



CENTRAL UNIVERSITY OF JAMMU

Subject: Draft Proposal for Vendor Empanelment for Supply of Books to Central Library, Central University of Jammu for (2026-2029)

Central University of Jammu invites open offer of interest for “Vendor Empanelment” in prescribed format from the reputed vendors/distributors/library suppliers for supply of books to Central Library. This empanelment will be valid for one year which may be extended by one more year on same terms and conditions and maximum for a period of three years.

The application Proforma with detailed guidelines, terms and conditions may be downloaded from the University website <http://www.cujammu.ac.in/>. The completed application forms along with all relevant documents must reach the “Registrar, Central University of Jammu, Main Campus Bagla, Rahya-Suchani, Samba-181143 (J&K State), India” in a sealed envelope.

Last date for receiving applications: within 30 days from the date of publication.

The decision of CU Jammu regarding empanelment of Vendors / Distributors/ Library Suppliers shall be final.

Instructions for Applicants:

1. Interested Vendors/Distributors/Library Suppliers should submit applications in sealed envelopes super scribing – Application for Empanelment for Supply of Books to Central Library, Central University of Jammu, Main Campus Bagla, Rahya-Suchani, Samba-181143.
2. The application 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.
4. At any given point of time, if any of the documents furnished by the Vendors/Suppliers is found to be false, it would be deemed to be breach of terms of contract making the concerned firm liable for legal action besides termination of empanelment.
5. Canvassing in any form will lead to disqualification of the firm.
6. Any application received after due date shall be rejected.
7. The Vendor(s)/Distributors(s)/Library Supplier(s) short-listed for empanelment are required to agree to supply as per the University’s ‘Terms & Conditions’.
8. Supplier will have to submit fee of Rs 10000/- pledged in the form of Demand Draft in favour of ‘Registrar, Central University of Jammu, Main Campus Bagla, Rahya-Suchani, Samba-181143 (J&K State), India.



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Terms and Conditions

- 1 **Membership Certificate & PAN Card:** A photocopy of a membership certificate of federation publishers or booksellers association for the current financial year and photocopy of the PAN card must be attached with the bill(s).
- 2 **Intimation of ability/inability to supply:** The Library must be intimated within 7 (seven) working days from the date of the issue of supply order, his ability/inability to **supply** the items (book titles), so that in case of latter CUJ may procure the material from an alternative source.
- 3 **Delivery Schedule:** Delivery should be:
 - a. Books Selected during exhibition:
Books along with bills are to be delivered within a week's time from the date of order.
 - b. Books on approval:
within One (01) month for Indian Publications and 8 -10 weeks for Foreign Publications from the date of Purchase Order.
All books must be supplied within the mentioned period, failing which, the order will automatically stand cancelled and no supply will be accepted against the orders after the expiry of the period.
- 4 Books are required to be **delivered to the University Librarian, Central University of Jammu, Main Campus Bagla, Rahya-Suchani, Samba-181143** for all books suppliers.
- 5 **Discount:** At least _____ % (_____ per cent) discount must be provided as offered by the supplier.
- 6 **Short discounted books:** For short discounted books – supplier will have to provide price proof documents in support of the prices charged. This will help in identifying the less discounted books.
- 7 Any **title** supplied **not in accordance** with our order will not be accepted in any case.
- 8 In the event of non-supply of any title the supplier will have to furnish cogent reasons for the same; such as for the following:
 - a. books out-of-print confirmation letter from the Publisher in support **OR**
 - b. books out-of-stock from the Distributor **OR**
 - c. Print-on-demand: time required for supply with copy of response from the publisher/distributor as proof **OR**
 - d. Back-order books: time required for supply with copy of response from the publisher/distributor as proof **OR**
 - e. Market restriction proof
- 9 Only **low priced latest Indian editions** will be accepted wherever published. In case of increased price of new editions only mentioned editions are to be supplied.
- 10 The supplier will be required to provide “**Publisher’s Price Proof**” along with the supply of books in support of the price is not printed / increased price/ price higher than the printed price of the book.



