



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय
नवाबगंज, कानपुर – 208002, उ.प्र., भारत
HARCOURT BUTLER TECHNICAL UNIVERSITY
NAWABGANJ, KANPUR - 208002, U.P., INDIA
(Formerly Harcourt Butler Technological Institute, Kanpur)

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : vc@hbtu.ac.in



ADVERTISEMENT NOTICE

Empanelment of Vendors for supply of Print books to Tagore Central Library, Harcourt Butler Technical University, Kanpur – 208002, (U.P.)

Tagore Central Library, Harcourt Butler Technical University, Kanpur invites proposal for Vendor Empanelment from the reputed vendors/distributors/Library suppliers for supply of print books. The Prescribed application form and terms and conditions for empanelment of vendors, can be downloaded from the university website www.hbtu.ac.in

Interested book suppliers/ vendors/ distributors may submit proposals in the prescribed format, available on the website, along with one copy of each necessary document through Speed Post/Registered post in sealed envelope super-scribing “**Application for Empanelment /Registration of vendor for supply of books.**” The duly filled application form with necessary documents and registration fees should be reached on or before **28.01.2025 by 5.00** to the **Registrar, Harcourt Butler Technical University, Kanpur- 208002 Uttar Pradesh.**

The vendor will be registered /empanelled under the following terms & conditions:

Terms & Conditions:

1. A participating book vendor should be a registered member of National level trade federations. Vendor should have valid certificate of Member of Good Office Committee (GOC). Copy Registration Certificate must be enclosed with the proposal.
2. Publisher/Book Distributor/Supplier/Seller must be Income Tax payee, while participating he has to submit copy of his three current years IT Returns, copy of PAN Number, Audited Balance Sheet, GST, TAN and copy of ITR of current financial years.
3. The Distributors/Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
4. The vendor should submit a valid registration certificate of their book shop/firm/office.
5. The vendor should have satisfactorily supplied books to any 10 Government Universities-Central/State in any one of last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
6. The Annual turnover of the participating vendors should be not less than (01) one crore for preceding three years. (Certificate from the CA should be submitted).

7. The vendor should have to enclose a single highest value order for supply of print books to any Central/State Government University along with satisfactory supply certificate for particular order in any one of last three financial years (Order copy and satisfactory supply certificate should be attached).
8. The vendor should be a distributor/dealer/stockist/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
9. The vendor should not be ever been debarred /blacklisted for doing business from any Govt organization during last three years. Please furnished an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only).
10. The participating vendors must give their consent for supply of at least 75% of books from the order they awarded, failing which any action may be taken by the library against them, like cancellation of order, declaration of black listing of vendors, no future participating for future empanelment of those types of vendors.
11. The supply order shall be valid for 60 days only from the date of dispatch after that, the order automatically stands cancel. This may be extended by the Librarian upto one month on genuine cases; otherwise, the order shall stand cancelled.
12. In case of foreign edition, a certificate would be required from the supplier that Indian reprint/edition is not published.
13. Only paperback editions would be supplied, wherever available. If paperback editions are not supplied then a certificate would be submitted stating that "No paperback edition for the book(s) mentioned the name of title(s) is/are available". The book must be of latest edition.
14. Registration Form should be accompanied with a DD/online payment of Rs. 1000/- (Rupees One Thousand Only) Non-refundable as cost of form and should be drawn from any nationalized bank favouring "**The Finance Controller, Harcourt Butler Technical University, Kanpur**" payable at "**Kanpur**" as per proforma attached.
15. The vendor shall append the declaration on the bill that: (a) Only original/latest editions of the books have been supplied. (b) The actual price of the publishers has been charged. (c) The Indian/low priced editions of these publications (if foreign) are not available in India. (d) The books are not remaindered titles.
16. In case of foreign publications, the rate of conversion of foreign currencies to in Indian currency shall be according to the GOC rate on date of issue of purchase order/ as per latest GOC rates.
17. The cost of transport shall be borne by the supplier.
18. The vendor should have certified that the prices have been correctly charged in accordance with the publisher's/distributor's invoices and publishers catalogue. A copy of the publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.
19. The Indian/foreign edition books should be supply within 30 days if available in India, if foreign edition not available in India should be supply maximum 60 days.
20. The empanelment shall be valid for a period of 05 years from the date of finalization of the book vendors Empanelment process.
21. The vendor shall have to enter into an agreement with "**Finance Controller, Harcourt Butler Technical University, Kanpur**" for the supply of books as per above terms and conditions along with the order terms and conditions which the university shall deem suitable.

