



ভট্টদেব বিশ্ববিদ্যালয়  
বজালী, পাঠশালা-৭৮১৩২৫, অসম  
**BHATTADEV UNIVERSITY**

(A State University established under Assam Act No. XXXVI of 2017)

**BAJALI, PATHSALA-781325, ASSAM**

**OFFICE OF THE REGISTRAR**

Prof. Manjit Das  
Registrar

E-mail : [registrar@bhattadevuniversity.ac.in](mailto:registrar@bhattadevuniversity.ac.in)

Website: [www.bhattadevuniversity.ac.in](http://www.bhattadevuniversity.ac.in)

No. Bhatt.U/E&A Sec./2025/7061

Date: 21/07/2025

**Expression of Interest (EoI)**

**FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS/JOURNALS/E-RESOURCES  
IN THE LIBRARY OF BHATTADEV UNIVERSITY**

Expression of Interest (EoI) are invited from the registered Contractors/Suppliers/Publisher/Vendors for "Empanelment of Vendors for the Supply of Books and Journals (Print or Online)" on prescribed Format and to be submitted at the tender box placed at the Office of Registrar, Bhattadev University, Bajali, Assam.

**General Information about the Notice**

**Last date and time for submission of applications: 11/08/2025 (2.00 PM)**

**Date and time of opening of applications: 11/08/2025 (2.30 PM)**

**INSTRUCTIONS FOR APPLICANTS:**

1. The registration form (at Annexure-I) should be signed by an authorized signatory of the vendor(s) bearing his/her full name & designation along with the official seal of the firm.
2. Incomplete and conditional applications will not be considered.
3. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action, besides termination of empanelment.
4. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the University failing to maintain this discipline, the applicants are liable to be blacklisted by the University.
5. The applications will be scrutinized and shortlisted for empanelment by the University. The details of which will be informed by email and/or by regular post for further procedure, as required.
6. The short-listed vendor(s)/distributor(s)/supplier(s) etc. for empanelment are required to agree to supply as per the "Terms & Conditions" of Central Library, Bhattadev University.
7. Suppliers/Vendors should be member of registered national/ state book trade federations like AIBP, FPBA, DSBPA, etc.
8. The vendor must submit detailed list of last three years' clients with complete addresses.
9. The vendor must submit last three years Audited Statement of Accounts.
10. The vendor must submit an undertaking stating that they have not been debarred for participation in any PSU/ Govt. tenders in India.



*Manjit Das*  
Registrar  
Bhattadev University, Bajali



11. The selected vendor must be ready to supply the books/journals/resources at 20% discount (for Text Book) and 25% discount (for Reference Book) on MRP. However, certain specific publications like those of Govt., Bar Council of Etc. may be exempted from this stipulation with due approval of the competent authority.
12. The vendor shall, in no circumstances, supply books/resources which are pirated, first copies etc., in violation of the laws of the land.
13. The selected Supplier/Vendors must deposit Security Deposit of **Rs. 10,000.00 (Rupees Ten Thousand) only** in the form of Demand Draft in favour of Registrar, Bhattadev University along with signed copy of terms and conditions. No interest will be paid.
14. Vendor must submit bank Details on letter head along with cancelled cheque. The Firms must have valid PAN & GST registration etc. in India or any regulatory requirement in this region along with the **address proof**.
15. The vendor must submit declaration of authorized signatory of the firm.
16. The application must be accompanied by a **compulsory non-refundable bid processing fee of Rs. 1000/-**. The bid processing fees must be deposited through SBI Collect. (for depositing bid processing fee go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions- Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Bid Processing Fees-Rs. 1000/-then filled in all the details—then click next—Click Next—Select payment type—then make payment) Applications with no bid processing fee will be rejected. The bid processing fee shall be submitted along with the Technical Bid. **No exemption is allowed. The original copies of the Quotation/Participation Fee should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee for EoI- Bhatt.U/E&A Sec./2025/7061 Date-21/07/2025 addressed to the Registrar, Bhattadev University. Failure to do so may result in rejection of the bid.**
17. The Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rupees ten thousand only) (Refundable) must be deposited through SBI Collect. (for depositing EMD go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions- Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Earnest Money Deposit(EM---then filled in all the details—then click next—Click Next—Select payment type—then make payment) failing which the Tender will be rejected.  
Provided that any concession in bid security deposit as may be notified by the State Government from time to time for encouraging local industries or small business, micro and small enterprises located in and operating from the State, recognized start-ups located in and operating from the State, individual bidders belonging to different reserved categories of the State, individual physically challenged bidders of appropriate levels of disability, and women entrepreneurs etc., shall be allowed accordingly
18. This empanelment will be valid initially for a period of one year from the date of final approval of empaneled suppliers list.



