

**Doon University, Dehradun-248012**

**Empanelment Notice**

Applications are invited for empanelment as an authorized vendor for the supply of books to Doon University, Dehradun, for the financial years 2024-25. The details can be downloaded from the university website

[www.doonuniversity.ac.in](http://www.doonuniversity.ac.in)

**Notice**  
**Empanelment of Vendors for supply of Print Books**  
**to Central Library, Doon University, Dehradun-248012**  
**Reference. No: 340/Lib/2024. Date: 07/09/2024**

Applications are invited from reputed Booksellers/distributors/vendors/publishers/suppliers /agents etc., to seek empanelment as an authorized vendor for the supply of books to Doon University, Dehradun, for the financial years 2024-25. This empanelment may be extended to the next financial year.

Interested Booksellers/distributors/vendors/publishers/suppliers/agents may respond in the prescribed format, available on the website, along with one copy of each necessary document through Speed Post/Registered Post. The envelope containing the application form and other documents should be superscript as “Application for Empanelment of Vendors for the supply of printed Books”. The duly filled application form with necessary documents, and Application fees should be reached on or before 30.09.2024 by 05:00 PM to the Registrar, Doon University, Mothrowala Road, P.O. Defence Colony, Kedarpur, Dehradun: 248012.

Registrar  
Doon University, Dehradun

**APPLICATION FORM  
FOR EMPANELMENT AS BOOK VENDOR (2024-25)  
TO SUPPLY BOOKS TO DOON UNIVERSITY, DEHRADUN – 248012**

To,  
The Registrar,  
Doon University, Dehradun – 248012

Sir,

In response to your advertisement for registration and empanelment of vendors for the supply of books to Doon University, please find our duly filled application along with the application fee and security deposit and relevant documents;

1. Name of the Proprietor

.....

2. Name of the Firm

.....

3. Address.....

.....

.....

Contact No. .... Fax .....

4. Website (if any).....

5. Mobile No. of contact person(s).....

6. E-mail address .....

7. Date of Establishment of Firm .....

8. Name of the Director (if any) .....

9. Name of Partner (if any) .....

10. Registration No. of FPBAI/DSBPA, etc .....

(Please enclose a copy of the Registration Certificate)

11. Your Permanent Account No. ....

(Attach Copy of PAN No.)

12. Do you have a direct import license? ..... (If Yes, please attach a copy of the same)

13. Important University-level clients (Mentioned Number here).....

(Attached a list of the University level clients, and attach at least one copy of the latest Purchase-Order of each of them).

14. Applicant Supplier must have a minimum Turnover of Rs. 50 Lakhs (Rupees Fifty Lakh Only) in last three Financial Years,

2021-22.....

2022-23.....

2023-24.....

(Please attach CA Certificate for the proof of the Turnover).

15. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher(s)? If so, please submit the most recent authority letters issued by the publishers(s).

16. Details of a DD of Rs. 2000/- (Rupees Two Thousand Only) plus 18% GST as application fee of empanelment (non-refundable) drawn from any nationalized bank favouring "Doon University, Dehradun."

Demand Draft Details

a) Demand Draft No. .... b) Date.....

c) For Rs. .... d) Drawn on .....

17. The successful bidder will be required to deposit Rs 50,000 (Rupees Fifty Thousand) as a refundable security deposit. This amount should be deposited in the form of a, Fixed Deposit Receipt (FDR), or Bank Guarantee. The instrument must be issued by any nationalized commercial bank and be payable at Dehradun, in favor of "Doon University, Dehradun, Uttarakhand."

18. Has your firm 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) claiming for not being ever debarred/blacklisted).

#### DECLARATION

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 terms and conditions of the Doon University for the Empanelment of Vendors for the Financial Year 2024-25 are acceptable to me/us in letter and spirit.

