



Nehru Library

CCS Haryana Agricultural University, Hisar
Nehru Library
Hisar- 125 004

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EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SUPPLIER (S) FOR PURCHASE OF PRINT BOOKS AND OTHER INFORMATION SOURCES EXCEPT JOURNALS FOR NEHRU LIBRARY, CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

CCS Haryana Agricultural University, Hisar invites Expression of Interest (EOI) from Publishers/ Booksellers/ Suppliers/ Vendors/ Retailers/ Wholesalers/ Aggregators/ Authorized dealers for empanelment with CCS Haryana Agricultural University, Hisar for supply of good quality print books and other information sources except journals of reputed publishers such as CABI, CRC, Springer, Elsevier, Taylor & Francis, OUP, CUP, Wiley, *etc.* to Nehru Library. The interested firms/agencies may submit their offers in prescribed format to the University Librarian-cum-Director, HAU Book Shop, Nehru Library, CCS Haryana Agricultural University, Hisar with a non-refundable EOI processing fee of Rs. 5,000/- (Rupee Five Thousand Only) in the form of demand draft in favor of “**Director, HAU Book Shop**” Nehru Library, CCS Haryana Agricultural University, Hisar payable at Hisar. The details of EOI will be available on the official website hau.ac.in or may be obtained from the office of the undersigned from **11.07.2025 to 11.08.2025**.

PROCEDURE FOR SUBMISSION

Expression of Interest (EOI) complete in all respects must be submitted in sealed envelopes superscribing “*Expression of Interest for the supply of print books to Nehru Library, CCS HAU, Hisar*”, which must be delivered by Registered/Speed Post/Courier/By Hand at the address mentioned below so as to reach by **11.08.2025 up to 5:00 p.m.** The offer should be signed by an authorized signatory of the firm bearing his/her full name, status, mobile number, *etc.*

The University Librarian-cum-Director, HAU Book Shop
Nehru Library
CCS Haryana Agricultural University
Hisar- 125 004

1. **PURCHASE POLICY/ PROCEDURE:** Existing purchase policy/procedure i.e. inviting EOI through advertisement in newspapers and on university website for purchase of printed books and other documents may be followed.

2. GENERAL INSTRUCTIONS OF EOI:

1. The Director, HAU Book Shop invites Agency/firm(s) to submit EOI for empanelment of vender (s) to supply of the 'printed books and other documents' (except journals) for three financial years i.e. 2025-26, 2026-27 & 2027-28 at Nehru Library, CCSHAU, Hisar detailed at Annexure-I. Keeping in view, given terms and conditions detailed in the EOI document, if the firm is in position to submit EOI, the same can be submitted to this office on the prescribed EOI form via Registered/Speed Post/Courier or by hand on or before prescribed date and time.
2. **COST OF EOI:-** The non-refundable cost of EOI is Rs. 5000.00 only. Interested firms may get the EOI document from the Office of Director, HAU Book Shop during office hours i.e. 9.00AM to 5.00 PM on any working day on or after **11.07.2025**. In case the same has been downloaded from the University website, the cost of EOI has also to be enclosed in the form of Demand Draft (DD) in favour of The Director, HAU Book Shop, Nehru Library, CCSHAU, Hisar with the EOI Form/ Document.
3. **EARNEST MONEY:** - Security (EMD) amounting to Rs. 2,50,000/- (Rs. Two Lakh Only) in the shape of FDR/Bank Guarantee from any Nationalized Bank in favour of The Director, HAU Book Shop, Nehru Library, CCSHAU, Hisar has to be deposited along with offer of EOI. EMD must be valid for 180 days. Name of the firm/agency/vendor and EMI reference number need to be furnished on rear side of the EMD. The envelope containing EMD should be superscripted with "EMD of EOI for Supply of Library Books". The EMD will be forfeited if the firm fails to accept the work order within fifteen days (15) from date of issuance of the Empanelment letter, based on his/her offer. Offer will not be considered, if EMD is not deposited. EMD will not carry any interest on it. The EMD will be refunded in full after finalization of empanelment of vender(s) on written request from the firm/agency. The refund of EMD not claimed within three years from the last date of receipt of offer, EOI will stand forfeited. However, in case of EOI is accepted for the supply of books, the EMD will be refunded only after depositing of the Performance Security.

