



Swami Vivekanand Central Library
Dr. Shakuntala Misra National Rehabilitation University, Lucknow.

Website: <http://dsmru.up.nic.in>

EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF VENDORS /REGISTRATION
FOR PUBLISHER /SUPPLIERS /SUBSCRIPTION /AGENTS FOR
PURCHASE/SUBSCRIPTION FOR BOOKS AND JOURNALS TO CENTRAL LIBRARY

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Swami Viveknand Central Library
Dr. Shakuntala Misra National Rehabilitation University, Lucknow.

Phone: : 0522&2998380@1@2] 3294434

Website: <http://dsmru.up.nic.in>

EoI No. -----/Dec./SVCL/DSMNRU/2023

Dated:

**Application Form for the Empanelment of Vendors/ Registration of Publishers/
Suppliers/ Subscription Agents for Purchase/Subscription of Books and Journals**

The Swami Vivekanand Central Library, Dr. Shakuntala Misra National Rehabilitation University, Lucknow, invites EoI from the reputed Publishers/Booksellers/Distributors/Vendors (hereinafter known as Vendor (for empanelment of authorized Vendors for supply of Books/Journals) to Swami Vivekanand Central Library and of DSMNRU for the empanelled period of two years from the date of agreement between DSMNRU and the successful vendor. This period is extendable further for one year on the basis of mutual consent and satisfactory performance of the vendor in the previous period.

SALIENT INFORMATION		
Publication/Downloading of EOI		
Submission of Sealed EoI (with desired documents, duly attested EoI document, EoI Processing* fee. and EMD)		
Opening of EoI		
EoI Processing Fee (in the form of DD)		Rs. 10,000/- (INR Ten Thousand Only)
Earnest Money Deposit (EMD) in the form of DD		Rs. 1,00,000/- (INR One Lakh Only)
Discount desired on Printed Books		
S.N.	Type of Publication	Minimum discount on printed price
01.	Price below Rs. 50,000 /-	
i.	Hardbound edition of Books/Multi volume set of all categories of Indian & Foreign Publishers except Government publications	23%
ii.	Paperback edition of foreign published/reprinted Books/Multi volume set of all categories of Foreign & Government publishers	21%
iii.	Paperback edition of Indian published/reprinted and foreign books reprinted in India except Government publications.	15%
02	Price Rs. 50,000 /- and above	30%
03.	Government Publication*	10%
(*There shall be no discount on such Government publications on which the Supplier do not get any discount, on production of documentary evidence)		
Period of Empanelment	2-Years from the date of Agreement with the successful Vendor. (Further extendable for one year) Discount Price will be reviewed	
Mode of Submission	Speed post/Registered Post/Courier Service	
EoI to be sent to	The Registrar , Dr. Shakuntala Misra National Rehabilitation University, Mohaan Road, Lucknow-226017, Uttar Pradesh	
EoI can be down loaded from	website: dsmnru.up.nic.in	

1. INTRODUCTION

Dr. Shakuntala Misra National Rehabilitation University, Lucknow (U.P.) (hereinafter referred to as DSMNRU) is a State University established by the DR.SHAKUNTALA MISRA REHABILITATION UNIVERSITY (FOR DIFFERENTLY ABLED) UTTAR PRADESH ACT,2009 (U.P. ACT.NO.1 of 2009) (As passed by the Uttar Pradesh Legislature).

2. PERIOD OF EMPANELMENT:

The period of empanelment will be of two years from the date of agreement between DSMNRU and successful vendor(s). This period is extendable further for one year on the basis of mutual consent and satisfactory performance of the vendor in the previous empanelled period.

3. EOI PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT (SD):

Without the EOI PROCESSING FEES and EARNEST MONEY DEPOSIT (EMD) the EOI will not be considered for evaluation and empanelment.

- i) **The EOI PROCESSING FEES:** A Demand Draft for Rs. 10,000/- (**non-refundable**) in the favor of “**The Registrar, Dr. Shakuntala Misra National Rehabilitation University payable at Lucknow (U.P.)**” is to be submitted as Eoi processing fee along with the Eoi.
- ii) **EARNEST MONEY DEPOSIT (EMD):** A Demand Draft or FDR for Rs. 1,00000/- (Rs One Lakh Only) in favor of “**The Registrar, Dr. Shakuntala Misra National Rehabilitation University at Lucknow (U.P.)**” in the form of Earnest Money Deposit is to be submitted along with the Eoi.
- iii) The above EMD is refundable without any interest to the unsuccessful vendors after the process of empanelment is completed as per the Eoi terms.
- iv) **SECURITY DEPOSIT (SD):** The successful vendors who so ever qualifies for empanelment will have to submit the security deposit (SD) of Rs. 1,00000/- (Rs. One Lakh) in the form of DD/FDR/Bank Guarantee (B.G.) prior to the execution of the Agreement with DSMNRU. If the vendor wish to convert the EMD submitted in the form of DD, then the vendor has to request in writing to DSMNRU.
- v) The EMD deposited by such vendors will be returned after submitting the SD.
- vi) The Security Deposit will be for the period of 24 months from the date of empanelment and will be refunded / returned to the Vendor without any interest