22. 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 qualified bidders rests with the University on its selection criteria. Decision of the Registrar of the University on any dispute related to selection of vendor for supply of books shall be final and binding.
23. The registered vendors shall make supply of all the books to the university as per the following minimum slabs of discounts. However, departmental purchased committee may negotiate with the vendors for more discounts.

S.No	Category of Books	Edition	Minimum Discount rate in % on printed Price of Book
1.	Paperback edition of Indian Published books	Indian	30% or above
2.	Paperback edition of Foreign published books	Foreign	35% or above
3.	Hardbound edition of books	Indian	40% or above
4.	Reference (Handbook, Directory/Encyclopedia)	Indian/Foreign	35% or above
5.	Govt. Publications	Govt.	NIL

(There shall be No discount on Government Publications on which the supplier(s) have to procure documentary evidence, if applicable.)

Library Advisory Committee (LAC) reserves the right to recommend or reject any or all application(s), whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

Registrar



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(Application form for Empanelment of Vendor for supply of print books)

(Please read the "Terms & Conditions" carefully before filling out the form)

(Mandatory to fill the all columns)

To,
Registrar
Harcourt Butler Technical University
Kanpur (U.P.) – 208002

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of print books to your University, please find my/our filled application form along with relevant documents.

1. Name of Firm/Agency: _____

2. Type of the Vendor: Please tick appropriate

Publisher	Importer	Distributors	Supplier	Facilitator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If publisher, are you able to supply books & bill directly to Library without involving any agent or vendor?

3. Name of the Partners/Directors: _____

4. Address(Office) _____

(Residence) _____

Telephone (Landline) : _____ Fax _____ Mobile No _____ Email _____

5. Date of Establishment of Firm: _____

6. Name of Proprietor /Director _____

7. Name of Partner (if any) _____

8. Registration No. of FPBAI/DSBSA, etc. _____
(Please enclose a copy of the Registration Certificate).

9. Permanent Account No. (PAN): _____
(Enclose copy of PAN No.)

10. Do you have direct import licence for Foreign Publishers books Yes/No
(If yes, please enclose a copy of the same)
11. Do you have satisfactory supplied books to any three Government Universities / State/
Central in current and last two financial years? If yes, the copies of the purchase orders and
satisfactory performance certificates should be attached.
- a)
b)
c)
12. Are you able to provide latest Publisher's catalogue or latest publisher's invoice without
tampering as price proof in case of Indian publications? Yes/No
13. Affiliated with (Please tick)
- a. Federation of Publishers & Book Sellers Association of India,
(FPBA) Yes/No
If Yes, Register Number:
- b. Association of Indian Publishers & Book Sellers Yes/No
If Yes, Register Number:
- c. Good Office Committee (GOC) Yes/No
If Yes, Register Number
14. Annual Turn Over (for last three consecutive financial years (attach proof) as per applicable)
- 2021-22 Rs. _____
2022-23 Rs. _____
2023-24 Rs. _____
- (Please enclose photocopy of balance sheet duly certified by Chartered Accountant)
15. Are you a distributor/dealer/stockiest/executive /preferred agent of publishers? If so, please submit
the most recent authority letters issued by the publishers.
16. Details of the Registration Fee (Rs. 1000/-), DD (Original) and
Draft No:Date of Issue: Bank Name:
Whether enclosed or not: Yes/No
17. 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).
18. Does your firm/company possess and ISO certificate (Yes/No). If yes attach a copy of the
certificate.
19. Whether you are income tax payee? If so, please attach a copy of income tax return (ITRS)
filed for last three (3) consecutive years along with photocopy of P/L and Balance Sheet duly
certified by Charted Accountant.

20. Order copy and satisfactory supply certificate of single highest value order for supply of print books to any Central/State University in any of last 3 financial years or current financial year should be attaché. Please mention the value of the single highest value order _____.

(Note: Form without registration fee will not be accepted)

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.

Date :

Signature of Proprietors with seal

Place: