

**Instructions:**

**1. Submission of Expression of Interest (EOI)**

Interested vendors, suppliers, or distributors should submit their response in the prescribed format, in a sealed envelope. The envelope should be clearly marked with the following:

"Expression of Interest for Empanelment for the Supply of Books to Central Library, Central Tribal University of Andhra Pradesh," along with an application fee of Rs. 2,000/- through online transfer in the bank Account Acc. No. 43758283623, State Bank of India, Branch Vizianagaram Cantonment.

**2. Authorization and Signatures**

The response must be signed by an authorized signatory of the vendor, indicating their full name, designation, and official seal of the firm. These details must be clearly written below the signature.

**3. Incomplete and Conditional Responses**

Responses that are incomplete or conditional will not be considered.

**4. False Documents**

If any document submitted by the vendor is found to be false or misleading at any time, it will be considered a breach of contract. The firm will be liable for legal action, and the empanelment may be terminated along with forfeiture of the security deposit.

**5. No Canvassing**

Strict discipline must be maintained during the expression of interest process. No canvassing or repeated communication with the Central Library, CTUAP, should be made. Non-compliance with this rule may result in punitive actions and lead to the vendor being de-listed from the process.

**6. Deadline Compliance**

Responses received after the deadline will not be considered under any circumstances.

**7. No Withdrawal after Submission**

Once an application has been submitted, the vendor will not be allowed to withdraw it under any circumstances.

**8. Short listing Process**

The submitted responses will be reviewed and shortlisted by a Committee formed by the Competent Authority of the University. The criteria for short listing will be determined by the

Committee. Shortlisted vendors will be required to attend a personal interaction at the University. The date of the interaction will be communicated via email if necessary.

## **9. Requirements for Shortlisted Vendors**

Shortlisted vendors must agree to the following:

- a. Supply books in accordance with the University's "Terms & Conditions for Supply of Books".
- b. Security Deposit of Rs. 25,000/- by Bank Guarantee/FDR upon acceptance of empanelment. This deposit will be refunded after the completion of the empanelment tenure, without interest, subject to the successful delivery of services.

## **10. Panel Recommendation and Approval**

The Committee will recommend a panel of vendors, suppliers, or distributors to the Competent Authority. The approved panel will be published on the CTUAP, Vizianagaram website, and the empanelled vendors will be notified via email.

## **11. Empanelment Duration and Extension**

The empanelment will initially be valid for two years and may be extended for an additional one year based on satisfactory performance, at the sole discretion of the University.

## **12. Liability for Losses**

Any loss caused to the University by an empanelled vendor will be recovered from the Security Deposit or the vendor's bills.

## **13. Bid Security Declaration form**

Bid security form should be submitted by the bidder as per the format attached in Annex-C

## **Checklist of Enclosures:**

### **1. Proof of Membership in Associations:**

- (i) Good Offices Committee (GOC)
- (ii) Federation of Publishers and Booksellers Association of India (FPBAI)
- (iii) Any other State/National Association(s) of Book Suppliers

### **2. Copies of Authority Letters:**

Authority letters issued by publishers, along with details of your distributorship, dealership, stockist, exclusive or preferred agent(s).

**3. Copy of PAN Card:**

PAN card of the firm, owner, or partners.

**4. Income Tax Returns:**

Copies of the Income Tax Returns for the last three consecutive years.

**5. GST Registration Details:**

Copy of GST.

**6. Documentary Proof of Supply Experience:**

Documentary proof for supplying printed books to at least five Libraries of Central Universities/CFTIs with who the vendor is already registered.

**7. Annual Turnover Details:**

Details of the firm's annual turnover for the last three consecutive years, along with documentary evidence. The minimum average turnover per annum should be Rs. 50 lakh for the last three years.

**8. Affidavit on Non-Judicial Stamp Paper:**

An affidavit on a non-judicial stamp paper of Rs. 100/- stating that the firm has not been blacklisted by any institutes, universities, or government organizations in India.

**9. Bid Security Declaration Form:**

Bid Security Declaration Form should be submitted as per the attached format.

Any other criteria as decided by CTUAP.