4. ELIGIBILITY CRITERIA:

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below- The attested copy of relevant live/valid certificate/document in support of the information furnished by the vendor must be enclosed with the Eoi proposal

- i. The Vendors should be an active member of national/ state trade federations like FPBAI, DSBPA. etc.
- ii. The Vendors should have Permanent Account No (PAN) issued by the Income Tax Department.
- iii. The Vendors should have license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI.
- iv. The Vendors should have satisfactorily supplied printed books to at least 03 Government Universities (Central/State) in last three financial year(s) ending March 2025 (satisfactory supply certificates along with relevant order copies should be enclosed).
- v. The Vendors should have a minimum average annual turnover of Rs. One Crore in last three (3) financial years, ending March 2025 (Financial year 2022-23, 2023-24, 2024-25) (C.A. Certificate should be enclosed). The average of the three years will be considered for evaluation.

- vi. The Vendors should have a single Purchase Order, order value should be minimum of Rs. 5 Lakh or more during any of the last three financial years (ending on March 2025) for the supply of printed books to any Government University (Central/State). (Purchase order and Certificate by the respective organization for the satisfactory Supply of Ordered Books should be attached for that particular order).
- vii. The Vendors should have Income Tax Return (ITRs) for the last 3 financial years (ending March 2025) (Attested copy should be enclosed)
- viii. The Vendors should have Profit & Loss Account and Balance Sheet for the last 3 financial years (ending March 2025) (Certified copy duly attested by Chartered Accountant should be enclosed)
- ix. The Vendors should be presently a distributor/ dealer / stockiest / executive / preferred agent of the publishers. (The valid authority letters duly issued by the publishers should be enclosed).
- x. The Publishers / Booksellers / Distributors / Vendors should not be ever being debarred/blacklisted from any Government Organization/Govt. Funded Organizations. (Furnish an affidavit raised on Non-judicial stamp paper of Rs.100/- in this regard).
- xi. The vendor should a valid registration certificate of their Book Shop/OFFICE/Firm.
- xii. The participating vendors must be give consent of supply of at least 75% of books from the order they awarded, failing which action may be taken by the library against them, like, cancellation of order, declaration of Black listing of vendors, no future participation for future empanelment of those type of firms, etc.

5 TECHNICAL PROPOSAL DETAILS:

The vendor has to furnish the desired information as per **Annexure-I** and has to attach all the relevant certified/attested documents etc. in support of the information and also the EoI document with seal and signature of the authorized signatory. The above should be submitted for participating in the EoI. Vendor has to also fill up Annexure -II, Annexure- III & Annexure-IV and submit along with EoI.

6 EoI VALIDITY PERIOD:

The EOI shall remain valid for a period of 90 days from the date of opening of the EoI proposal.

7 EoI Evaluation & Empanelment of Vendors

DSMNRU will make and publish the list for empanelling qualified Vendors. However, DSMNRU reserves all the rights to increase or decrease the number of qualified vendors for empanelment without assigning reasons thereof. The specific criteria for making and publishing the list of the eligible vendors for empanelment may be as under:

- i. Only the value of Printed Books in work Order will be considered for evaluation.
- ii. The Purchase Order issued to the vendor during the any of last three financial years (ending) will be considered for evaluation.
- iii. Purchase order without the certificate of satisfactory supply, issued from the concerned organization will not be considered for evaluation.
- iv. Merit for vendors having complied the above condition and executed the single highest value order for supply of Printed Books will be prepared.

8 NOTIFICATION OF EMPANELMENT

DSMNRU will notify the eligible Vendors for empanelment to supply the books and Journals on above mentioned criteria by E-mail or registered letter. The Empanelled Vendor will have to *send* its acceptance and execute the agreement with DSMNRU within the stipulated time (one week), failing which the candidature of the vendor would not be considered for the empanelment.

9 ORDER, SUPPLY, PAYMENT etc. FOR PRINTED BOOKS

a. Order Process-

- i. Purchase Order will be sent to the empanelled Vendor through email.
- ii. Supply of the books has to be made strictly as per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Librarian, Swami Vivekanand Central Library (email: central_library@dsmnru.ac.in) along with a copy to Registrar (email: registrar@dsmnru.ac.in) within seven days from the date of issue of purchase Order.

b. Supply of Printed Books

- i. Consignment and mode of dispatch of the books should be to the address mentioned below —

The Librarian, Swami Vivekanand Central Library

Dr. Shakuntala Misra National Rehabilitation University, Mohan Road Lucknow (U.P.)-226017.

- ii. Consignment and mode of dispatch of the books should be through the Registered/Speed post/Registered Parcel/Courier service/By Hand.
- iii. The purchase order will be inclusive of freight charges, loading- unloading, packing-forwarding, transit insurance etc.).
- iv. Every supply should accompany with a Delivery **Challan/Bill** clearly bearing the details of the items supplied with quantity, unit price and total price.

c. Time Frame for Supply and Cancellation

- i. The Vendor will have to supply the desired Printed Books/e-books/Journals within the stipulated **time limit i.e. 15 days** from the date of issue of the Purchase order. However, it may be noted that at sometimes the Vendor may have to deliver the books against the instant orders.
- ii. In case of delay in delivery of books due to be procured from abroad or Print on Demand, the Vendor has to inform and seek prior (at least 07 days before the Expiry of scheduled delivery time) permission from the librarian for grant of extension in period of supply time, stating the valid reasons for such extension.
- iii. Books must be in good & acceptable condition. DSMNRU will not accept any defective books, if supplied the same has to be replaced immediately without any extra charges.

d. Invoicing Procedure

- i. The Invoice should be submitted in **Triplicate**.
- ii. Invoice or bill should be raised in the name of **“The Librarian, Swami Vivekanand Central Library DSMNRU, Lucknow (U.P.)**.
- iii. Invoice should contain the PAN, GST, DSMNRU Purchase Order Number, Date etc.
- iv. The items in the invoice should be in the same order as given in the Purchase Order.
- v. Bill/invoice should possess the certificate that no charges has been included other than the cost of the book(s) supplied.
- vi. Separate Invoice should be raised against each Purchase Order.
- vii. The invoice should have the following enclosures-
 - a. A certified copy of the latest “Publishers/Distributors” invoice copy or Publishers online/printed catalogue copy as Price Proof if price is not printed on the book
 - b. A currency conversion proof with date
 - c. Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.

e. Currency Exchange rate-

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in (INR) charged in accordance with the approved date of Exchange.
- ii. Reserve Bank of India (RBI) rates applicable on the date of invoice should only be followed and should be clearly indicated on the invoice.

f. DISCOUNT ON PRINTED BOOKS: Discounts mentioned as under on all types Books are to be mandatorily given by the vendor.

S.N.	Type of Publication	Minimum discount on printed price
01.	Price below Rs. 50,000 /-	
i.	Hardbound edition of Books/Multi volume set of all categories except Government publications	23%
ii.	Paperback edition of foreign published/reprinted Books/Multi volume set of all categories.	21%
iii.	Paperback edition of Indian published/reprinted and foreign books reprinted in India except Government publications.	15%
02.	Price Rs. 50,000 /- and above	30%
03.	Government Publication*	10%

(* There shall be no discount on such Government publications on which the Supplier does not get any discount, on production of documentary evidence)

g. PAYMENT TERM FOR THE SUPPLIED BOOKS:

- i. No advance payment will be made in any case before the supply of Printed Books. Successful vendors have to **provide the Bills in triplicate** against the Purchase order.
- ii. Payment is released by DSMNRU generally within 90 days of supply of books provided by the Vendor following the terms and conditions of the Purchase Order and that the supplied books are in good condition as per Purchase Order.

