

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

Ranchi, Jharkhand—834001

Website: www.dspmuranchi.ac.in | Email: registrar@dspmuranchi.ac.in,
registrardspmuranchi@gmail.com,

EXPRESSION OF INTEREST (EOI)

**For Empanelment of Vendors for Supply of Printed Books to
University Central Library & Departmental Libraries of Dr. Shyama
Prasad Mukherjee University, Ranchi**

EOI Reference No.	DSPMU/G/330/26
Date of Issue	15.07.2026 at 10:30AM
Last Date of Submission	within 15 days from the date of publication of the Notice Advertisement
Eoi Processing Fee (in form of DD)	Rs.5000/- (INR Five Thousand Only)
Earnest Money Deposit (EMD)/Security Deposit (in form of DD/FDR/BG)	Rs.2,00,000/- (INR Two Lakhs Only)
Issuing Authority	The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi.
Mode of Submission	Speed Post / Registered Post / By Hard Copy (sealed envelope) to the Office of the Registrar

Issued by

Office of the Registrar

Dr. Shyama Prasad Mukherjee University, Ranchi — 834001

Phone: +91-9031118402 | Email: registrardspmuranchi@gmail.com

1. INTRODUCTION

Applications for Eoi are invited from reputed Book sellers/Distributors/Vendors (hereinafter known as Vendors) to seek empanelment as authorized vendors for the supply of print books to the Central Library & Departmental Libraries of Dr. Shyama Prasad Mukherjee University, Ranchi for the financial years "2026-2029" and may be extended, if emergency arises for such purpose. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website: <https://www.dspmuranchi.ac.in>.

2. GENERAL INSTRUCTIONS

Interested vendors may respond in the prescribed format given in this document, along with one copy each of the requisite documents through Speed Post/Registered Post/ by Hand only. The Envelope should be marked with "Application for Eoi for Empanelment of Vendors for supply of printed Books." The duly filled in application form along with necessary documents and fees mentioning the Notice/Eoi No. & Date may be submitted within 15 days from the date of publication of the Notice Advertisement on the University website/ Newspaper in the Office of the **Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi- 834008, Jharkhand**

3. TERMS & CONDITIONS, AND ELIGIBILITY CRITERIA FOR EMPANELMENT

Dr. Shyama Prasad Mukherjee University invites Eoi applications from reputed Publishers/ Distributors/ Vendors to seek empanelment as authorized vendor for supply of print books to our Libraries for the financial years 2024-2027 and may be extended, if emergency arises for such purpose after the fulfillment of eligibility criteria as mentioned below:

1. The vendor should be a registered member of national level trade federations like FPBAI/GOC/DSBPA, etc. The Copy of Registration certificate must be enclosed with the proposal.
2. The vendor should submit Permanent Account No. (PAN) issued by the Income Tax Department of India.
3. The Vendors should submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
4. The vendors should have satisfactorily supplied print books to any 10 Government Institutions- Central/State University/College or Institute of National Importance in last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
5. The vendor should submit single highest value order of not less than Rs.25 Lakhs for supply of print books to any Central/State Government University/Institution in any one of last three financial years. Satisfactory supply certificate along with the copy of order

should be attached. On the basis on the highest value order, maximum 10 vendors (including 03 Vendors from Jharkhand State only) will be selected.

6. The vendor should have a minimum average annual turnover of Rs. 3 Crore (Rs. Three Crore) in the last 03 (Three) consecutive financial years for printed books only (C.A. Certificate should be attached).
7. The vendor should enclose ITRs for last 03 (Three) Assessment years along with photocopy of Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant.
8. The vendor should be a publisher/distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
9. The vendor is required to submit a DD of Rs. 5,000/- (non-refundable) as registration fees in the Favor of "Registrar, Dr. Shyama Prasad Mukherjee University" payable at Ranchi".
10. The vendor should also enclose a DD for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of EMD/Security Deposit in favor of "Registrar, Dr. Shyama Prasad Mukherjee University" payable at Ranchi" which will be returned after satisfactory completion of the supply of books and on expiry of the tenure. However, the earnest money would be forfeited if the selected bidder(s) fails/fail to supply the ordered books satisfactorily. The earnest money of the unqualified bids would be returned. Earnest Money will not entail any interest.

11. Discount Structure

Type of Publication (s)	Discount (%) Figure	Discount (%) Word
All Books except Govt./NGO/Society/Institutional Publication	25%	Twenty-Five Percentage

12. In case of foreign publication, Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing.
13. The vendor should not be ever been debarred / blacklisted for doing business from any Government Organization. Please furnish an affidavit raised on non - judicial stamp paper of Rs. 100 (Rupees one hundred only).
14. 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 the qualified bidders' rests with the University on its selection criteria.

The Decision of the Vice-Chancellor of the University on any dispute related to selection of vendors for supply of print books and the related issues shall be final and binding. Any legal dispute will be subject to Ranchi jurisdiction.