Signature of Partners/Proprietors with seal

Date:

**INSTRUCTIONS FOR APPLYING FOR THE EMPANELMENT AS BOOK VENDORS  
TO SUPPLY BOOK TO DOON UNIVERSITY, DEHRADUN – 248012**

**Instructions:**

1. Please go through the Terms and Conditions for the supply of books to the Doon University, Dehradun, before filling out the application form.
2. There will be a Pre-Empanelment meeting/Pre-bid meeting on 13.09.2024 between 11:00 AM to 1:00 PM at the Store and Purchase Office, Doon University, Dehradun. Those who need clarification or wish to give suggestions are invited to join the meeting. A maximum of two representatives per firm, with proof of their affiliation to the firm, will be allowed to participate in the meeting. Suggestions or objections can be raised only during the meeting; no submissions will be entertained after the meeting.
3. It is the sole authority of the university to decide whether to entertain or not entertain any submissions from interested vendors in the Pre-Empanelment meeting.
4. Interested book suppliers/distributors/vendors should apply in the sealed envelope superscripting as “**Application for Empanelment of Vendors for the supply of printed Books to the Central Library.**”
5. The Application form should be addressed to The Registrar, Doon University, Mothrowala Road, P.O. defence Colony, Kedarpur, Dehradun- 248012. The sealed envelope should reach the address through Speed Post or Registered Post by the specified date and time.
6. The authorized person should sign the application on every page with an official seal of the agency/firm.
7. Incomplete application form, application form not appropriately filled, not accompanied with required documents or received after the due date and time will not be entertained.
8. At any point in time, if any of the documents furnished by the book supplier is found false, misleading or without complete information, it would be deemed as a breach of the contract, and the firm shall be liable for legal action besides termination of empanelment and forfeit of security deposit.

Registrar

Doon University, Dehradun

**Doon University, Dehradun**  
**Empanelment of Suppliers, Distributors and Importers**  
**Terms and Conditions for Supply of Books**

The Terms and Conditions for Suppliers, Distributors and Importers for Registration with the Doon University, Dehradun are as follows:

**Essential Conditions:**

Interested Suppliers, Distributors and Importers should satisfy themselves with the following:

1. Should be a registered member of national/state trade federations like AIPB/ FPBAI/DSBPA, etc,
2. Should have at least Five Year experience of serving Universities, Degree Colleges, National level education, and research institutions. (Submit authentic documentary proof in support of the claim)
3. Should represent area-specific subjects, publishers and languages of interest to the University level community.
4. Should have at least Three Year experience of supplying books in any of the foreign languages viz Japanese, Chinese, German, Spanish, and French, at the undergraduate / postgraduate level.  
(Submit copy of the Purchase Order/ Supplying certificate in support of the claim)
5. The applicant should have a minimum turnover of Rs. 50 Lakh per annum in the last three years. (Submit CA Certificate of last three years in support of the claim).
6. Should submit Permanent Account No, Registration Number, Income Tax and balanced Sheets for the last three years along with the form.
7. Should submit the authorization letter from the reputed distributors of foreign and Indian publishers.
8. Should submit an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only) claiming for not being ever debarred/blacklisted by any government/PSU/Corporate institution).
9. The successful bidder will be required to deposit Rs 50,000 (Rupees Fifty Thousand) as a refundable security deposit. This amount should be deposited in the form of a, Fixed Deposit Receipt (FDR), or Bank Guarantee. The security deposit must be issued by any nationalized commercial bank and be payable at Dehradun, in favor of "Doon University, Dehradun, Uttarakhand."
10. The subjects related to MSMEs will be governed by the Uttarakhand Government's GO No. VII-3-19/143-Udyog/2003 dated 20 August 2019.
11. Mere fulfillment of prescribed eligibility conditions does not entail a supplier to be included in the empanelment panel. The decision of the University in all the matters related to empanelment shall be final.
12. Incomplete applications will be rejected, and no communication in this regard will be entertained.

