Name of the Firm/Agency	:
2	Registered Office Address (with telephone no./mobile no. and emails) (Enclose Firm/Agency registration/address proof)	:
3	Address of New-Delhi/Delhi NCR office (with telephone no./mobile no. and emails)	:
4	Status of Organization (Proprietary/Partnership/Pvt. Ltd./ Public Ltd. Company)	:
5	Name of Partners/ Directors	:
6	Type of Vendor (Publisher/ Importer/Distributor/Supplier/Facilitator)	:
7	If publisher, are you able to supply books and bills directly to library without involving any agent or vendor	Yes:
		No:
8	Registration No./ Trade License No. (Kindly attach documentary proof)	:
9	PAN No. (Firm/ Proprietor) (Attach Proof)	:
10	GST No. (If applicable-attach Proof)	:
11	Authorized Signatory Details	Name:
		Designation:
		Mobile No.:

			Email:
12	Details of Contact Person other than that Authorized Signatory (If any)	:	Name:
			Designation:
			Mobile No.:
			Email:
13	Firm/ Agency Bank Details	:	Beneficiary Name:
			Account No.:
			Bank name:
			Branch Name and Address
			IFSC Code:
			MICR No.:
			Type of Account (Saving/ Current):
14	Details of Registration fees (non-refundable) of Rs. 3000/= in the form of DD, drawn in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at New Delhi (Please note that form without registration fees will not be accepted)	:	Bank Name:
			Demand Draft No.:
			Date of Issue:
15	Total number of years of similar experience	:	
16	Firm/ Agency website address, if any	:	
	Is the Firm/Agency an Income tax payee, If yes, attach Income tax returns of last three consecutive years (FY: 2020-23):		
17	Annual Business Turnover (in Rs.) for last three financial years (FY: 2020-2023), duly certified by the Chartered Accountant (Please enclose annual turnover certificate and balance sheet duly certified by Chartered Accountant)	:	2020-2021:
			2021-2022:
			2022-2023:
18	Whether the vendor/agency faced any litigation or blacklisted/debarred with any organization. If yes, Kindly furnish details with name of the organization and brief details.	:	

19	Member of any publisher and book seller association (if yes, attach documentary evidence)	: Federation of Publishers and Book-seller Association of India: Registration No..... Delhi State Book-sellers and Publishers Association: Registration No..... Association of Indian Publishers and Book-sellers: Registration No.....																										
20	Area of specialization (Mandatory requirement for Vendorship empanelment) (Please specify areas with priority numbers e.g. 1, 2,3 etc.)	: <table border="1"> <thead> <tr> <th data-bbox="821 474 1268 527">Discipline</th> <th data-bbox="1268 474 1437 527">Priority No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="821 527 1268 600">Engineering/ Technology and Computer Science/ICT</td> <td data-bbox="1268 527 1437 600"></td> </tr> <tr> <td data-bbox="821 600 1268 663">Basic and Applied Sciences</td> <td data-bbox="1268 600 1437 663"></td> </tr> <tr> <td data-bbox="821 663 1268 716">Management Science</td> <td data-bbox="1268 663 1437 716"></td> </tr> <tr> <td data-bbox="821 716 1268 852">Environmental Science/Management and Biotechnology</td> <td data-bbox="1268 716 1437 852"></td> </tr> <tr> <td data-bbox="821 852 1268 957">Architecture, Planning and Design Studies</td> <td data-bbox="1268 852 1437 957"></td> </tr> <tr> <td data-bbox="821 957 1268 1020">Mass Media/ Communication</td> <td data-bbox="1268 957 1437 1020"></td> </tr> <tr> <td data-bbox="821 1020 1268 1083">Law and Legal studies</td> <td data-bbox="1268 1020 1437 1083"></td> </tr> <tr> <td data-bbox="821 1083 1268 1146">Pharmaceutical sciences</td> <td data-bbox="1268 1083 1437 1146"></td> </tr> <tr> <td data-bbox="821 1146 1268 1220">Medical and Para medical sciences</td> <td data-bbox="1268 1146 1437 1220"></td> </tr> <tr> <td data-bbox="821 1220 1268 1293">Humanities and Social Sciences and Liberal Studies</td> <td data-bbox="1268 1220 1437 1293"></td> </tr> <tr> <td data-bbox="821 1293 1268 1356">Education</td> <td data-bbox="1268 1293 1437 1356"></td> </tr> <tr> <td data-bbox="821 1356 1268 1472">Miscellaneous books including books in Hindi and other Indian languages</td> <td data-bbox="1268 1356 1437 1472"></td> </tr> </tbody> </table>	Discipline	Priority No.	Engineering/ Technology and Computer Science/ICT		Basic and Applied Sciences		Management Science		Environmental Science/Management and Biotechnology		Architecture, Planning and Design Studies		Mass Media/ Communication		Law and Legal studies		Pharmaceutical sciences		Medical and Para medical sciences		Humanities and Social Sciences and Liberal Studies		Education		Miscellaneous books including books in Hindi and other Indian languages	
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21	Dealing with (Tick mark the appropriate column) (Attach Authorized vendorship certificate/letters from the publishers)	: <table border="1"> <tr> <td data-bbox="821 1482 1146 1514">Foreign publisher</td> <td data-bbox="1146 1482 1268 1514">Yes</td> <td data-bbox="1268 1482 1437 1514">No</td> </tr> <tr> <td data-bbox="821 1514 1146 1545">Indian Publisher</td> <td data-bbox="1146 1514 1268 1545">Yes</td> <td data-bbox="1268 1514 1437 1545">No</td> </tr> </table>	Foreign publisher	Yes	No	Indian Publisher	Yes	No																				
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Signature of Authorized Signatory
Name:.....
Designation:.....
Firm/Agency Name:.....
Contact No.:.....

Annexure-1

DETAILS OF EXPERIENCE

**(TO BE SUBMITTED ON THE LETTERHEAD OF THE BIDDER/ FIRM/
AGENCY)**

S. No	Name of the Organization/ Institute where books were supplied	Value of the contract per annum in INR	Duration of contract		Total years of experience (YY/MM)	Whether an academic institute (Yes/No)	Copy of contract along with satisfactory report certificate attached* (Yes/No)
			<u>From</u> <u>(DD/MM/YY)</u>	<u>To</u> <u>(DD/MM/YY)</u>			
1							
2							
3							
4							
5							

Note:1) Firm/Agency may add rows, if needed, incase organization/institution are more .

2) *Kindly attach copy of contract/letter of empanelment/ purchase order/ Work order/Supply order and Satisfactory letter of the same organization, issued during the last three year period (FY: 2020-21, 2021-22, and 2022-23).

Signature of Authorized Signatory
Name:.....
Designation:.....
Firm/Agency Name:.....
Contact No.:.....

Annexure-2

**SELF-DECLARATION ABOUT NON BLACK-LISTING
(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS. 100/=)**

To
The Registrar
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka
New Delhi-110078

Date:

Subject: Self Declaration about Non Black-Listing/Litigation for “SUPPLY OF BOOKS TO GGSIP UNIVERSITY”

Sir,

In response to invitation request for proposal for “Empanelment of Vendors for Supply of Print Books to GGSIPU” under reference, I/ We hereby declare that presently our Agency / Firm / Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency/ firm is also not blacklisted/ debarred/ involved in any litigation and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last three years (FY: 2020-21, 2021-22, and 2022-23) from the last date of submission of bid.

I/we further declare that no criminal case is registered on pending against the firm/company or its owner/partners/directors anywhere in India. Also there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into empanelment process.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our Performance Security may be forfeited in full and the bid if any to the extent accepted may be cancelled.

Yours faithfully,

Signature of Authorized Signatory
Name:.....
Designation:.....
Firm/Agency Name:.....
Contact No.:.....

UNDERTAKING FOR RFP/BID ACCEPTANCE LETTER
(TO BE SUBMITTED ON THE LETTERHEAD OF THE BIDDER /FIRM/
AGENCY)

To
The Registrar
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka
New Delhi-110078

Date:

Subject: Acceptance of terms and Conditions of RFP/BID for “SUPPLY OF BOOKS TO GGSIP UNIVERSITY”

Sir,

I/We have downloaded / obtained the empanelment document(s) for the above mentioned “Bid for supply of books to GGSIPU’ from the university website

1. I/We hereby certify that I /we have read the entire terms and conditions of the empanelment document (including all documents like annexure(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s), if any, issued from time to time by your department/ organization with this bid has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the bid conditions of above mentioned bid document(s) / corrigendum(s) in its totality / entirely.
4. No employee or direct relation of any employee of GGSIPU is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
5. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
6. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Performance Security absolutely.
7. I/We also hereby declare that all matters related to GGSIPU, New Delhi Shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
8. Mr./Ms. _____, whose signatures are given below, is an authorized representative of this firm.
9. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Yours faithfully,

Signature of Authorized Signatory
Name:.....
Designation:.....
Firm/Agency Name:.....
Contact No.:.....

Annexure-4

CHECKLIST FOR COPIES OF ALL DOCUMENTARY PROOF(S) DULY SIGNED AND STAMPED BY THE AUTHORIZED SIGNATORY OF THE FIRM/AGENCY REQUIRED TO BE ATTACHED WITH THE VENDOR REGISTRATION FORM FOR EMPANELMENT OF VENDOR FOR SUPPLY OF BOOKS TO GGSIPU

(TO BE SUBMITTED ON THE LETTERHEAD OF THE BIDDER/ FIRM/ AGENCY)

REQUEST FOR PROPOSAL FOR “EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS TO UNIVERSITY INFORMATION RESOURCE CENTRE (CENTRAL LIBRARY), GGSIP UNIVERSITY, DWARKA, NEW DELHI-110078.	
Name of the Vendor/Firm/Agency:
Firm/Agency Address:
Telephone No./Mobile No.:
Contact Person Name with Mobile No.:

S. No.	Particulars	Details/Compliance (Yes/No)	If Submitted, Mention page No.		Remarks, if any
			From	To	
1	Vendor Registration Form				
2	Demand Draft for Rs. 3000/=				
3	Duly signed and stamped copy of empanelment document (17 pages)				
4	Annexure-1: Details of experience				
5	Certificate of satisfactory supply of books from libraries (At least 5)				
6	Copies of work orders / Purchase order/ Supply Order/Letter of empanelment/contract letter from libraries (At least 5)				
7	Copy of PAN Card				
8	Copy of GST Registration (if applicable)				
9	Copies of Income Tax Return (For last 3 years)				
10	Annual Turnover Certificates (For last 3 years)				
11	Firm/Agency/Vendor profit loss statement/Balance Sheet (For last 3 years)				
12	Publisher authorized vendorship certificates				
13	Annexure-2: Blacklisting undertaking on non-judicial stamp paper of Rs. 100/=				
14	Annexure-3: RFP/Bid Acceptance letter				
15	Annexure-4: Checklist				
16	Firm/agency registration/address proof				
17	Book-seller and publisher association membership certificate				

Yours faithfully,

Signature of Authorized Signatory
Name:.....
Designation:.....
Firm/Agency Name:.....
Contact No.:.....