

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar – 799 022

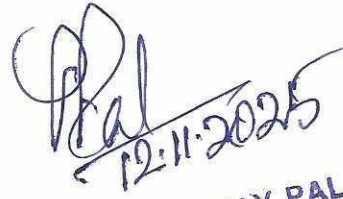
F.No.TU/LIB/VENEMP/65/19

Dated 12-11-2025

Expression of Interest (EOI) for empanelment with the University for the supply of Print Books, Print Journals, and other associated Information Resources to the Central Library, Tripura University

Tripura University, invites Expressions of Interest (EOI) from reputable vendors, publishers, and booksellers for empanelment as authorized suppliers. The empanelment is intended for the supply of print books, print journals, and other associated information resources to the Central Library. For detailed information and submission guidelines, please visit the official Tripura University website: www.tripurauniv.ac.in

Sd/-
(Pranay Pal)
Assistant Registrar (Finance)


12.11.2025

(PRANAY PAL)
Assistant Registrar & DDO
Tripura University
Suryamaninagar-799022

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(Pranay Pal)
Assistant Registrar (Finance)

Name of Work: Empanelment with the University for the supply of Print Books, Print Journals, and other Associated Information Resources to the Central Library, Tripura University.

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12.11.25

SECTION- I

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
LIST OF DATES**

TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar-799022

1. Processing Fee

A non-refundable tender processing fee of ₹2,000/- (Rupees Two Thousand Only) is required to be submitted in favor of The Finance Officer, Tripura University, payable at Agartala. Please ensure that the payment receipt is enclosed with your Expression of Interest (EOI) submission as proof of payment. Bidder (s) must enclosed the proof copy of payment in case digital payment.

3. Earnest Money Deposit (EMD)

A Demand Draft (DD) for ₹50,000/- (Rupees Fifty Thousand Only) drawn in favor of The Finance Officer, Tripura University, payable at Agartala, must be submitted as Earnest Money Deposit (EMD) along with the Expression of Interest (EOI). The EMD is refundable without interest to the vendor(s) upon completion of the empanelment process, as per the terms outlined in the Notice Inviting EOI. Micro and Small Enterprises (MSEs) registered under the Government of India are exempted from submitting the EMD. To avail of this exemption, a valid latest MSME registration certificate by Government of India must be submitted. Please ensure that all documents are self-attested and submitted in the prescribed format to claim the EMD exemption.

4. Security Deposit (SD)

Upon successful empanelment, vendors are required to submit a Security Deposit (SD) to ensure the fulfillment of contractual obligations. **Print Books:** A Demand Draft (DD) of ₹ 2,00,000/- (Rupees Two Lakh Only) in favor of The Finance Officer, Tripura University, payable at Agartala. **Print Journals:** A Demand Draft (DD) of ₹50,000/- (Rupees Fifty Thousand Only) in favor of The Finance Officer, Tripura University, payable at Agartala. **Validity Period:** The Security Deposit will be valid for a period of two years from the date of empanelment. **Refund:** The Security Deposit is refundable without interest upon the successful completion of the empanelment period and fulfillment of all contractual obligations. **Extension:** In the event of an extension of the empanelment period, the existing Security Deposit shall continue to serve as security unless otherwise directed by the competent authority. **Note:** Vendors are advised to ensure that the Security Deposit is submitted promptly upon notification of successful empanelment to avoid any delays in the commencement of supply agreements.

5. The details EOI can be seen, and downloaded from Tripura University website: www.tripurauniv.ac.in

Date and time of tender publication in the websites.	12-11-2025 at 12.00 Noon
Date and time for closing of submission.	01-12-2025 upto 05.30 PM
Date and time for opening of technical bid document.	02-12-2025 at 11.30 AM
Date and time for opening of financial bid.	05-12-2025 at 11.30 AM



SECTION- II

GENERAL TERMS & CONDITIONS

General Terms & Conditions

1. Introduction

Tripura University, a Central University, invites Expressions of Interest (EOI) from reputable publishers, booksellers, and vendors for empanelment as authorized suppliers. The empanelment pertains to the supply of print books, print journals, and associated electronic resources to the Central Library of Tripura University. For detailed information and submission guidelines, please visit the official Tripura University website: <https://tripurauniv.ac.in>