**On Empanelment:**

1. Initially, the empanelment shall be for one year, which can be extended on year to year basis up to three years, based on satisfactory performance. The University will place the order for the supply of books only with empanelled book suppliers. The supplier empanelled shall visit the campus and interact with faculty members regularly to assess their requirements.
2. The Vendor can exhibit newly published books, circulate catalogues of books to the faculty members of their interest area and may collect the requisitions for the purchase of books from them. The library can ask the selected vendors to arrange book exhibitions and displays of books on the campus as per the requirements. They can also be asked to supply books, which the University would identify through other channels.
3. The requisitions of students related to the academic subjects have to be approved by the concerned faculty/HoD. However, books related to competitive exams or of a general nature can be approved by the University Librarian. The request for books relating to the Semester courses may be sent to the library in advance to purchase them on time.
4. The selected Vendor should submit the approval memo (with soft copy) containing the complete bibliographical details of documents in triplicate to the Central Library. The supplier should ensure that the name, designation, and the department of recommending faculty or student should be mentioned and signed in appropriate places. Thereafter it is approved by the concerned In-charge/HoD of the concerned school/department.
5. The library can also recommend and purchase books related to competitive exams, books of general nature, books which are less in numbers in the library, books recommended in the syllabus, and books found to be in great demand among the users.
6. After receiving the recommendation from different sources and checking the duplication in the library database/collection, the library will prepare the final list of books and obtain administrative and financial sanctions for acquisition from the appropriate authority of the university.
7. The Central Library shall have the right to give, or not give, all or any of the purchase orders to all or any single empanelled vendor. The Central Library shall also have the right to procure directly from suppliers/ distributors/ publishers on the terms and conditions decided by Doon University.
8. The ordered books should be supplied within the stipulated period mentioned on the PO otherwise the PO will be treated as cancelled, and it will be treated as a deliberate attempt not to supply the books or portion of the PO.
9. The Vendors are required to supply all the ordered books. In case the book(s) are out-of-print/out-of-stock, or for any other reasons, a proof of the same should be submitted to the library, failing which no further PO will be issued to the firm, the security money will

be forfeited, and the firm may be black-listed for doing business with the Doon University.

10. In the case of the foreign published book(s), whose price is in foreign currency, the RBI/SBI bank conversion rate prevailing on the date of Issuing the PO will be considered for conversion and payment.
11. Should submit a duly signed and stamped bank certificate about the conversion rate of the foreign currency prevailing on the date of issuing the PO.
12. In the case of foreign books and in the case of those Indian books where the price is not printed on the books or a separate tag is fixed indicating the price, the vendor is required to submit a price proof from the publisher's/ importers/distributors invoices or publisher's catalogue of the supplied books proof with the bills/invoice.
13. The supplier should certify in the invoice/ bill that **“the latest editions of the books are supplied, and current prices are charged.”**
14. After receipt of Books in the Library, bills are verified with the PO for bibliographical detail of each title, quantity, physical condition, latest edition, price proof, bank rate conversion, etc. After completing accessioning, bills will be sent to the finance section for payment.
15. The discount insisted upon would be a minimum of 20% on the printed/publisher's price. The exceptions would be Government publications/institutional publications and nil discount items. Also, in some exceptional cases, the vendors may charge the library for handling charges. In such a case, the vendor should take prior approval from the library.
16. The library will review the service, documentation, and behavior of the firm from time to time, and if the service, billing process, behavior etc. is not found satisfactory, no further PO will be issued to them.
17. If the faculty members require some books related to their study/teaching/research area urgently, they may purchase these for the library up to Rs.15000/. (For the School of Languages, it is Rs. 15000/- per faculty, and for other schools/departments, it is Rs. 15000/- per school/department). They can also purchase books related to their study/teaching/research area on their official trips/academic/official foreign trips. In all the cases, prior approval from the Vice-chancellor is required.
18. In case of those books which are important for the syllabus and required by the faculty and which are not available with the empanelled Suppliers, they can be purchased from online book stores/websites with prior approval of the Vice-chancellor.



19. The Doon University's decision in all the matters of procurement of books shall be final and binding on all concerned.
20. The University reserves the right to change/revise any or all of the above-mentioned terms and conditions.
21. Disputes, if any, would be subject to the jurisdiction of the Dehradun court.

### **Discount Rate**

<b>Sl. No.</b>	<b>Categories</b>	<b>Discount % on Indian Titles</b>	<b>Discount % on Foreign Titles</b>
1.	Single copy	20% (for All Publications and languages)	20% (for All Publications, and languages)
2.	Multiple copies	25% (Indian titles, any languages*)	22.5% (Foreign titles, any languages)
3.	Multi-volume copies, Handbook(s)	30% (Indian titles, any languages)	25% (Foreign titles, any languages)
4.	Reference Books: (Encyclopaedia, Dictionary, etc.)	30% (Indian titles, any languages)	25% (Foreign titles, any languages)
5.	Central Govt. and State Govt. publications.	10%	NA
6.	Learned society's publications, other institutions.	10%	NA
7.	No discount titles	No Discount	No Discount
8.	Publication available in the electronic medium.	10%	10 %

\*Any Language means books written in English, Hindi, Japanese, Chinese, German, Spanish, French, Garhwali, Kumauni, Jaunsari etc.)

**Registrar  
Doon University, Dehradun**

---