10 Terms and Conditions for supply of Journals:

- i. The Subscription Agent(s) will acquire the journals by AIR MAIL and supply them to us by Registered post at regular intervals, preferably every week, at no additional cost to us for air lifting/ air mail.
- ii. For Currency exchange rates, Reserve Bank of India (RBI) rates would be applicable on the date of invoice.
- iii. The subscription Agent(s) will remit the full subscription to the publisher on behalf of the DSMNRU before submitting bills of journals for advance payment and will submit documentary evidence for such remittance and supply orders.
- iv. No advance payment shall be made against all the bills of journals. Bills should accompany the price-proof of journals.
- v. The subscription Agent(s) shall submit Bank Guarantee (BG) equivalent to ten percent of the amount of advance for two years along with the bills of journals.
- vi. Claims for missing issues of journals shall be made within 90 days of the publication of issue, in case it is supplied directly by the publisher. In case of delivery by subscription Agent(s) the supply will be reviewed every quarter by the Library and the Agent(s).
- vii. Claims for missing issues of journals should be settled within two years from the date of payment.
- viii. Order must be processed immediately without delay. Advance payment must be made by the subscription Agent(s) to the publisher on behalf of DSMNRU (as subscriber) and invoice/ bill of subscription amount should be submitted for payment along with the remittance proof, publisher's price-proof and order placed to publishers. The University shall pay the invoice/ bill within two months from the date of receipt of the invoice/ bill.

- ix. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the University on production of documentary evidence.
- x. No handling/ service charges will be paid even if there is no agency discount or short discount allowed to the subscription Agent(s) from the publisher.
- (xii) If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to this office.
- (xiii) If the publication of the journal is scheduled, the same should be informed accordingly along with the expected date of availability.
- (xiv) The Subscription Agent(s) should ask the publisher of the journal to provide the online access of the journals which are subscribed in print with online by the university or are free with print subscription.
- (xv) The subscription Agent(s) should provide the URL of the journals which are subscribed print with online by the university or are free with print subscription on the IP ranges of the University.
- (xvi) The subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.
- (xvii) The subscription Agent(s) should submit the invoice in triplicate in the name of Librarian, Swami Vivekanand Central Library, DSMNRU for the journals of each subject separately along with price-proof for the same.

11 OTHER TERMS AND CONDITIONS-

a. General Terms

- i. DSMNRU Lucknow reserves the right to accept or reject the EOI at any stage, in part or in full without assigning any reason thereof.
- ii. DSMNRU reserves the right to relax/amend/withdraw any of the term and conditions contained in the EOI document in the interest of the University without assigning any reason thereof.
- iii. DSMNRU Lucknow reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of 'agreement in the interest of' University.
- iv. Conditional proposals will not be considered in any case.
- v. University has all the rights reserved to procure any number of books from any of the empanelled vendors irrespective of their merit in the interest of the university.
- vi. Merely getting empanelled does not ensure that the purchase order will be placed by DSMNRU.
- vii. University has all the rights to procure Books from other sources any, time in the interest of the university other than the empanelled vendors.
- viii. Paperback edition of the books should be supplied if available, Cheaper Editions or International Editions should be supplied if available.
- ix. In case of non-availability of the above editions, then only hardbound editions and original foreign editions should be supplied. A certificate from vendor should be enclosed along with its invoices in this regard.
- x. Sister firms of any vendor must not participate in the empanelment process. At any stage, if it is noticed, the concerned authority firm/ vendor will be blacklisted and penalty will be imposed by the University.
- xi. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the **DSMNRU, Swami Vivekanand Central Library** before filling the application form.
- xii. Incomplete EOI/ 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.
- xiii. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.

- xiv.** DSMNRU Lucknow may issue amendment/corrigendum to the EOI document before the due date of submission. Any amendment/corrigendum will be posted on the University **website: <http://dsmru.up.nic.in>** only.

b. Termination for insolvency

The DSMNRU Lucknow may at any time terminate the Agreement by giving a written notice of the Vendor without assigning any reason or without compensation. If the Vendor becomes bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

c. Force Majeure

- i.** Should any force majeure circumstance arise, each of the contracting Vendor should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within fifteen days of its occurrence informs in a written form by the other party.
- ii.** Force Majeure shall mean fire, flood, natural disaster or other act such as war, turmoil sabotage, explosion, epidemics, pandemic, quarantine restriction, strikes, lockouts and lockdown i.e. beyond the control of either party.

d. Penalty Clause

In case of delayed delivery of the books beyond ninety days, a penalty of 0.5 % per week or part thereof up to the maximum of 10% of total will be levied on the value of books supplied belatedly. However if the Vendor seeks additional time beyond the stipulated time then the Vendor has to send a written request with valid reasons for such extension, to the Librarian for consideration. The DSMNRU may or may not grant extension in the interest of the University.

e. Arbitration/Jurisdiction

- i.** In the event of arbitration or any dispute arising under the EOI, the decision of The Vice Chancellor, DSMNRU Lucknow will be binding on both the parties.
- ii.** In case of any litigation, the Hon'ble Court of Allahabad (Lucknow Bench) Uttar Pradesh alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Lucknow (U.P.) shall have jurisdiction in the matter.

