



**EXPRESSION OF INTEREST FOR EMPANELMENT OF SUBSCRIPTION
AGENTS FOR SUPPLYING OF JOURNALS TO CENTRAL LIBRARY**

EOI REF. NO. : CUSB /C.L. /08/ 2018

DATED 31 / 05 / 2018

Applications are invited from reputed Publishers / Subscription Agents to seek empanelment as authorized Subscription Agents for supplying of journals to Central University of South Bihar.

Prescribed application form along with the copy of terms and conditions may be collected or may be downloaded from the official website www.cusb.ac.in / www.cub.ac.in .

The duly filled application form along with necessary self-attested documents and fees may be submitted **on or before 15/06/2018** by 05:00 PM to: - **The University Librarian, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post-Fatehpur, P. S.-Tekari, Dist – Gaya, 824236**, through Speed-Post Only.

Copy to:

1. System Analyst for uploading on university website: www.cusb.ac.in

(University Librarian)



**APPLICATION FORM FOR ENROLMENT AS SUBSCRIPTION
AGENTS / SUPPLIER FOR SUPPLY OF JOURNALS**

To
The University Librarian,
Central University of South Bihar,
SH-7, Gaya –Panchanpur Road, Vill- Karhara,
PO-Fatehpur, PS Tekari,
Gaya-824236, Bihar

Sir/ Madam,

In response to your letter no CUSB/ C.L./08 / 2018 Date: 31 / 05 / 2018 for registration and empanelment of Subscription agent/ Supplier for supply of journals to Central University of South Bihar, please find my duly filled application form along with application fee and relevant self-attested documents:

1.	Advertisement No. and Date	CUSB / C.L. /08 / 2018 Date: 31 / 05 / 2018
2.	Name of Firm	
3.	Postal address of the office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Application Fees of Rs. 2,000 (Rupees Two Thousand Only) in favour of Central University of South Bihar, Payable at Panchanpur-Gaya (Non Refundable) (i) Demand Draft No. (ii) Date of Issue (iii) Issuing Bank	
5.	Contact Information : (a) Name of the contact person (b) Telephone Number (c) Mobile Number (d) Fax Number (e) E-Mail (f) Website address, if any	
6.	Kind of Firm Name and address of Directors/Managing Directors/Proprietor/Partners	
7.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years	
8.	Permanent Account No. (PAN) of Firm / Director: (Copy Attached)	



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur
P.S- Tekari, District- Gaya (Bihar) PIN- 824236

9.	Bank Details : (a) Name of the Bank (b) Address (c) Bank Account No. (d) Name of the Account holder (e) IFSC code (f) MICR code (g) Date of opening of Account (h) Type of Account (Saving / Current)	
10.	Are you a distributor/dealer/ stockiest/executive/preferred agent/ Subscription Agents / supplier of the publishers? If so, please submit the most recent authority letters issued by the publishers.	
11.	Do you have satisfactorily executed a single order of worth Rs. 50 Lakhs to any Central or State University in a Financial Year during last three years (Order copies and satisfactory supply certificate should be attached)	
12.	Do you have satisfactorily supplied Print and E-Journals to any 2 Central Universities or Institutes – in last 2 years (Certificate should be attached)	
13.	Do you have direct import license. (If Yes, please attach a copy of the same)	
14.	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS : (a) 2014-15 : (b) 2015-16 : (c) 2016-17 : Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Account) Applicant Supplier must have a minimum average annual Turn Over of Rs. 200 Lakhs in last 3 consecutive Financial Year	
15.	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 hundred Only)	

Declarations:

1. I/We _____ (Names of Partners/Proprietors or
Directors) do hereby declare that the entries made in this application form are true to the best of my/our
knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or
working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept all terms & conditions.

Place :

Signature of Partner/Proprietor/Director

Date:

(Seal of the Firm)