2. Scope of Work

This Expression of Interest (EOI) encompasses the supply of, Print Books: Including national, international, local, government publications, and language-specific books; Print Journals: Covering various academic disciplines; and associated Electronic Resources: Such as e-journals, e-books, and other digital content pertinent to the academic and research needs of Tripura University. The selected vendors will be responsible for the timely and efficient supply of these resources to the Central Library, Tripura University, ensuring they meet the academic and research requirements of the institution.

3. Period of Empanelment

The initial period of empanelment shall be two years from the date of empanelment. This period may be extended beyond the initial term based on (i) Mutual Consent: Agreement between Tripura University and the vendor(s) to continue the partnership; (ii) Satisfactory Performance: Evaluation of the vendor(s)' performance during the initial empanelment period, considering factors such as timely delivery, quality of supplied materials, and adherence to contractual terms. The decision regarding extension shall be at the sole discretion of the competent authority of Tripura University and shall be final and binding.

4. Earnest Money Deposit (EMD) and Tender Fee

Both the Earnest Money Deposit (EMD) and Tender Fee must be drawn separately in favor of the Finance Officer, Tripura University, payable at Agartala. Accepted payment include: Demand Draft (DD): Issued by any scheduled bank guaranteed by the Reserve Bank of India (RBI). Please note that the Tender Fee is non-refundable, while the EMD is refundable upon completion of the empanelment process, subject to the terms and conditions outlined in the Notice Inviting Expression of Interest. Bidder (s) must send the original Demand Drafts (both EMD and Tender Fee) in a sealed envelope in the address of the Librarian, Central Library, Tripura University, Suryamaninagar, Tripura (West), PIN-799022. Ensure that the envelope is clearly marked with the Bidder Name, Address, Contact Number & other details. Please note that the original Demand Drafts must reach the office of the Librarian on or before the scheduled date and time of the Technical Bid opening. Failure to do so may result in the rejection of your bid.

5. Submission of Technical and Financial Bids

Bidders are required to submit their technical bid and financial bid separately in envelop: (i)

Technical Bid: This should include all necessary documents demonstrating the bidder's



qualifications, experience, and compliance with the technical specifications outlined in the Expression of Interest (EOI). (ii) **Financial Bid**: This should detail the pricing structure and financial aspects of the proposal. Both bids must be submitted separately and clearly labeled as "Technical Bid" and "Financial Bid," respectively with name of the bidder and other details. The Financial Bid will only be opened for those vendors whose Technical Bids have been evaluated and deemed technically compliant and qualify. Any deviation from this requirement will result in the rejection of the bid. The tender document should be submitted in the address of the Librarian, Central Library, Tripura University, Suryamaninagar, Agartala, 799022, Tripura, India.

6. Bidders are requested to submit their proposals in the *Expression of Interest (EOI) Box* available in the office of the Librarian, Tripura University. EoIs submitted in any form other than by dropping them in the designated EoI Box will not be accepted. No EoI shall be allowed to be submitted after the due date and time. Tripura University will not accept any tender proposals sent by post, courier, or any other mode of delivery other than submission through the EoI Box. The University shall not be held responsible for loss of any documents (including demand drafts) resulting from non-compliance with these submission instructions.
7. The date and time for the receipt of tenders shall remain unchanged, even if declared as a holiday. However, the date and time for the opening of bids may be adjusted at the discretion of the competent authority to the earliest convenient working day. Bidders will be notified of any changes to the bid opening schedule through the official Tripura University website.
8. Bidders are advised to regularly visit the official Tripura University website www.tripurauniv.ac.in for any updates. All corrigenda, addenda, clarifications, and modifications related to this Expression of Interest (EOI) will be published exclusively on these platforms. Tripura University is not responsible for any information disseminated through other channels.