4. SIGNING OF OFFER OF EOI

- a. The EOI is liable to be ignored if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the EOI are not fully filled in.
- b. Individual signing the EOI or other documents must specify whether he signs as:
 - (i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
 - (iii) Constitute attorney of the firm if it is a company.

Note:

- (A). In case of (ii) a copy of partnership agreement or general power of attorney in either case attested by a notary public should be furnished or affidavit on stamped paper of all the partners admitting execution of the general power of attorney should be furnished.
 - (B). In case of partnership firm where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the EOI and all other related documents must be signed by every partner of the firm.
 - (C). A person signing the EOI form or any documents on behalf of another shall be deemed to warranty that he has authority to bind each other and if on enquiry it appears that the person so signing has no authority to be so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
 - (D). Each page of the EOI documents should be signed and stamped by the firm/agency/ vendor.
5. **VALIDITY OF EOI OFFER:** - EOI offer must be valid for 180 days from the date of opening.
6. **PLACE OF SUPPLY:** - Successful firms/agencies/ vendors have to supply the books at The Director, HAU Book Shop, Nehru Library Building, CCSHAU, Hisar-125004.
7. **COMMUNICATION OF ACCEPTANCE:** - Acceptance by the purchaser may be communicated by e-mail, FAX, Express letter of acceptance or formal "Acceptance of EOI". In case where acceptance is communicated by e-mails, FAX or express letter; the formal acceptance of EOI will be forwarded to Director, HAU Book Shop by speed post as soon as possible but the instructions contained in the e-mail, FAX or express letter should be acted upon immediately.
8. **JURISDICTION:-** The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.

**APPLICATION FORM FOR INVITING
EOI**

Name of the Firm				
Address of Head Office & Branches (if any) with telephone numbers, fax numbers, e-mail addresses, mobile numbers and website, if any:				
Name and address of Directors/ Managing Directors/ Proprietor				
S. No.	Description	Attached Yes/No	Documentary Proof Page No. (proper Tagging/Flag)	Remark(s), if any!
1.	Payment of EOI fee (Rs. 5,000/-) DD Number, Date, Bank, Branch, etc. (as per clause 2 of instruction to firm/vender)			
2.	EMD in favour of Director, HAU Book Shop, CCSHSU, Hisar (as per clause 3 of instruction to firm/vender)			
3.	Experience in this business (in Years) with documentary proof			
4.	Are you a distributor/ dealer/ stockiest/ exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters, etc.	1		
5.	Proprietorship and Authority for signing of EOI document (as per Clause 4 of Instruction to firms)			
6.	Acceptance letter, as per Annexure-II, duly filled in and signed by firm/ agency/vendor			
7.	Membership certificate of the Good Office Committee of the Federation of Publishers and Books Seller Association of India (As par clause 5 of Annexure-I)			
8.	Firm registration certificate from shop and establishment act or department of labour (As par clause 6 of Annexure-I)			
9.	PAN card copy and ITR of last three years (as par clause No. 7 of Annexure-I)			
10.	Provide undertaking that firm is in position to supply the foreign and Indian books from the publishers (on the proforma given at Annexure-III)			

11.	Provide Undertaking along with documentary evidence that the firm has necessary permissions to deal with foreign and Indian books supply (on the proforma given at Annexure-IV)			
12.	Provide undertaking that the firm will not try to gratify any person(s) or use any other unfair means may debar the same for participating in other EOI (s) invited or to be invited by the University (on the proforma given at Annexure-V)			
13.	Proof of Supply order amounting of Rs. 10 Lakh in a year to a single Government institution in any two of the three preceding financial years, <i>i.e.</i> , 2022-23, 2023-24 and 2024-25 (supported with proof of bills as per clause 3 of Annexure-I)			
14.	Provide undertaking of No-black list status on a non- judicial stamp paper of Rs. 100/- only (on the proforma given at Annexure-VI)			
15.	Balance sheet (Profit and loss account) of the total business/turnover made by the firm/agency during last three (03) financial years dully audited with stamp. (as per clause 1 of Annexure I)			
16.	Proof of supply of printed books to minimum 05 Government institutions in each financial year during last three years, <i>i.e.</i> 2022-23, 2023-24 and 2024-25. (as per clause 2 of Annexure I)			
17.	Provide 5 satisfactory certificate for supplying of print books from any Govt. Institutes/universities, issued by authorized signatory with official seal/stamp and all other details (Name, Address, Contact no., E-mail). (as per clause 4 Annexure-I)			
18.	Duly signed & stamped on each page of the whole EOI documents (Page No. ... to ...) .			