**CRITERIA FOR REGISTRATION/EMPANELMENT OF PUBLISHER /
SUBSCRIPTION AGENTS FOR SUPPLY OF JOURNALS**

1. The Subscription Agent/Supplier shall be in existence for at least 05 years. Registration Certificate must be submitted as a Proof.
2. The Subscription Agent/ Supplier must have Minimum Turnover of Rs. 02.00 Crores or above for the Financial year ending March 2017. A copy of audited Balance Sheet and Profit & loss account must be submitted as a Proof.
3. The Subscription Agent/ Supplier should be serving prestigious Customers like Central Universities, IITs, IIMs ICMR, ICAR etc.. Order Copies should be attached as a proof.
4. The Subscription Agent/Supplier must have permission from the Reserve Bank of India to remit foreign exchange for the purpose of subscription of journals. The copy of such permission should be attached.
5. The Subscription Agent/ Supplier should be a member of GOC/FPBAI for last 03 years. As per GOC circular the journals should be supplied at NO Discount, but if any Special offer/ Uniform Discount for any of the Journals / Value added is to be mentioned clearly in the proposal.
6. The Subscription Agent/ Supplier must have PAN No. A copy of PAN is to be attached.
7. Preference will be given to the Subscription Agent/Supplier who can also provide online access to the journals subscribed, if it is available to subscribers free of cost.
8. Interested Subscription Agent/ supplier should enclose the copies of Appreciation Letters or Letters of Good Supply from Customers.
9. Late/Delayed Expression of Interest (EOI) will not be accepted.
10. The Subscription Agent/ Supplier's representative shall visit to reconcile supply status at least once in a month.
11. The enlistment of Subscription Agent/ suppliers shall be based on their status determined from the information furnished in the application form and also by confirming the authenticity and suitability.
12. The decision of the University regarding enlisting of the Subscription Agent/ suppliers shall be final.
13. The validity of the panel shall be for a period of Five years. However, their performance shall be reviewed by The University Librarian from time to time.
14. Application in the prescribed format along with the supporting documents is to be sent to: **The University Librarian, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar-824236** through Speed-Post only latest by 15-06-2018.
15. Superscribe the envelope with "Expression of interest for registration/empanelment of publisher / subscription agents for supply of Journals."



**TERMS AND CONDITIONS FOR SUBSCRIPTION OF FOREIGN
AND INDIAN JOURNALS**

1. The Subscription Agents /Supplier must attach price proof for each journal from publisher catalogue/ publisher website/Distributor's invoice etc.
2. The Subscription Agents / Supplier should submit the Bank Guarantee equivalent to ten percentage (10%) of the ordered amount before releasing of advance.
3. If the Journals are not found as per our approved list will be returned at the cost of Subscription Agents /supplier.
4. All correspondence along with invoice in triplicate should be addressed to **The University Librarian, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar-824236**
5. Subscription Agents /Supplier will acquire the journals by AIR MAIL and supply to **The Central Library, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar-824236** by Registered post at regular intervals, preferably every week, at no additional cost for air lifting /air mail.
6. In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable on the date of Proforma Invoice. Proof for the exchange rate charged must be enclosed with the bill.
7. No handling / service charges will be paid to the Subscription Agents /supplier.
8. **If there is any discrepancy or inability to process orders in time the same should be intimated immediately to the University Librarian.**
9. Every effort should be made to supply all the titles ordered in time. **In case of non supply, the subscription amount paid towards the same should be refunded within three months after the end of the subscription period without fail, penalty clause to pay back @ 1.25 times of the subscription of non-supplied journals.** Refund of amount will not be an excuse for non-supply.
10. Supplementary claims will be entertained on account of variation in exchange rate. Indian rupees equivalent to foreign currency on the date of Proforma Invoice only shall be paid.
11. University will pay 70% of the total subscription amount at the time of releasing supply order, 20% of the subscription amount to be paid after completion of subscription tenure and remaining 10% will be paid at the time of final settlement of advance.
12. Subscription Agents / Supplier should submit quarterly bill to the library for adjustment of advance taken for the purpose. All settlement for advance payment has to be done within the current financial year.



13. Claims of missing issues of journals should be settled within two years from the date of releasing the advance payment
14. If the publication of the journals is behind schedule, the same will be informed accordingly along with the expected date of availability.
15. **It would be obligatory on the Subscription Agents /supplier to ask the publisher of the journal to provide online access to the journal free of charge on following IP addresses, if it is available to subscribers, against the print copy.**

IP ranges : 14.139.210.81 – 14.139.210.94

Email: librarian@cusb.ac.in

16. **The University reserves the right to make any amendment in the above terms and conditions in the interest of library and the same will be binding on Subscription Agents /suppliers.**
17. **Before releasing advance payment, there shall be an agreement signed on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it, between the University and the Subscription Agents / Supplier with provision to ensure timely supply of journals**
18. The Subscription Agents / Supplier shall raise **invoice in triplicate** in the name of **University Librarian** for the journals along with price proof for the same.
19. The Subscription Agents /supplier shall send the packet of journals addressing to **The University Librarian, Central Library, Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar- 824236**, free of packing charges and transportation cost.