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SECTION – III

CONDITIONS OF CONTRACT

CONDITIONS OF THE CONTRACT

Eligibility Criteria

Publishers, booksellers, and vendors must provide self-attested copies of all supporting documents to substantiate the eligibility criteria outlined in this Expression of Interest (EOI). Failure to attach the requisite documents will result in the rejection of the bid.

- The bidder(s) must have successfully supplied print books, print journals, and other associated information resources to Central Government funded higher educational institutions—such as Central Universities, IITs, IIMs, NITs, IISERs, CFTIs, etc.—during the last three financial years (ending March 2025). At least 03 performance certificates from Central Government funded higher educational institutions must be submitted. Bidder (s) can also submit other 02 performance certificates from State Universities. The bidder(s) must submit at least 02 satisfactory supply certificates duly issued by the respective Central Government funded higher educational institutions confirming the successful delivery of the supplied items, and copies of relevant purchase orders from each institution as proof of the transactions. Bids submitted without the requisite supporting documents will be deemed non-responsive and will be rejected accordingly.
- It is desirable that the bidder(s) have at least one empanelment and successful supply to a reputed institution of the Central Government (such as a Central University, NIT, IIT, IIM, or a similar institution) located in the North East Region. Such experience in the North East is essential to reduce the risk of non-performance or supply order default in later stages.
- It is desirable that the bidder (s) should be an active member of national/ state trade federations like, Federation of Publishers' and Booksellers' Association in India (FPBAI), or any other recognized similar National/State body. [Enclose the latest proof copy].
- The bidder (s) should have Permanent Account No (PAN) & GST No issued by Government of India.
- The bidder must have an average annual turnover of at least Rs. 1.5 Crore (Rupees One Hundred Fifty Lakh Only) from the supply of print books and journals during the last three financial years ending in March 2025. A certified copy from a recognized financial authority must be attached as proof. Reputed book publishers, with turnover of more than Rs. 1 Crore (Rupees One Crore Only), shall be considered for empanelment under the Publisher's Category only. For print journals and magazines, the minimum turnover requirement may be relaxed.
- The bidder(s) shall submit the single highest-value Purchase Order, during the last three financial years ending March 2025, for supply of printed books to any Higher Educational Institution funded by the Central Government. A copy of the Purchase Order along with evidence of satisfactory supply of the entire order must be enclosed.
- The bidder(s) must provide proof of having made a direct purchase from at least one foreign publisher within the last two financial years.

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- The bidder(s) shall submit self-attested copies of Income Tax Returns for the last three financial years, ending March 2025. [Self-attested copy should be enclosed].
- Certified copies of the Profit & Loss Account and Balance Sheet for the last three financial years, ending March 2025, duly attested by a Chartered Accountant, shall be enclosed.
- The bidder(s) must be a distributor, dealer, executive agent, or preferred agent of publishers. The latest valid authorization letters issued by the publishers must be submitted.
- The bidder(s) or publisher should not have ever been debarred or blacklisted by any Government or government-funded organization. An affidavit declaring non-blacklisting on non-judicial stamp paper of Rs.100 shall be furnished.
- **Note:** All essential documents must be properly signed and stamped by the authorized signatory of the bidder(s). Proposals lacking proper signature and stamp will not be considered.

Technical proposal details

- The bidder(s) must submit all required information and documents in the order of the annexures as specified. All relevant documents must be certified or attested as needed. The Expression of Interest (EOI) must be duly signed, stamped, and sealed by the authorized signatory. Only proposals complying fully with these requirements will be considered for participation.

Validity Period of Notice Inviting EoI

- The Notice Inviting the EoI shall remain valid for a period of 90 days from the date of opening of the EoI.

