

**Application form for Empanelment of Vendors for Supply of  
Printed Books**

(Strike off whichever is not applicable)

To  
The Librarian  
Central University of Karnataka  
Kadaganchi Campus, Aland Road  
Kalaburagi 585367, Karnataka  
India.

SN	Details	Response
1	Name of the Firm	
2	Date of Establishment (attach proof)	
3	Address (attach valid proof)	
	Email	
	Mobile No.	
	Telephone (Landline) No.	
	Fax.	
	Website	
4	Constitution of Firm (Please tick <input type="checkbox"/> )	Proprietor/Partnership/Directors/Managing Directors of Company
5	Name of the Owner (s)	1. 2. 3.
	Email	1. 2. 3
	Mobile Number	1. 2. 3

6	If you are an authorized distributor of any publisher, please provide the name(s) of the Publisher(s) whom you represent (attach Separate sheet)	If so, please submit the valid authorisation letters issued by the publishers.
7	Name of Partner(s) (if any)	1.
8	Membership details of National or State Level Booksellers and Publishers Association (Attach proof)	1. 2. 3. 4. 5.
9	Details of a non-refundable registration fee as DD of Rs. 1000/- (Rupees One Thousand Only) for registration drawn from any nationalized bank in favour preferably Canara Bank " <b>The Finance officer, Central University of Karnataka</b> " payable at Kalaburagi..	1. Transaction No./UTR No. :  2. Date of payment:  Issuing bank :
10	Details of wire transfer (NEFT, etc.) EMD of Rs.50,000 in bank account of the Central University of Karnataka for period of three years.	1. Transaction No./UTR No. :  2. Date of payment:  3. Issuing bank :
11	Whether you are an Income Tax payee? If yes, please submit a copy of the Income Tax return filed for last three consecutive years during the previous five years i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24, attach proof)	1. 2. 3.
12	Annual Turnover of the firm for the last three consecutive financial years must be 1 crore during the previous five years (2019-20, 2020-21, 2021-22, 2022-23 and 2023-24). Attach a certificate from CA/balance sheet)	1. 2. 3.  Total : Average :
13	PAN / TAN/ GSTIN (Copy Attached)	PAN:  TAN:  GSTIN:

14	Bank details of vendors/suppliers/distributors	(a) Name of the bank : (b) Address : (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving/Current) :
15	Do you have satisfactorily supplied books to any 5 libraries of reputed Institutes/organizations (e.g. Central University, State University, IITs, IISc., IISERs, IIMs, NID, IPR, PRL Libraries, etc.) in the last five years (attach performance certificates and purchase order copies from the serving institutes)	1. 2. 3. 4. 5.
16	Do you have the direct import license?	If Yes, please attach a copy of the same
17	Single largest order executed during last three (03) Financial Years (attach proof)	
18	Do you have satisfactorily supplied books to any 5 libraries of reputed Institutes/organizations (e.g. Central University, State University, IITs, IISc., IISERs, IIMs, NID, IPR, PRL Libraries, etc.) in the last five years (attach performance certificates and purchase order copies from the serving institutes)	1. 2. 3.
19	Have your firm been debarred/blacklisted during last three (03) years by any government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees one hundred only).