Note - The vendors having their registered office in Jharkhand State (with authentic proof) will be provided relaxation in the point numbers mentioned below as:

- A. The vendor should have satisfactorily supplied books to any 03 Central/State Government Universities/Colleges/Institutions- in the last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
- B. **The vendor should submit single highest value order of not less than Rs.10 Lakhs for supply of print books to any Central/ State Government University/College/Institution in any one of the last three financial years.** The Satisfactory supply certificate along with the copy of order should be attached. On the basis of highest value order, minimum 3 (Three) vendors will be selected.
- C. **The Vendors should have a minimum average annual turnover of Rs. 2 Crore (Rs. Two Crore in the last three (3) financial years for printed books only ending March 2024.**
- D. **The vendor should also enclose a Demand Draft for INR 2,00,000/- (Rs. Two Lakh Only) in the form of EMD/Security Deposit in the favor of "Registrar, Dr. Shyama Prasad Mukherjee University" payable at Ranchi."**

Other terms and conditions will remain the same.

4. APPLICATION FORM FOR EMPANELMENT

APPLICATION FORM FOR EMPANELMENT AS PRINT BOOK VENDORS FOR CENTRAL LIBRARY & DEPARTMENTAL LIBRARIES OF DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI.

To,

The Registrar,
Dr. Shyama Prasad Mukherjee University,
Morabadi,
Ranchi-834001,
Jharkhand, India.

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of print books to Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi, please find my /our duly filled in application form along with application fee, EMD/Security Deposit and relevant documents.

- 1. Name of the Firm:
- 2. Date of Establishment of Firm:
- 3. Name of the Proprietor/Director:
- 4. Address:
- 5. Contact No. of firm:

6. Mobile No. of contact person(s):
7. Website (if any):
8. E-mail address:
9. Registration No. of FPBAI/GOC/DSBPA etc.:

(Please enclose a copy of the Registration Certificate)

10. Permanent Account No.:

(Attach Copy of PAN Card)

11. Do you have direct import license:

(If yes, please attach a copy of the same)

12. Do you have satisfactorily supplied print books to any 10 Government Universities/Colleges- Central/State or Institute of National Importance in the last three financial years? If yes, the copies of the orders and satisfactory performance certificates issued by the client should be attached (If Jharkhand registered vendors, submit the same of 03 Government Universities/Colleges/Institutions- Central/State or Institute of National Importance in the last three financial years)

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- i)
- j)

13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

- (a) 2023-24:
- (b) 2022-23:
- (c) 2021-22:
- Total:
- Average:

14. Please attach a copy of Income Tax Returns (ITRs) filed for the last three (03) consecutive years along with photocopy of Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant.

15. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State Government University/College/Institutions or Institute of National Importance in any one of last three financial years should be attached. Please mention the value of the single highest value order.

16. Are you a publisher/distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
17. Details of a non-refundable Eol processing fee as a DD of Rs. 5,000/- (Rupees Five Thousand Only) as a registration fee for empanelment drawn from any nationalized bank favoring "Registrar, Dr. Shyama Prasad Mukherjee University" payable at Ranchi."

Demand Draft Details:

- a) Name of the issuing Bank:
 - b) Demand Draft No. & Date:
 - c) For Rs:
 - d) Drawn on:
18. Details of Demand Draft of Rs. 2,00,000/- (Rupees Two Lakh only) as EMD/Security Deposit (refundable) drawn from any nationalized Bank in favor of "Registrar, Dr. Shyama Prasad Mukherjee University" payable at Ranchi".

EMD/Security Deposit Demand Draft Details:

- a) Name of the issuing Bank:
 - b) Demand Draft No & Date:
 - c) For Rs.:
 - d) Drawn on:
19. 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).
 20. Does your firm/company possess an ISO Certificate? (Yes/No) If yes, attach a copy of the Certificate.

DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. If any information furnished by me/us is found incorrect/misleading, then University will have right to cancel my/our candidature and to forfeit EMD/Security Deposit submitted with the application. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

Date:

Place:

**Signature of Authorized Signatory
(Proprietors/Director) with seal**

5. INSTRUCTIONS TO BOOK SUPPLIERS

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the Dr. Shyama Prasad Mukherjee University Libraries before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of print books."
3. Application will be addressed to "The Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi, Jharkhand, India, PIN-834008."
4. The sealed cover of the EOI Application should reach in the office of the **Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi- 834008, Jharkhand, India** by any mode i.e. Speed Post / Registered Post / By hand only, latest by within 15 days from the date of publication of the Notice on the University website.
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. Incomplete application forms, application forms not filled in properly or received after the due date and time will not be entertained. The decision of the University in this regard shall be final and binding upon the suppliers.
7. At any point of time if any of the documents furnished by the book supplier is found to be false, it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.
8. Any legal dispute will be subject to Ranchi jurisdiction.

**Registrar,
Dr. Shyama Prasad
Mukherjee University,
Ranchi**