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- 11 **RBI (Reserve Bank of India) rates** will be applicable for **foreign books** prevailing at the time of signing of this order & will remain unchanged.
- 12 **Bills** shall be submitted in triplicate in the name of the University Librarian, Central University of Jammu, Main Campus Bagla, Rahya-Suchani, Samba-181143, India (J&K). The original should be pre-receipted on revenue stamp.
- 13 The books shall be **properly packed and delivered** at supplier's expenses & risk. Damaged books will not be accepted.
- 14 No **claim of insurance** is admissible. Supply shall be affected either at transporter's risk or at supplier's risk.
- 15 Supplier must mention **Purchase order number** and **date** at the top of each individual bill.
- 16 **Payments** will be made within 60 days of the receipt of books in good condition at site i.e. at CUJ campus and after submission of all necessary documents required for payment.
- 17 Central University of Jammu(CUJ) reserves the right to rectify the mistakes arising out of typographical / clerical errors / arithmetical inaccuracies, notwithstanding payments made, if any.
- 18 In case of any dispute arising out of interpretation of any clause, the decision by CUJ shall be final, conclusive and binding on the supplier. All legal disputes are subject to the Jammu courts jurisdiction only.
- 19 If a book supplier/publishers fail to execute any supply order less than 50%, their firm will be blacklisted.
- 20 The quoted price shall be considered for creating supply order of books and payment shall be made accordingly.
- 21 All freight charges/forwarding charges will be borne by the firm supplying the books.



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APPLICATION FORM FOR THE EMPANELMENT OF VENDORS

1. Name of the Firm:

2. Address:

Address of Head Office (if any):

- (i) Telephone No.
- (ii) Fax No.
- (iii) E-mail.
- (iv) Web site, (if any)

3. Kind of Organization: Proprietorship/Partnership/Company
Name and address of Directors / Managing Directors / Proprietor/Partners

4. Membership No.:

[Good Offices Committee (GOC)/ Association
of Publishers' and Booksellers']
(if any, attach a copy of the membership)

5. Are you a Distributor/Dealer/Stockiest/Exclusive/Preferred Agent?

[If so, please submit the authority letters

issued by the publishers along with the
details of Distributor/ Dealership/stockiest/
exclusive/ preferred agents.]

6. Whether firm is Income Tax payee. If so, please attach a copy of Income
Tax Return filed for the last 3 consecutive years.

7. Sales Tax Registration No. (Attach: copies of, GST, CST Certificate).

8. Minimum 5 references of the Libraries of national academic organizations with
whom you are already registered.

9. Discount Offer (flat rate): _____%



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10 Affidavit by Vendors for not having black listed for minimum 3 Years by any Government organizations.

DECLARATIONS

(i) I/We

(names of partners/proprietors or shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief that we shall be bound by the Terms and Conditions.

(ii) I/We also hereby declare that all matters related to Central University of Jammu shall be treated confidential and no information shall be passed on to any unauthorized person without written permission to CUJ on to any

(ii) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

Signature of Partners/Proprietors.

Date (with Firm's Seal)

Annexure I

Declaration Form

Passport size
photograph of the
tenderer/authorise
d signatory
holding power of
attorney

1. Name of the Firm:
2. Full Postal Address:.....
3. Mobile No.
4. Telephone No.
5. Fax No.....
6. Email Id:.....
7. Date of Establishment of Firm.....
8. Participating as Publisher /Distributor / Book Vendor.
9. Clients served consisting of national level universities /institutes
10. Supplier will have to submit fee of Rs 10000/- (non-refundable) pledged in the form of Demand Draft in favour of '**Registrar, Central University of Jammu, Main Campus Bagla, Rahya-Suchani, Samba-181143 (J&K State), India.**

Declaration

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions mentioned in the tender document.
- b) The discount quoted will be valid and binding upon me for the entire period of contract.
- c) I hereby undertake to supply the items as per specifications given in the tender document/supply order within stipulated period, if I qualify in the tendering process.
- d) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Date:_____

Name:_____

Place:_____

Designation:_____

Seal:

Note to Supplier: To be submitted by the supplier in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.