



File No.CUAP/Estt./2024-25/Emp/28

Dated, 4th July, 2024

NOTIFICATION

EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS TO UNIVERSITY LIBRARY

Applications are invited from reputed Booksellers/Distributors/Vendors for empanelment as authorized vendors for the supply of books to the Central Library for 03 financial years “2024-2027”. The prescribed application form along with a copy of terms and conditions may be downloaded from the University website: **www.cuap.ac.in**

Interested booksellers/ vendors/ suppliers/distributors may submit the application in the prescribed format given in this document, along with one copy of each of the requisite documents through Speed Post/Registered Post/Courier only. The Envelope should be superscribed with “**Application for Empanelment of Vendors for supply of printed Books to the Central Library at CUAP**”. The duly filled application form along with necessary supporting documents and fees may be submitted on or before 25th July, 2024 by 5:00 PM.

Sd/-

Assistant Registrar (Admin.)





ELIGIBILITY CRITERIA FOR EMPANELMENT:

- The Booksellers/Distributors/Vendors should be a registered member of national level trade federations like FPBAI/FIP etc. A copy of the Registration certificate must be enclosed with the proposal.
- The Booksellers/Distributors/Vendors should submit Permanent Account Number (PAN) issued by the Income Tax Department.
- The Booksellers/Distributors/Vendors must submit their license of Import/Export Code (IEC) certificate issued by the Ministry of Commerce, GOI with the proposal.
- The Booksellers/Distributors/Vendors should have satisfactorily supplied print books to any 10 Government Universities/Central/State institutes & organization and Institutes of National Importance in last three financial years 2023-24, 2022-23, 2021-22 (satisfactory supply certificates along with relevant order copies should be attached).
- The Booksellers/Distributors/Vendors should have a minimum annual turnover of Rs.2 crores in the last three (3) consecutive financial years 2023-24, 2022-23, 2021-22 (C.A. Certificate should be attached).
- The Booksellers/Distributors/Vendors should have to enclose a single highest value order **Rs.50 lakhs or above** for the supply of print books to any Central/State Government University or Institute of National Importance along with a Satisfactory Supply Certificate for a particular order in the last three financial years 2023-24, 2022-23, 2021-22 (Order copy and satisfactory supply certificate should be attached).
- The Booksellers/Distributors/Vendors should enclose ITRs for last three financial years 2023-24, 2022-23, 2021-22 along with a photocopy of Annual Turnover duly certified by a registered Chartered Accountant.
- The Booksellers/Distributors/Vendors should be a distributor/dealer/stockiest/executive/ preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The Booksellers/Distributors/Vendors is required to submit a **DD of Rs. 2,000/-** (non-refundable) as registration fee in the Favor of “**Registrar, Central University of Andhra Pradesh, Ananthapuramu payable at Ananthapuramu**”.
- The Booksellers/Distributors/Vendors should also enclose a DD/Bank Guarantee for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of a Security Deposit in favor of “**Registrar, Central University of Andhra Pradesh, Ananthapuramu payable at Ananthapuramu**” which will be returned after expiry of the tenure without any interest or will be forfeited due to any loss to the university from the Booksellers/Distributors/Vendors.





- The minimum discount rate shall be 25% for all types of books failing which application will not be considered.
- In case of foreign publication, the Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing subject to furnishing the proof of conversion rate.
- The vendor should not be ever been debarred/blacklisted for doing business with 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. The empanelment of Booksellers/Distributors/Vendors doesn't mean that the university will place order to all the empaneled Booksellers/Distributors/Vendors. As per the requirement of books, the university will place the order to any of the empaneled Booksellers/Distributors/Vendors at the university prescribed discount rate. The University will not be bound to order all the empaneled vendors. The decision of the University on any dispute related to the selection of a vendor for the supply of books shall be final and binding upon Booksellers/ Distributors/ Vendors.





(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To
Assistant Registrar (Admin.)
Central University of Andhra Pradesh,
JNTU Road,
Chinmaya Nagar,
Ananthapuramu-515002,
Andhra Pradesh

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 & Registration No. _____
7. Name of the Proprietor/Director _____
8. Name of Partner (if any) _____
9. Copy of the Registration certificate of FPBAI/FIP etc. _____
(Please enclose a copy of the Registration Certificate.)
10. Permanent Account No. & GST: _____
(Attach Copy of PAN No & GST.)
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 10 Government Universities-Central/State or Institutes of National Importance in the last 03 financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a) _____ (f) _____
 - b) _____ (g) _____
 - c) _____ (h) _____
 - d) _____ (i) _____
 - e) _____ (j) _____





13. Annual Turnover of the firm for the last 03 consecutive financial years (attach proof) certified by registered CA:
- (a) 2023-24 :
(b) 2022-23 :
(c) 2021-22 :
Total :
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 the Chartered Accountant.
15. Order copy and satisfactory supply certificate of a single highest value order for the supply of print books to any Central/State University or Institute of National Importance in the last 03 financial years should be attached. Please mention the value of the single highest value order.
16. Are you a Booksellers/Distributors/Vendors of the publishers? If so, please submit the most recent authority letters issued by the publishers.
17. Details of a DD of **Rs. 2,000/-** (Rupees Two Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring "**Registrar, Central University of Andhra Pradesh, Ananthapuramu,**" payable at "**Ananthapuramu.**"

Demand Draft Details

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

18. Details of Demand Draft / Bank Guarantee of **Rs. 2,00,000/-** (Rupees Two Lakh only) as security deposit (refundable) drawn from any nationalized Bank favoring "**Registrar, Central University of Andhra Pradesh, Ananthapuramu,**" payable at "**Ananthapuramu**"

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).





DECLARATION

(On letter head)

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 Partners/Proprietors with seal

Date:

Place:

INSTRUCTIONS TO BOOK SUPPLIERS

1. Please go through the Eligibility Criteria for Empanelment for the supply of print books to the **Central University of Andhra Pradesh 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 to the Central Library, at CUAP”**.
3. Application will be addressed to **“Assistant Registrar (Admin.), Central University of Andhra Pradesh, JNTU Road, Chinmaya Nagar, Ananthapuramu – 515 002, Andhra Pradesh”**.
4. The sealed cover should reach in the Office of Assistant Registrar by any mode i.e. Speed Post or Registered Post or Courier latest by 25th July, 2024 (5.00 PM).
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 last date and time will not be entertained & summarily rejected. 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.
8. Booksellers/Distributors/Vendors will be empaneled initially for a period of 2 years and further extension of 1 more year subject to satisfactory performance. Further, Booksellers/Distributors/Vendors may also be removed from the empanelment list of the university at any time at the discretion of the university authority without assigning any reason (s) which will be binding upon the Booksellers/Distributors/Vendors.



Sd/-
Assistant Registrar (Admin.)