Selection of Vendor (s)

- Tripura University reserves the right to select bids based on technical specifications, proven performance track record, brand reputation, service support, and past supply experience with the Central Library, Tripura University. All bids will be evaluated by a duly constituted technical committee, and bidders found technically non-compliant shall not be considered for further evaluation. The University may, if required, incorporate additional terms and conditions in the Purchase Order to safeguard its interests. Bidders are also required to comply with any corrigenda issued by Tripura University from time to time in relation to this EOI. Tripura University further reserves the right to empanel multiple vendors and purchase books, journals, or related resources from any of the selected bidders. Empanelment, however, shall not restrict the University from procuring resources exclusively from empanelled vendors. For reasons of suitability, availability, or in the larger interest of the institution, the Central Library, Tripura University, also retains the right to procure directly from non-empanelled vendors or publishers. The decision of Tripura University in all matters relating to the procurement of print and online resources shall be final and binding on all concerned.


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Notification of Empanelment

- Eligible bidder(s) for empanelment with Tripura University to supply print books, print journals, and associated electronic resources will be notified—by email or official letter—once the evaluation based on the above criteria is complete.

Terms and Conditions for Supply the Order

- The Central Library may issue enquiries to all empanelled vendors or selected vendors for required title(s) and the number of copies of each, via email. Vendors must respond to such requisitions within two (02) working days.
- Upon receipt of a Purchase Order, vendors must acknowledge it within two (02) working days, specifying the price for each title and the number of copies available, by email to the Central Library, Tripura University. The supply terms & conditions and discount rates shall remain as originally agreed. If a vendor fails to respond with acknowledgment or status of availability, it will be assumed that the vendor is not interested in supplying the requested resources. Repeated failures of this nature may lead to blacklisting of the bidder, and no further communication will be entertained.
- In case of an urgent requirement, the Purchase Order may be placed with one or more local vendor(s); however, all previously agreed terms & conditions, including discount policies, will remain unchanged. All quoted prices must be valid for a minimum of 30 days. Conditional price quotes will not be acceptable.
- Any clarification or query regarding the Purchase Order must be addressed to the Central Library, Tripura University (email: librarian@tripurauniv.ac.in) within two (02) working days from the date of issue of the Purchase Order.
- The vendor(s) must supply print books, print journals, and other related informational resources strictly within the time period specified in the Purchase Order. If the ordered items are not delivered by the stipulated deadline, Tripura University reserves the right to cancel the entire Purchase Order or a part thereof. For items procured from abroad, or titles that are Print-on-Demand, if there is likely to be a delay in delivery, the vendor(s) must inform and seek prior permission from the Librarian, Central Library, Tripura University at within one week (01) from receiving the purchase order. A valid reason for the delay must be provided. Unless otherwise specified, only the latest edition of the titles will be accepted. Also, unless explicitly indicated, the Indian or paperback edition of the title should be supplied. Vendors must ensure to supply the books of the authentic authors, any deviation will attract penalty.
- In case of special publication including Society, Government Publication, discount will be as per Publisher/Government Policy for which the vendors have to enclose a documentary proof.
- The Central Library shall not make any advance payment to Vendor(s) against any Purchase Order. Payment will be released against the Vendor's invoice(s), only after the books / other print resources are delivered in good condition. Payment will be made in accordance with the standard payment norms of Tripura University.



- The Purchase Order shall include all freight, loading and unloading, packing and forwarding, transit insurance, and related charges. Vendor(s) must deliver books to the Central Library, Tripura University on an F.O.R. destination basis, inclusive of postage, packing, and forwarding. Books offered at prices that appear suspiciously high or higher than those listed in the publisher's catalogue will not be accepted. Any mutilated or damaged books supplied shall also be rejected; the vendor(s) shall bear the cost of returning such items. If, at any stage, an amount charged is found to be in excess of the actual legitimate price, appropriate action will be taken against the vendor(s) as per the rules of Tripura University. Any excess amount charged must be refunded within 15 days to Tripura University.
- All print books, print journals, and other associated information resources must fully conform to the bibliographic and physical specifications as ordered. If any item is found unsatisfactory, it will be returned at the vendor's expense, along with interest. Books with missing or mutilated pages discovered even after accessioning or stamping must be replaced with good copies by the vendor. If any supplied item fails to meet the ordered specifications or is not in good condition, the vendor must either replace it within a specified period, or refund Tripura University the purchase amount with interest. The Central Library will not be liable for items that are not taken back or replaced within the stipulated period; responsibility for collection and replacement lies entirely with the vendor.
- Partial supply of any Purchase Order will not be accepted. Invoices for partially supplied orders will not be processed for payment. Payment will only be released after the complete order has been delivered.
- All price proofs and currency conversion documents must bear the seal and authorized signature of the vendor(s). If any price manipulation is detected at any stage, the vendor(s) will be held fully responsible. Any excess amount charged must be refunded to Tripura University in a single installment along with applicable interest.
- For titles that cannot be supplied, the vendor(s) must provide a certificate of non-availability from the publisher within five (05) days of receiving the order. For out-of-print titles, a certificate from the concerned publisher must be furnished. Certificates issued by distributors or stockists will not be accepted. The Central Library reserves the right to independently verify any claim of non-availability. If such a claim is later found to be false, the vendor(s) will be debarred/blacklisted from Tripura University, and penalties will be imposed as per rules.
- In the event of a foreseeable delay in supplying ordered items, the vendor(s) must notify the Librarian, Central Library, Tripura University within two (02) working days of receiving the Purchase Order, submitting a satisfactory reason and requesting an extension of time. If this justification is accepted with adequate proof, the Central Library may grant an extension it considers appropriate; however, such extension shall not exceed one (01) weeks from the original delivery due date.


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- For foreign publications, the vendor(s) must indicate the original price in the foreign currency on the invoice, along with the corresponding price in Indian Rupees (INR), converted using the prescribed exchange rate for the date approved by the Reserve Bank of India (RBI) or an authorized bank. The vendor should clearly state this rate on the invoice. Under special/or emergent conditions, invoices may use rates from nationalized banks or other GOI-approved sources, but only with prior written intimation and approval from the Central Library, Tripura University. The supply must be free of freight charges; all shipping, handling, and transit costs shall be borne by the vendor(s). Any damage or loss of books or journals in transit shall not be the responsibility of the Central Library, Tripura University. If the supplied items do not match the Purchase Order specifications, or are in an unacceptable condition, they will be summarily rejected. The vendor must arrange for return of such items at their own expense and/or refund the amount with interest to Tripura University.
- All consignments and dispatches of books and associated information resources should be addressed to: **The Librarian, Central Library, Tripura University, Suryamaninagar, Agartala-799022, Tripura, India.**
- The Central Library, Tripura University reserves the right to release, and cancel any purchase order against any vendor (s) in any stage without assigning any reason thereof. The University may place orders even with non-empanelled vendor(s)/publisher(s) at its discretion. The decision of the competent authority of Tripura University in all such matters shall be final and binding.
- The Central Library, Tripura University reserves the right to modify or amend the terms and conditions governing vendor registration at its discretion. Such amendments shall be communicated to all registered vendors, and adherence to the updated terms shall be mandatory.

Invoicing Procedure

- Vendors must submit three (3) duly stamped copies of the invoice in favor of the Librarian, Central Library, Tripura University, Suryamaninagar, Agartala – 799022, Tripura, India.
- Each invoice should include the following: (i) Permanent Account Number (PAN); (ii) Goods and Services Tax Identification Number (GSTIN); (iii) Purchase Order Number and Date; (iv) Currency Exchange Rate (if applicable), with reference to the Reserve Bank of India (RBI) or an authorized bank's rate. Separate Invoices should be raised for each Purchase Order.
- The invoice must bear a certification stating that "No charges other than the cost of the books/journals and associated information resources have been included."
- The following documents should accompany the invoice: (i) A certified copy of the latest publisher's catalogue.; (ii) A statement confirming that the latest edition has been supplied and that the titles are not remaindered; (iii) Documentation of the exchange rate used, in accordance with RBI or authorized bank rates, and (iv) the original invoice should be affixed with a revenue stamp and signed by the authorized signatory of the vendor.


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- No advance payment shall be made under any circumstances prior to the supply of print books, journals, or associated information resources. The successful vendor(s) must submit invoices in triplicate corresponding to each Purchase Order issued. Payment will be processed only upon receipt of the goods in satisfactory condition and subject to the fulfillment of all terms and conditions stipulated in the Expression of Interest (EOI) and the respective Purchase Order.