Date:

Place:

AUTHORISED SIGNATORY & STAMP

University Librarian
NEHRU LIBRARY
CCS HAU, HISAR

General Terms & Conditions for inviting Expression of Interest for the supply of print books to Nehru Library, CCS HAU, Hisar

1. The agency/firm except Govt. agency should have turnover of Rs. 1.5 crore in anyone financial year during last three financial years, *i.e.* **2022-23, 2023-24 and 2024-25.**
2. The agency/firm should have been supplied printed books to at least 05 Government institutions in each financial year *i.e.* **2022-23, 2023-24 and 2024-25.**
3. The agency/firm except Govt. agency should have supply of printed books costing of minimum Rs. 10 lakhs to single Government institution/SAUs/ State Universities/ Central University/Boards/Corporations/ ICAR Institutions in any two financial years, *i.e.* **2022-23, 2023-24 and 2024-25.**
4. The firm should have to produce 5 satisfactory certificates for supplying of print books from the any Government institution/SAUs/ State Universities/ Central University/Boards/Corporations/ ICAR Institutions and the same should be issued by authorized signatory with official seal/stamp and all other details (Name, Address, Contact no., E-mail).
5. The firm/agency should be a member of the “Good Offices Committee” of the Federation of Publishers and Book Sellers Association of India and a latest proof should to be enclosed along with the EOI offer.
6. The firm/agency should have a valid registration certificate from shop and establishment act or labor department (preferably for next three years from the date of submission of EOI). Documentary proof of the same must be enclosed.
7. The firm/agency should have PAN No. Proof of ITR of last 3 years which must be enclosed.
8. The firm /agency will ensure by providing an undertaking that it is in position to supply the foreign and Indian books from the publishers (Annexure III) and the firm/agency should have to give an undertaking that they have necessary permission to deal with Foreign and Indian printed books and make necessary payment in foreign and Indian currency. Further it should fulfill all statutory requirements (Annexure IV).
9. The firm/agency will give undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of printed books. This act may debar the firm/company from participating in other EOI/Tenders floated or to be floated by the University and suitable action will be taken against such defaulters (submit Annexure V).
10. The agency/firm will provide undertaking on a non-judicial stamp paper of Rs. 100/- that neither they have been black listed nor their principal publishers/suppliers by any Central / State Government Departments or any other organizations during last three years. (Annexure VI).
11. Empanelment means just eligibility of a book seller (Vender) to receive order for supply of books, if selected for purchase by Director, HAU Bookshop, CCSHAU, Hisar and not mandatory for orders.
12. The successful firms/agencies/vendors shall have to deposit performance security amount of Rs. 2,50,000/- in favor of Director, HAU Bookshop, CCSHAU, Hisar in the form of FDR/Bank Guarantee from any Nationalized Bank. This performance security will be returned after successful performance of the

concerned firm after completion of contract. In case of non-satisfactory service of the firm/breach of contract, the performance security so deposited shall be forfeited in addition to blacklisting/debarring from the university business depending upon the severity of the lapses.