  
Registrar  
Bhattadev University  
Registrar  
Bhattadev University, Bajali



**ANNEXURE-I**  
**REGISTRATION FORM FOR SUPPLY OF BOOKS/JOURNALS/E-RESOURCES**  
**(to be submitted on firm/company/vendor's/applicant's letterhead)**

I/We \_\_\_\_\_ the  
Proprietor(s) Others (Please specify) \_\_\_\_\_ of the firm/company submit  
the following particulars of the firm for registration as book & journals suppliers to the Central Library,  
Bhattadev University.

1. Name of the Firm's \_\_\_\_\_

Address \_\_\_\_\_ Telephone 1. \_\_\_\_\_

2. \_\_\_\_\_

Mobile \_\_\_\_\_

Email 1. \_\_\_\_\_

2. \_\_\_\_\_ Fax \_\_\_\_\_

2. Full Name of the Proprietor's \_\_\_\_\_

Address \_\_\_\_\_ Telephone 1. \_\_\_\_\_

2. \_\_\_\_\_

Email 1. \_\_\_\_\_ Mobile \_\_\_\_\_

2. \_\_\_\_\_ Fax \_\_\_\_\_

3. Nature of Business: Bookseller ☐ Suppliers ☐ Vendors ☐

Others (Please Specify) \_\_\_\_\_

4. Type of Establishment : Proprietary ☐ Ltd. Company ☐

Others (Please Specify) \_\_\_\_\_

5. Date of Establishment: \_\_\_\_\_

6. Financial Turnover (Per annum): \_\_\_\_\_

7. PAN / TAN No.: \_\_\_\_\_

8. Are you registered member of GOC? \_\_\_\_\_

ANNEXURE-II

**UNDERTAKING**

I/We undertake that:

1. I/We shall participate actively in the supply of books/journals to the University.
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books/journals to the Central Library, Bhattadev University and agree to supply books & journals to University.
4. I/We shall be liable to action as deemed fit by the University for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees when ever such acts are noticed.

Signature

Name

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**ANNEXURE-III**

<b>List of Documents (Self attested)</b>		
<b>Sl No</b>	<b>Details</b>	<b>Serial Nos. of documents attached</b>
<b>1</b>	<b>Copy of PAN/TAN Card</b>	
<b>2</b>	<b>Copies of GSTN Certificate</b>	
<b>3</b>	<b>Copy of Registration/ incorporation certificate of the firm.</b>	
<b>4</b>	<b>List of publishers represented by the firm if the firm is a distributor.</b>	
<b>5</b>	<b>Copy of membership certificate of Associations etc. (National/ State Level professional associations only).</b>	
<b>6</b>	<b>List of Universities and research institutions which are regular clients of the firm</b>	
<b>7</b>	<b>Acceptance of Term and Conditions prescribed by the University, signed by the proprietor of the firm.</b>	
<b>8</b>	<b>Non-Backlisted Declaration</b>	
<b>9</b>	<b>IT Returns (last three years)</b>	
<b>10</b>	<b>Annual turnover (last three years)</b>	
<b>11.</b>	<b>SBI collect receipt of Bid processing fees</b>	
<b>12</b>	<b>SBI Collect receipt of EMD</b>	

**Signature of the Participant of EoI**