ANNEXURE-I

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS /REGISTRATION FOR PUBLISHER /SUPPLIERS /SUBSCRIPTION /AGENTS FOR PURCHASE/SUBSCRIPTION FOR BOOKS AND JOURNALS TO CENTRAL LIBRARY OF DSMNRU (LUCKNOW)

To

The Librarian, Swami Vivekanand Central Library
Dr. Shakuntala Misra National Rehabilitation University,
Mohan Road, Lucknow-226017
Phone: -----
website: <http://dsmru.up.nic.in>

Sir,

In response to your advertisement for empanelment of Publishers/Booksellers/ Distributors/ Vendors for supply of printed books/ journals at your University, please I, the authorized signatory on behalf of the firm, hereby furnish the desired information, EOI processing fee (Rs. 10,000/-) and EMD (Rs. 1,00,000/-) along with the relevant certified documents.

1	Name of The Firm:	
2	Address:	
3	Contact No	
4	Website	
5	Mobile No.: (Authorized signatory	
6	E-mail address	
7	Date of Establishment of Firm	
8	Name of the Proprietor/Director	
9	Registration No. of FPBAI, DSBPA, etc. (Please enclose a copy of the Registration Certificate.)	
10	Permanent Account No.: (Attach Copy of PAN, GST No. & TIN)	
11	Direct import license (if Any): (Attach a copy of the same).	
12	Do you have satisfactorily supplied printer books to at least 03 Government Universities-Central/State in last three financial years ending March 2023 If yes. the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (Provide information in Annexure-II)	
13	Do you have a simple purchase order (order value should be minimum of Rs. 5,00,000/- INR Five lakh or more) during last three financial year (ending March 2025) for the supply of Printed books to Govt. University (Central/ State)/NITs/IITs/College any other Government Institutions. (Purchase order and Certificate by the respective organization for the satisfactory Supply of Ordered Books should be attached for that particular order.) Annexure-III	
14	Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):	
	i	2024-25:
	ii	2023—24:
	iii	2022—23:
		Total:
		Average:

15	Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (3) financial years (ending March 2025) along with photocopy of Profit & Loss account and Balance Sheet duly certified by chartered Accountant	
16	Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the valid authority letters issued by the publishers	
17	Details of a non-refundable EoI processing fee as Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) for empanelment drawn from any nationalized bank in favour of The Registrar, (DSMNRU payable at Lucknow (U.P.)) Details of Fee Demand Draft	
	i	No
	ii	Date
	iii	For Rs.
	iv	Drawn on
18	Details of Demand Draft/FDR of Rs. 1,00,000/- (Rupees one Lakh only) as EMD (refundable) drawn from any nationalized Bank in favour of The Registrar, DSMNRU payable at Lucknow (U.P.) Details of EMD Demand Draft/FDR	
	i	No
	ii	Date
	iii	For Rs.
	iv	Drawn on
19	Have your firm ever been debarred / blacklisted for doing business from any government organization/Govt. funded organization/Institution? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees One Hundred only).	
20	<u>UNDERTAKING/DECLARATION BY VENDOR</u> I/ We do hereby declare that entries made in this EoI format are true to the best of my/ our knowledge and belief. Deliberately no information has been hidden or misled. At any state during and after empanelment, any information furnished and documents provided in this EoI are found to be incorrect/false/fabricated/concocted/misled, then the DSMNRU has all the right reserved to cancel the offer / Empanelment, forfeit the EMD of Rs. 1,00,000/- and take appropriate action against my/our firm/organization. I/ we declare that my/our no sister firm/s is/are not participated in the empanelment process. Further, it is to declare that I have perused all the terms and conditions mentioned in this EoI, and are clear and acceptable to my /our Firm/Organization. Date: _____ Place. _____ Signature of Authorized Signatory Seal of Firm	

ANNEXURE-II

Sl.No.	Name of the Client (any Government University- Central / State)	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y / N)	(Order Date)
1.				
2.				
4				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

ANNEXURE-III

Detail of single purchase order of Rs. 5 Lakh or more during any of the last three financial years (ending March 2025) for the supply of printed books to client i.e. any Government University (Central / State)

Client Detail	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y / N)	Order Date	Value of Printed Books Supplied (Rs. In Lakh)

ANNEXURE-IV

Document enclosed in support of EoI

SI. No.	Detail(s) of the Document	Number of Pages	Enclosure Page No.
1.			
2			
3			
4			
5			
6			
7			
8			
9			
10.			
11.			
12			