GURUCHARAN UNIVERSITY, SILCHAR

B. C. Gupta Memorial Central Library

EXPRESSION OF INTEREST (EOI)

Empanelment of Vendors for Supply of Books

The **B. C. Gupta Memorial Central Library, Gurucharan University, Silchar** invites Expression of Interest (EOI) on behalf of the Competent Authority for empanelment of reputed Book Vendors/Suppliers for the supply of books to the University Central Library.

Interested vendors are requested to submit their applications in the prescribed format along with all supporting documents duly signed and serially numbered.

The panel of approved vendors shall remain valid for a period of **Two (02) Years** from the date of approval or until further orders of the University.

The completed application along with all supporting documents should reach to-

The Librarian
B. C. Gupta Memorial Central Library
Gurucharan University
Silchar, Assam

Extended Last Date for Application Submission: 31-08-2026 by 4.00 P.M.

Eligibility Criteria

1. The vendor should be registered and engaged in book trade for at least **ten (10) years**. Document in support is required.
2. Copies of Income Tax Returns for the last five financial years should be enclosed.
3. Annual turnover should not be less than **₹50 Lakhs** during the last consecutive five years.
4. The application **processing fee of Rs. 1000/-(Non-Refundable) + 18% GST and the Security deposit of Rs. 10,000/- (Refundable)** must be submitted along with the application by NEFT/E-Transfer to Gurucharan University. (Account details attached)
5. Valid GST Registration.
6. Valid PAN.
7. Valid Trade License.

Terms & Conditions

1. Empanelment of the vendor does not guarantee placement of purchase orders. This will depend upon the requirement of the Central Library and confirmation of supply by the Vendor as and when requested by Central Library
2. Purchase Orders shall ordinarily be communicated through email followed by official communication.
3. Only Original Publisher's Editions shall be supplied in Hard Bound except specially mentioned in Order.
4. Point to be noted that the **Original Publisher's Edition** must be supplied. **"Low Priced Editions", "Student Editions", "Indian Reprints", "Special Editions"** etc. shall not be supplied unless specifically ordered.

5. Complimentary copies shall not be accepted against supply orders; in such cases the matter will be treated with serious concern.
6. The **Encyclopedia/Multi-volume publications** shall be supplied as **complete sets**.
7. **Discount: Flat 20%.** The supplier shall offer 20% institutional discount as approved by the University. For Government, Society and other controlled publications, discount shall be as per publisher's policy supported by documentary evidence.
8. Books shall be delivered to the Central Library, Gurucharan University either through registered post (Indian Post Preferable) or by the supplier in person and the expenditure will be borne by the supplier only. All the orders are time bound and be delivered within the preferred time period-

   Delivery Period:

   - **Indian Publications – within 45 days**
   - **Foreign Publications – within 90 days**

   The supplier must ensure that courier service providers deliver the books at the Central Library. In the event of collection of books from the courier office at Silchar Town, an amount of Rs. 1000/- (One Thousand) per case will be deducted from the Security Deposit. It is advised to pre-confirm the delivery of the books at the Central Library, Gurucharan University.
9. Bills shall be submitted in triplicate and pre-receipted in the name of:

   The Librarian
   B. C. Gupta Memorial Central Library
   Gurucharan University, Silchar

12. Bills must certify that:

- **Latest editions have been supplied.**
- **Prices are as per Publisher's Catalogue.**
- **Currency conversion, wherever applicable, follows RBI norms.**

13. Payment shall be processed through PFMS/Bank Transfer as per University rules after satisfactory receipt and verification of books.
14. Defective or wrongly supplied books shall be replaced by the supplier at their own cost.
15. The supplier shall intimate the Central Library within fifteen (15) days if any ordered title cannot be supplied.
16. The University reserves the right to accept or reject any supply fully or partially without assigning any reason.
17. All official communications after empanelment shall be made through email. The official Email ID is- **bcgmcentrallibrary@gmail.com**
18. Any dispute shall be subject to the jurisdiction of the competent court at Silchar only.

Sd/-
Librarian

ANNEXURE- I

GURUCHARAN UNIVERSITY

SILCHAR, ASSAM

Application for Registration as Library Book Supplier

(PLEASE READ THE 'TERMS AND CONDITIONS' CAREFULLY BEFORE FILLING THE FORM)

1. Name of the Organisation: ……
2. Complete postal address: ……

   ……

   Contact Numbers: ……

   E-mail address, website: ……
3. Kind of Proprietorship (please √) Proprietorship/Partnership/Company

   i. Name and address of Authorized person: …….....

   ……

   ……

   ……
4. Year of starting of the Firm with Registration Number/Date: .....

   .....
5. Are you a member of Good Offices Committee (G.O.C.) / Federation of Publishers' and Booksellers' Association of India Yes/No. **If Yes**, attach a copy of the Membership Certificate ……
6. PAN No.: ……
7. Attach Copy of IT PAN: .....
8. Copy of IT Return Submitted: ……
9. Copy of Trade License: ……...
10. Turn Overs During Last 3 Years (50 Lakhs or more): ……...
11. Provide minimum 03 (three) references of the reputed Institutes/University/ organizations with whom you are already registered/empaneled such as institutes of national importance,

government established research laboratories (e.g. IITs, IISc., NITs, IIMs., Central Universities): **……**

12. Are you dealing with linguistic books like- Assamese, Bengali, Manipuri, Hindi, Persian any other: Yes / No

Declaration-

I/We, as the authorised representative of M/S **.....** hereby declare that, the information furnished above is correct and true. I/We confirm the acceptance of all the condition laid down by Gurucharan University authority for registration as Library book Supplier. The supporting documents for the above-mentioned data have been attached.

Place:

Date: **Signature with seal**

GURUCHARAN UNIVERSITY

SILCHAR, ASSAM

Particulars of Vendors for PFMS EAT Module

1.	Vendor/Supplier Name	
2.	Name of the Proprietor	
3.	Date of Birth	
4.	PAN Number	
5.	Aadhaar Number	
6.	TAN Number	
7.	TIN Number	
8.	Service Tax No	
9.	GST Registration No	
10.	Detailed Address	
11.	Pin code	
12.	Mobile No.	
13.	Land Line No with STD Code (if available)	
14.	E-mail address	
15.	Bank Name with Branch Address	
16.	IFSC Code	
17.	Account Number	
18.	Vendors PFMS Registration No (if available)	

Authorized Signatory with Seal

Bank details for payment of Security Deposit

University & Account Holder Details

NAME OF THE UNIVERSITY- GURUCHARAN UNIVERSITY

Detail of Accounts Holder

Name of Account Holder	Gurucharan University
Complete Contact Address	Gurucharan University, Silchar P.O. – G C College, Silchar – 788 004
Telephone Number / E-Mail	9954080436 fo@gurucharanuniversity.ac.in

Bank Account Details

Bank Name	State Bank of India
Branch Name with Complete Address	College Road Branch Gurucharan University, P.O.– G C College, Silchar – 788 004
Telephone No. and E-Mail	9954080436
Whether the Branch is Computerized?	Yes
Whether the Branch is RTGS Enabled?	Yes
If Yes, then what is the Branch's IFSC Code	SBIN0061405
Is the Branch also NEFT Enabled?	Yes
Type of Bank Account (SB/Current/Cash Credit)	SB (Savings)
Complete Bank Account Number (Latest)	30319394648
MICR Code	788002014