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SECTION-III

ADDITIONAL TERMS & CONDITONS

Additional Terms and Conditions

- The Central Library, Tripura University reserves the right to accept or reject any Expression of Interest (EoI) at any stage, in whole or in part, without assigning any reason thereof. This decision shall be final and binding on all concerned.
- The Central Library, Tripura University reserves the right to relax, amend, or withdraw any of the terms and conditions specified in the Expression of Interest (EoI) at any time, in the interest of the University, without assigning any reason. Bidders are advised to regularly visit the official Tripura University website for any corrigendum(s) or updates related to the EoI.
- The Central Library, Tripura University reserves the right to modify, amend, or withdraw any of the terms and conditions specified in the Expression of Interest (EoI) at any time, in the interest of the University, without assigning any reason. Bidders are advised to regularly visit the official Tripura University website for any corrigendum(s) or updates related to the EoI.
- The Central Library, Tripura University reserves the right to procure any number of print books, journals, and associated resources from any of the empaneled vendors, irrespective of merit, in the greater interest of the University. Inclusion in the empaneled list does not guarantee the issuance of purchase orders.
- The Central Library, Tripura University retains the right to procure print books, journals, and other associated resources from non-empaneled vendors or publishers at any stage, as deemed necessary for the University's interests.
- Notwithstanding any agreed-upon discount rates, the Central Library, Tripura University reserves the right to procure print books, journals, or other associated information resources directly from publishers or vendors under terms and conditions determined by the University.
- Incomplete EoIs, improperly filled application forms, missing documents, or lack of required evidence will be summarily rejected. The decision of the competent authority of Tripura University in this regard shall be final and binding on all concerned bidders. Tripura University may issue addenda or corrigenda to the EoI before the due date of submission. Bidders are advised to regularly visit the official Tripura University website (<https://tripurauniv.ac.in>) for any such updates. Any amendments or corrigenda issued at any stage must be accepted by the bidders.

Termination for Insolvency

- Tripura University reserves the right to terminate the empanelment of any vendor at any time, without assigning any reason. In the event that a vendor becomes bankrupt or is declared insolvent by a competent court, the University may terminate the empanelment. Such termination shall not prejudice or affect any rights of action or remedy that have accrued or will accrue thereafter to the University.


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Sub-letting of the Contract

- The successful bidder(s) shall be solely responsible for the full execution of the Purchase Order and shall not, under any circumstances, assign or sublet the Purchase Order or any part thereof to any third party without the prior written consent of Tripura University. Any unauthorized assignment or subletting shall be deemed a breach of contract and may result in penalties, including but not limited to: Termination of the Purchase Order; Forfeiture of Performance Security; Blacklisting from Future Tendering Processes, Legal Action for Breach of Contract, etc. Tripura University reserves the right to take appropriate action as deemed necessary to protect its interests.

Force Majeure

- In the event of a force majeure circumstance, each Empaneled Vendor shall be excused from the non-fulfillment or delayed fulfillment of any contractual obligations, provided that the affected Vendor notifies the other party in writing within a reasonable timeframe. For the purposes of this Agreement, "force majeure" refers to events beyond the reasonable control of either party, including but not limited to: Natural disasters such as fire, flood, or earthquakes; Acts of war, terrorism, or civil unrest; Strikes, lockouts, or other labor disputes; Epidemics or pandemics; Quarantine restrictions; Sabotage or vandalism; Governmental actions or regulations, and any other unforeseen events beyond the control of the affected party. The affected Vendor shall make reasonable efforts to mitigate the impact of the force majeure event and resume performance as soon as practicable.