13. EOI received not in proper format and without appropriate & supporting documents will be summarily rejected.
14. Director, HAU Bookshop, Nehru Library, CCS Haryana Agricultural University, Hisar reserves the right to accept/reject any or all EOI offer (s) without assigning any reason or cancel the process at any time/stage.
15. All books and other documents shall be supplied with an authentic price proof. Acceptable price proof could be one of the followings:
 - a. Publisher/Distributor's invoice issued to supplier (duly signed and stamped by supplier)
 - b. Printout/photocopy from the publisher's catalogue (duly signed and stamped by supplier)
 - c. Price printed on the book.
 - d. All documents including publisher's invoice, in case of foreign/Indian books, where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by vendor in support of price verification.
 - e. HAU Bookshop may cross verify the prices from publisher's website or from other means. Such photocopy/printout will be verified and signed by library staff and considered as price proof.
16. Any discrepancy such as charging of higher price, supply of old editions, hard bound editions in place of paperback editions, supply of foreign editions in place of Indian editions etc. detected at later stage shall be compensated by the supplier.
17. There should not be any controversial contents, picture or statement in any form in the books.
18. Minimum discount rate for printed books will be @ 25%. Discount policy will not be applicable for Government (State and Central)/ Societies/ Associations/ Universities/ Research Institutes/ Non-Profit organizations like CAB, FAO, WHO/ Special Category Publications, *etc.* Short/no discount titles if not available on above discount shall be purchased either on short discount or net price and on vendors' terms. In this case, the vendor shall produce the proof of the price paid and discount earned in the form of publisher/distributor invoice.
19. Agencies/firms applying for EOI, if interested, may attend the opening of EOIs. Date and time of opening of EOIs will be intimated telephonically or via E-mail.
20. 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 from publisher without routing the same through the empaneled suppliers. Final decision regarding Purchase Order to Empaneled agencies shall be taken by the Director, HAU Bookshop.
21. In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the rupee price charged, in accordance with the approved rate of exchange.
22. The country of origin, policy of the publisher shall normally be the deciding factor in determining the currency in which the price is to be charged. Preferred currency shall be the one by which the converted cost is lowest in INR.

23. Exchange rates for foreign currency shall be adopted as per announced by any schedule/nationalized Bank/RBI in any source such as newspapers, websites, etc. However, the Director, HAU Bookshop/ his Rep. will attest the photocopy/printout the same. The date of billing shall determine the rate of exchange of the foreign currency. The exchange rate should be indicated in the invoice.
24. Bank charges will be borne by the agency/firm, if any.
25. Selection procedure for all library books and other documents will be based on the recommendations by Authorities/ Faculty/ HOD/ Deans/ Directors/ Director/Officers, HAU Bookshop. The final decision for purchase will be taken by the Director, HAU Bookshop after necessary verification.
26. The University will enter into the contract/empanelment/agreement for a period of three years only. The Agencies empaneled for supplying of printed books shall enter into an EOI agreement with the Director, HAU Bookshop, Nehru Library on behalf of CCSHAU. This Agreement shall be signed on a non-judicial stamp paper of Rs. 100/-, the cost of which has to be borne by the appointed firm/agency itself.
27. Damaged or defective copies of books shall not be accepted and shall be returned at cost of supplier/agency. Damage to the publications/books or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
28. Supply order will be sent through e-mail only. The supplier will be provided one month time for the execution of the order unless specified otherwise. In case the supply is likely to be delayed because of the books be procured from abroad or for any other reasons, vendor should write to Director HAU Bookshop specifying the reasons for the delay and the approximate time needed and obtain specific approval in writing from the Director, HAU Bookshop. In case, any book(s) is out of stock or out of print, supplier will provide authentic proof of the same.
29. Supply of minimum of 90% books/titles should be fulfilled against any order.
30. The Director, HAU Bookshop also reserves the right to cancel the order(s) for any books/publications without assigning any reason thereof before the remittance is made or the order is not executed within the specified period.
31. The following certificates should be recorded on the bill/invoice:
 - 'The latest publisher' prices have been charged'.
 - 'The book is not a remainder title'.
 - 'The book is a short discount, no-discount title or text book' in case of the same.
 - 'The discount offered is not lower than extended to any other universities/institutions.
32. Low-priced/paper back/India editions should be supplied if such editions are available, unless specified otherwise. Only the latest editions should be supplied and the same will be accepted.
33. The consignment shall be F.O.R. Director, HAU Bookshop, Nehru Library Building, CCSHAU, Hisar and no additional transportation charges would be given.
34. The bill/invoice no. should be duly printed/ machine numbered. One bill shall not cover more than 20 publications/titles. All entries in the bill shall be printed. Price should be inclusive of all taxes, if any.
35. The University shall not make any advance payment 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 receipt of the books in good state and to the satisfaction of the University and part of payment is not allowed.

36. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.
37. In case of dispute between empaneled firm/vender and Director, HAU Bookshop, the same will be referred to Vice-Chancellor, CCSHAU, Hisar whose decision will be final and binding of both the parties or the sole arbitrator shall be appointed with mutual consent of both the parties.
38. The term of empanelment of vendors/firms may be extended year-to-year basis after March 2028 (Completion of term of three years) based on the satisfactory services of the vendors and on recommendation of the committee up to maximum three years after approval of competent authority

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 and 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/ Associations like FPBAI, if any.
4. Certificate for Exclusive distribution of the product, if any.
5. Copy of PAN Number.
6. All the supported documents/enclosures should be properly tagged with page numbers
7. Copies of supply orders must be supported with their final bills
8. Any other relevant document (The University may ask other specific documents(s), if required).

EOI ACCEPTANCE LETTER
(To be given on Company's Letter head)

To

The Director
HAU Book Shop
Nehru Library Building,
CCSHAU, Hisar (Haryana)- 125004

Sub.: Acceptance of Terms & Conditions of the EOI

EOI Reference

No.....
.....

Name of the

EOI:.....

Dear Sir:

1. I/we have downloaded the EOI documents for the above mentioned EOI from the website(s) (not applicable if received by hand) namely:

as per your advertisement, given in the above-mentioned
website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the EOI documents from Page No. 1 to 14 (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall hereby abide the terms/conditions/clauses contained therein.
3. The corrigendum(s) if any issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the EOI conditions of above mentioned EOI document (s)/ corrigendum (s) in its totality.
5. I/we certify that all information furnished by our Firm is true and correct; and in the event the information is found to be incorrect/untrue or found violated, then your department /organization shall without giving any notice or reason thereof or summarily reject the EOI offer or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date:

**UNDERTAKING REGARDING IN POSITION TO
SUPPLY THE FOREIGN AND INDIAN PRINTED
BOOKS**

(To be given on Firm/Company's letter head)

To

The Director
HAU Book Shop
Nehru Library Building,
CCSHAU, Hisar (Haryana)- 125004

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----

Having registered office at-----, are/will be
in position to supply the Printed books and other documents, if our EMI offer is accepted.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date:

**UNDERTAKING REGARDING NECESSARY PERMISSION TO
DEAL WITH FOREIGN AND INDIAN BOOKS/E-
BOOKS**

(To be given on Firm/Company's letter head)

To

The Director
HAU Book Shop
Nehru Library Building,
CCSHAU, Hisar (Haryana)- 125004

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, have
necessary permission from concerned authorities to deal with foreign and Indian printed books
and other documents and make necessary payment in foreign and Indian currency. I/we, M/s-
----- fulfill all statutory requirements. I am also enclosing requisite
documentary evidence for the same.

Sincerely yours,

Date:

(Signature of the Authorized Signatory with an Official Seal)

UNDERTAKING REGARDING NO GRATIFICATION CLAUSE
(To be given on Firm/Company's letterhead)

To

The Director
HAU Book Shop
Nehru Library Building,
CCSHAU, Hisar (Haryana)- 125004

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, will
not try to gratify any person(s) or use any other unfair means involved in the purchase of the books
and other documents. I/we, M/s ----- understand
that it may debar us for participating in other EMI/tender (s) floated or to be floated by the University
and suitable action may be taken against us.

Sincerely yours,

Date:

(Signature of the Authorized Signatory with an Official Seal)

UNDERTAKING REGARDING NO-BLACKLIST/NON-DEBARMENT
(To be given on non-judicial stamp paper of Rs. 100/-)

To

The Director
HAU Book Shop
Nehru Library Building,
CCSHAU, Hisar (Haryana)- 125004

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, and our
principal M/s----- have not been
blacklisted/debarred by any government department/Public Sector Undertaking or any other
agency for which we have executed/undertaken the works/services.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date: