

Expression of Interest for Empanelment / Registration of Book Suppliers

Applications are invited from reputed Publishers/Book Sellers/Vendors/ Distributors to seek empanelment as authorized vendor for supply of books to the University of Jammu for the financial year 2024-25

S.No.	Particular	Amount
1.	Application fee (Non-refundable)	Rs.15000(Fifteen thousand only)in the form of Cheque/DD in favour of I/C Librarian, Dhanvantri Library, University of Jammu.
2.	Last date and time of receiving applications	21st September, 2024
3.	Address and Communication	I/C Librarian, Dhanvantri Library, University of Jammu, Jammu-180006.
4.	E-mail address and Website address	dhanvantrilibrary@gmail.com http://jammuuniversity.ac.in

The application form for empanelment along with detailed terms and conditions, (Annexure-A), empanelment criteria (Annexure-B) can be downloaded from the University website or can be collected from the office of the Library. In case of the date of receipt happens to be a non-working day, the applications shall be received on the next working day.

Instructions for Applicant:-

1. The interested Publishers/Book Seller/Vendors/Distributors should submit applications along with application fee. (Annexure-A, Annexure-B in sealed envelope super scribing "Application for Empanelment as Book Supplier to the University of Jammu".
2. The application and annexure should be signed by the authorized person and his full name and designation should be indicated below his signature along with the official seal of the Firm.
3. Incomplete and conditional applications shall be rejected.

Sd/-
(Dr. Vikram Singh Sahi)
Librarian

No:
Date:

Copy to:-

1. The Director, IT Enabled Services for uploading the same on the University Website.
2. Local Dailies for wider publicity.


UNIVERSITY OF JAMMU

CIRCULAR

It is circulated for the information that the Hon'ble Vice-Chancellor of University of Jammu has approved the following terms and conditions for the supply of books for the financial year 2024-25 for strict adherence in the University of Jammu :-

1. Supply of books (F.O.R. University of Jammu, Jammu / Departmental Libraries / Offsite Campuses will be made only by Registered Post / Courier or through Messenger at the cost of Firm / Agency.
2. Books will be purchased only through the Empanelled Suppliers / Vendors after the recommendation of the DAC / Book Selection and Purchase Committee.
3. Local authors will be exempted from the Empanelment Process and can submit their bills as per the Terms & Conditions of the University of Jammu.
4. At least 25% discount and over & above on all types of books except Govt. / Society / Institutional publications for the Current Financial Year i.e. 2024-25.
5. Books will be supplied in appropriate physical condition. Damaged / Defective copies will not be accepted.
6. The books must be supplied within 30 days, failing which the order will be treated as Cancelled. If the book has to be procured from abroad, the time will be 60 days.
7. Only the latest Editions are to be supplied except mentioned, otherwise.
8. It is mandatory to record the following Certificates / Essential Numbers on the bill:-
 - PAN / TAN Number of the Firm / Agency.
 - Latest editions are supplied.
 - Approved discount is applied to the purchase order.
9. All the books must be supplied along with the Authentic Price Proof.
10. In case of Foreign Publications, the original price in the foreign currency shall be mentioned in the bill along with the rupee price with the approved rate of exchange as on the date of billing.
11. Tagged prices on the books are liable to be rejected.
12. Discount on the total bill will be accepted.
13. The supplier will give an undertaking to refund the amount if charged over the printed price of the book.
14. The payment will be released after receiving the books and their accessioning by the Dhanvantri Library, University of Jammu.

15. Supplier shall furnish an undertaking on affidavit to the effect that the Firm has not been declared as defaulter by the University / Institution related to the procurement of Books / Journals / Magazines etc.
16. The firm has to submit the bills in triplicate quoting the Supply Order Number & Date.
17. Before placing the order, discount rates over & above 25% shall be obtained from empanelled vendors and a comparative statement of the same will be made. Based on the comparative statement, the Supply Order will be placed with the vendor in the following order of priority:-
- Vendor offering maximum discount
 - Vendor providing maximum number of books requisitioned in the list.
18. The bill is to be submitted in the Acquisition Section of Dhanvantri Library only after Classification & completing the below-mentioned process on LIBSYS-10 Software by the Department Library Professional.
- Control number
 - Approval number
 - Order number
- (Clearly mention) on each bill [REDACTED] for further processing.
19. Library Professionals working in the Department Libraries will execute all Terms & Conditions before sending the bills to the Dhanvantri Library for final processing.
20. The Librarian reserves the right to withdraw / cancel / reject / modify an order without assigning any reasons.
21. In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Jammu, J&K UT.


REGISTRAR
At Registr

No: Estab/24/ 9508-9607
Dated: 11-09-2024

Copy to :-

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies for information of DAA/DRS
3. Sr. P.A. to the Registrar/Controller of Examinations/Finance Officer
4. Director, DD&OF/CDC/DI.I./DIQA/Physical Education/MMTTC/ Centre for Studies in Muscology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. All Sections
18. Computer Assistant (Estab/NTW) for E-mail to Rector/Assistant Registrar Bharderwah Campus & Kathua Campus
19. Guard File

**FORM FOR EMPANELMENT OF VENDORS FOR
SUPPLY OF PRINTED BOOKS**

S.No.	Details	Response
1.	Name of the Firm	
2.	Date of Establishment (attach proof.)	
3.	Address (attach valid proof)	
	E-mail	
	Mobile No.	
	Telephone Landline No.	
	Website	
4.	Constitution of Firm (Please tick)	Proprietor/Partnership/Directors/ Managing Directors of Company
5.	Name of the Owner(s)	1. 2. 3.
	E-mail	1. 2. 3.
	Mobile No.	1. 2. 3.
6.	If you are an authorised distributor of any publisher, please provide the name(s) of the Publisher(s) whom you represent (attach separate sheet)	If so, please submit the valid authorisation letters issued by the publishers.
7.	List of regular clients with the name of contact person(s) and phone/Mobile number.(separate sheet may be use for the list of regular clients).	1.
8.	Membership details of National or State level Booksellers and publishers Association (attach proof)	1. 2. 3. 4. 5.
9.	Details of Demand Draft for Application Fees of Rs.15,000 (Rupees Fifteen thousand only) in favour of I/C Librarian, Dhavantri Library, University of Jammu (Non refundable).	1. Demand Draft No. 2. Date of issue 3. Issuing Bank
10.	Whether you are an Income Tax payee? If yes, please submit a copy of the Income Tax return filed for last three consecutive	1. 2. 3.

	years during the previous three years.	
11.	Annual Turnover of the firm for the last three consecutive financial years during the previous three years	1. 2. 3. Total Average
12.	PAN/TAN (copy attached)	PAN TAN
13.	Bank details of Vendors/suppliers/distributors	a) Name of the Bank b) Address c) Bank A/C No. d) Name of the A/C Holder e) IFSC code f) MICR code g) Date of opening of A/C h) Type of A/C Saving/Current
14.	Do you have satisfactorily supplied books to any three Central Universities or University of National Importance in the last three years	1. 2. 3.
15.	Have your firm been debarred/blacklisted during the last five years(2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) by any University/Institute/College/ Government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs.100/- (Rupees hundred only).

DECLARATION / UNDERTAKING

I/C Librarian,
Dhanvantri Library,
University of Jammu,
Jammu.

Respected Sir,

After examining the Terms and Conditions and Criteria for Empanelment, I / We, the undersigned, am / are pleased to offer my / our application for empanelment as Books/Supplier/Vendor/Distributor for supplying books to the University of Jammu in conformity with the expression of Interest/empanelment notice. I / We understand that any deviation/exception in any form may result in rejection of the application for empanelment as Book Supplier. I / We understand that I/C Librarian, University of Jammu reserves the right to withdraw/cancel/modify order without assigning any reason. I / We confirm to accept the Terms & Conditions for supply of books to University of Jammu for the financial year 2024-25

Signature
Proprietor/Partner/Representative
of the Firm with Seal