



Gujarat University Library

Gujarat University Library

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EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SUPPLIER FOR PURCHASE OF BOOKS AND OTHER INFORMATION SOURCES (PRINT, NON PRINT & ELECTRONIC) FOR GUJARAT UNIVERSITY LIBRARY

Gujarat University invites Expression of Interest (EOI) from Publishers/ Booksellers/ Suppliers/ Vendors/Retailers/Wholesalers/Aggregators/ Authorized dealers for empanelment with Gujarat University for supply of books, and other information sources (Print, Non Print and Electronic) to Gujarat University Library. The interested Publishers/Booksellers/Suppliers/ Vendors/ Retailers/ Wholesalers/ Aggregators/ Authorized dealers may submit their offers in appropriate format given below and forward the same to The Librarian, Gujarat University with a non-refundable EOI fee of Rs. 1,000/- (Rupee One Thousand Only) in the form of demand draft in favor of “Registrar Gujarat University” as a processing fee. The offer letter along with required documents must be submitted in **sealed** envelope Super-scribed “**EOI for Supply of Library Books, Information Resources etc.**”.

PROCEDURE FOR SUBMISSION

Expression of Interest (EOI) complete in all respects must be submitted in sealed envelopes which must be delivered by RPAD/SPEED POST ONLY to the address mentioned below so as to reach the address mentioned bellow. The submission process for EOI is open throughout the year. However University may discontinue/restart process of registration at any time.

The Librarian
Gujarat University Library
Gujarat University Campus
Navrangpura, Ahmedabad – 380 009.

General Terms & Condition

1. EOIs not in proper format or EOIs without appropriate and supporting documents will be summarily rejected.
2. Vice Chancellor, Gujarat University reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
3. The short listed applicants/parties will be called for negotiations and other formalities.
4. Minimum rate of Discount for printed Books will be as per University Policy

Book published in last five financial years	Book published before five financial years
10% Discount as per GOC plus 10% deposit in Library Development Fund by Cheque	20% Discount as per GOC plus 10% deposit in Library Development Fund by Cheque

5. Discount policy will not be applicable for Government/Non Profit/ Special Category Publications.
6. Discount for journals in certain cases (long term subscription) may be offered.
7. The University may empanel more than one Supplier and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the University of its right to purchase books directly without routing them through the empanelled suppliers. Final decision regarding Purchase Order to Empanelled agencies shall be decided by the Librarian.
8. Exchange Rate for foreign currency shall be calculated as per GOC Rate declared from time to time. In exceptional case, Bank Rate declared by RBI will be applicable.
9. Selection procedure for all library resources will be based on the recommendations by Authorities/Faculty/HOD/Director/Librarian/Research Scholars/Users. The final decision for purchasing will be taken by the Librarian after necessary verification.
10. The University will enter into the contract initially for a period of three year, extendable to a further period depending on the mutual agreement of the University and the agency with such modifications as may be felt necessary.
11. The Supplier shall supply books/other items free of postage, packing and forwarding charges.
12. The University shall not make any advance payment (except electronic books/journals/ database) to the supplier for the orders made by the University. The payments shall be released by the University against the bill (s) received from the supplier after having received the books in good state and to the satisfaction of the University and part of payment is not allowed.

Documents to be submitted along with Proposal

1. Details of experience in the field of supply of library resources indicating the total number of years in this field & libraries served & the period of such service to them as well as the value of the orders executed.
2. Last three years Income Tax Return or audit Balance Sheet audited by reputed audit firm.
3. Membership details of any Publisher/Booksellers Association like FPBAI, if any.
4. Certificate for Exclusive distribution of the product, if any.
5. Reasonability Certificate in support of subscription rate Proprietary Certificate, if any.
6. Terms and conditions for IP and Remote Access.
7. Copy of PAN/TAN Number.
8. Any other relevant document (The University may ask other specific document(s), if required)

APPLICATION FORM

1	Name of the Firm:	
2	Address (es) of Head Office & Branches (if any) with telephone numbers, fax numbers, email addresses Mobile No. and website if any:	
3	Experience in this business (In Years)	
4	Name and address of Directors / Managing Directors / Proprietor:	
5	Details of Membership of Publisher Associations with Membership No. (Also attach copy of proof)	
6	Are you a distributor / dealer / stockist / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters	
7	Any Important Subject Areas (Use additional sheets, if required)	
8	Permanent Account Number/TAN/VAT Numbers (Attach copies)	
9	Name of Major Clients, Libraries etc. (Attach list if required)	
10	Payment of fees (Rs. 1,000/-) DD Number, Date, Bank, Branch etc.	

DECLARATION: The information provided above is true to the best of my knowledge and belief. I shall be liable to the action for any incorrectness found at any time. I undertake to intimate any change in the above information. The above Firm has not been debarred by any Institution for supply of books, journals and other library resources.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....