**Annexure 1**

**Empanelment of Vendors/Publishers/Book Suppliers to CUK Library eligibility requirement for book supply**

1. The Vendors/Book Suppliers should be authorized publishers/distributors/ vendors of books.
2. The Vendors/Book Suppliers should be registered member of National/State trade federation such as AIPB, FPBA, DSBPA etc. The copy of membership registration shall be submitted.
3. An EMD amount of Rs. 50,000/- is Payable through Demand Draft drawn on any nationalized bank in favour of **"The Finance officer, Central University of Karnataka"** payable at Kalaburagi. The DDs should be sent to "The Finance Officer, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District" in sealed envelope by super scribing as "DDs for Supply of Print Books. EMD shall be forfeited in case the vendor fails to supply the books after receipt of order. EMD will be valid for three years.
4. A non-refundable empanelment registration fee of Rs. 1000/- (Rupees One Thousand Only) is payable through Demand Draft drawn on any nationalized bank in favour of **"The Finance officer, Central University of Karnataka"** payable at Kalaburagi. The DDs should be sent to "The Finance Officer, Central University of Karnataka, Kadaganchi - 585367, Kalaburagi District" in sealed envelope by super scribing as "DDs for Supply of Print Books.
5. The Vendor should be a bookseller/distributor/dealer/stockiest/executive/preferred agent of the publisher(s). Please attach a list of publishers whom you represent and submit the valid authorization letters issued by them.
6. The vendor will have to give an undertaking on stamp paper of Rs. 100/- duly attested by the Competent Authority, that the vendor has not been blacklisted or is blacklisted by any University/ Educational Institution/ Govt. Department.
7. The Vendors/Book Suppliers shall be free from (the encumbrance and there shall not be) any vigilance case/ CBI case/ Court Case pending against the bidder.
8. The firm should be registered under the Income Tax, GST and other required statutory registrations.
9. The firm should have an experience of at least 10 years in publishing / supply of books.
10. The Vendors/Book Suppliers shall submit at least five purchase orders of supply of books to national level educational/research institutions with satisfactory certification from institute head.

11. Annual Turnover of the firm for the last three consecutive financial years must be 1 crore during the previous five years
12. The Purchase Order will be issued by the Librarian directly to the vendor's/book suppliers with the terms and conditions.

### **Terms and Conditions**

1. **Discount:** 20% flat. However, in case of special publications/Government Publications controlled by the Government discount will be as per Publisher/Government Policy for which the Vendor has to enclose documentary evidence in this regard.
2. If a larger discount is provided, it would be appreciated and consider to issue an satisfactory certificate.
3. All Books shall be supplied with an authentic price proof of catalogue/online.
4. Exchange Rate in case of price quoted in forging currency: The prices in the invoice should be indicated in original currencies. Good Office Committee(GOC) currency conversion rates as applicable on the date of the billing shall be applied and the same shall be indicated on the invoice.
5. **Delivery:** The books will be delivered to the Library either through the registered post or by the supplier himself/herself, the expenditure of which shall be borne by the supplier. The books/documents are to be delivered to the "Central Library, Central University of Karnataka, Kadaganchi Campus, Aland Road District Kalaburagi, Karnataka 585367, India" and should obtain a proof of receipt on the Challan. All orders are time bound and should be supplied within the period mentioned on the order copy.
6. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

### **Time for supply of books:**

- Maximum two (02) weeks - for Indian titles
  - Maximum two (04) weeks - for Foreign titles
  - After the expiry of timeframe, the purchase order automatically stands cancelled. This is without prejudice to any other right available to the University.
1. Edition specifications:
    - Pirated Books strictly prohibited, it leads to immediate ban from empanelment.
    - Latest editions of books must be supplied, unless mentioned otherwise.

- By default, paperback editions of books should be supplied, unless specified otherwise.
  - By default, Indian editions of books should be supplied, unless mentioned otherwise.
  - In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.
2. Invoicing procedure:
    - Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
    - A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
    - Invoice should be raised in favor of University Librarian, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi- 585367, Karnataka, India.
  3. Titles from different P.O.s should not be combined and should not be supplied under one invoice.
  4. Every invoice should certify the following:
    - The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
    - The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.
  5. The latest editions have been supplied, and they are not remaindered titles.
  6. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by vendor free of cost, at the destination of supply.
  7. Mandatory enclosures with invoice:
    - A copy of publisher's invoice as a price proof.
    - Mandatory to follow GOC conversion rates as applicable for date of the invoice.
    - Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

**The following documents need to submit by vendors**

1. GST registration certificate, PAN Card and NSIC certificate if applicable.
2. Certificate of membership of national or state federation.
3. Audited Profit and Loss for last 3 financial years from 2022 to 2024.
4. ITRs for the last three years, from the Assessment Year 2022 to 2024.
5. P.Os of supply of books to national level educational/research institutions.
6. Profile of the bidder in brief.