Penalty Clause

- Penalty for Delayed Delivery: In the event of delayed delivery beyond the stipulated timelines—28 days for Indian publications and 42 days for foreign publications—a penalty of 10% of the value of the belatedly supplied books will be levied.
- Request for Extension: Should the vendor anticipate a delay beyond the stipulated time, a written request with valid reasons for an extension must be submitted to the Librarian, Central Library, Tripura University, within two (2) days of receiving the purchase order. The University will consider granting an extension based on the justification provided.
- Verification of Non-Availability Claims: If a vendor cites non-availability, out-of-print status, or similar reasons for not fulfilling an order, the Central Library reserves the right to verify such claims directly with the concerned publishers at any stage.
- Consequences of False Claims : If any such claim is found to be false, the vendor will be debarred and blacklisted from future engagements with Tripura University. Appropriate actions will be taken as per the University's rules and regulations.

Arbitration/Jurisdiction

- In the event of any dispute or difference arising under or in connection with this Expression of Interest (EoI), the matter shall be referred to and resolved by arbitration. The decision of the competent authority of Tripura University shall be final and binding on all parties involved. All legal actions or proceedings arising out of or in connection with this EoI shall be subject to the exclusive jurisdiction of the competent courts located in Agartala, Tripura.

A handwritten signature in blue ink, followed by the date '12-11-25' written below it.

Document Submission Guidelines

- All pages of the attached documents must be duly signed and stamped by the authorized signatory of the firm. **Ensure that all pages are attached sequentially.** If possible, include proper pagination with an additional page of contents for the entire document. By signing these documents, you acknowledge and agree to the terms and conditions outlined in the Expression of Interest (EOI) and the Purchase Order for the supply of print books, print journals, and other associated information resources.

Communication:

- For any queries regarding print Books, print journals, and other associated information resources, please contact the Librarian, Central Library, Tripura University. (email: librarian@tripurauniv.ac.in)
- **Note :The Tripura University reserves the right to reject any/all the Tenders without assigning any reason thereof for the interest of the University.**



Assistant Registrar (Finance)

Discount Structure

The flat discount rates are applicable as under:

Sl.No.	Item Category	Discount Rate
01	Books by Indian Publishers (English Languages)	20%
02	Books by Foreign Publishers (English and other Languages)	25%
03	Books on Regional Languages (e.g. Sanskrit, Hindi, Bengali, Kokborok and other such categories)	10%
04	Central Govt./State Govt./Learned Societies/ Other Institutional Publications, etc.	As per the Prevailing policies
05	No Discount/Short Discount Title	No Discount

Signature & Seal of the Vendor (s)/ Proprietor :

Place :

Date :

All the documents mentioned should be submitted/uploaded in the Central Procurement Portal. Annexure- I

Technical Bid

Sl. No	Particulars	Details
1.	Name of the Firm	
2.	Complete Postal Address	
3.	Contact Address ; Name of the Contact Person; Email No.; Mobile No.; Website Address, etc.	
4.	Date of Establishment of Firm	
5.	Certificate of the Firm Registration	
6.	Name of the Proprietor/Director	
7.	Proprietorship Certificate	
8.	If partnership, Name and address of the partners	
9.	Registration No. of Federation of Publishers & Book Sellers Association of India (FPBAI)/Any other National Body (Please enclose a copy of the latest Registration Certificate.)	
10.	Permanent Account Number (PAN)/GSTN No.	
11.	Satisfactory performance certificates on supplying of print books from at least 03 Higher Educational Institutions under Central Funded Higher Government Institutions such as Central Universities, IITs, IIMs, NITs, IISER, NISER, CSIR or CFTIs, etc. (in last three financial years ending March 2025). [Attach the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client].	
12.	The vendor (s) should submit single highest value Purchase Order during any of the last three financial years (ending on March 2025) on	


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	supply of print books to Central Funded Higher Government Institutions such as Central Universities, IITs, IIMs, NITs, IISER, NISER, CSIR or CFTIs, etc. [Purchase order and Satisfactory Performance Certificate by the respective organization for the satisfactory Supply the order should be attached for that particular order]	
13.	Do you have direct import license. (If Yes, please attach a copy of the same)	
14.	Do you have an account with the reputed foreign publishers for importing books directly through them? (If yes, please furnish documentary proof)	
15.	Annual Turnover of the firm for the last 03 financial years: (a) 2022-23 (b) 2023-24 (c) 2024-25 (Attach proof copies duly certified by the Chartered Accountancy Firm).	
16.	Have your firm ever been debarred / blacklisted for doing business from any government organization/Govt. funded organization/Institution? If No, please furnish an affidavit raised on non-judicial stamp paper.	
17.	EMD (Refundable) Amount Transaction No..... Dt. Name of the drawing Bank	
18.	Cost of Tender Document (Non Refundable) Amount Transaction No..... Dt. Name of the drawing Bank	


12.11.25

DECLARATION

- I / we..... (Names of Vendor (s)/proprietor(s) / partner / shareholder (s) hereby declare that the information provided in this application form is true and accurate to the best of my/our knowledge.
- I/ we hereby declare that all matters related to Tripura University shall be treated as confidential, and no information shall be disclosed to any unauthorized person without the written permission of the competent authority.
- I/We, whose signatures appear below, am/are the authorized representative(s) of the firm.
- I/Weundertake the responsibility to promptly communicate any subsequent changes in the constitution or operations of the firm that may affect the accuracy of the information provided herein.
- I/Wehave read and understood the terms and conditions outlined in this Expression of Interest (EOI) and the Purchase Order for the supply of print books, print journals, and other associated information resources. I/We accept and agree to abide by these terms and conditions.
- I/Wedo hereby declare that all entries made in this Expression of Interest are true to the best of my/our knowledge and belief. No information has been deliberately concealed or misrepresented.
- I/We..... acknowledge that if, at any stage during or after the empanelment process, any information furnished or documents provided in this Expression of Interest are found to be incorrect, false, fabricated, or misleading, Tripura University reserves the right to: Cancel the empanelment; Forfeit the Earnest Money Deposit (EMD) of ₹1,00,000/-; Blacklist and debar the firm, and Take appropriate legal action as per applicable rules and regulations.

Signature & Seal of the Vendor (s)/ Proprietor :

Place :

Date :

Annexure-III

Detail of clients for supply of print books, print journals, and other associated information resources from Central Funded Higher Government Institutions.

Sl.No	Name of the Client	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y / N)	Order Date

Signature & Seal of the Vendor (s)/ Proprietor :

Place :

Date :

Annexure-IV

Detail of single purchase order with the highest value for the supply of print books, print journals, and other associated information resources from Central Funded Higher Government Institutions during any of the last three financial years (ending March 2025):

Sl. No	Name of the Client	Order Copy Enclosed (Y / N)	Satisfactory supply certificate enclosed (Y / N)	Order Date	Value of Print Books Supplied (Rs. In Lakhs)

Signature & Seal of the Vendor (s)/ Proprietor :

Place :

Date :

DISCOUNT STRUCTURE FOR PRINT BOOKS

The flat discount rates are applicable as under:

Sl.No.	Item Category	Discount Rate
01	Books by Indian Publishers (English Languages)	20%
02	Books by Foreign Publishers (English and other Languages)	25%
03	Books on Regional Languages (e.g. Sanskrit, Hindi, Bengali, Kokborok and other such categories)	10%
04	Central Govt./State Govt./Learned Societies/ Other Institutional Publications, etc.	As per the Prevailing policies

Signature & Seal of the Vendor (s)/ Proprietor :

Place :

Date :

DISCOUNT STRUCTURE FOR PRINT JOURNALS & MAGAZINES

The proposed discount to be mentioned by the bidder (s):

SL. No.	Type of Publication (s)	Discount (%)
01	Foreign Print Journal	
02	Foreign e-Journal	
03	Indian Print Journal	
04	Indian e-Journal	
05	Indian Magazine	
06	Foreign Magazine	

Signature & Seal of the Vendor (s)/ Proprietor :

Place :

Date :

Note: The standard terms and conditions governing the supply of print and online journals/magazines will be detailed in the Purchase Order issued by the Central Library, Tripura University. Bidders are encouraged to reach out via email (librarian@tripurauniv.ac.in) to the Central Library, Tripura University, for any queries or clarifications related to the supply of print journals and magazines.