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# CENTRAL UNIVERSITY OF SOUTH BIHAR

NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur,  
Gayaji - 824236 (Bihar) India <https://www.cusb.ac.in>

## EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT JOURNALS TO RAJARSHI JANAK CENTRAL LIBRARY OF CENTRAL UNIVERSITY OF SOUTH BIHAR, GAYAJI (BIHAR).

EoI No. CUSB/RJCL/ 588/2026

Date: 08/09/2026

Application are invited from reputed publishers/Subscription Agents to seek empanelment as authorized subscription Agents for supplying of Print Journals to Rajarshi Janak Central Library, Central University of South Bihar.

Prescribed application form along with the copy of terms & conditions may be downloaded from the official website [www.cusb.ac.in](http://www.cusb.ac.in) / [www.library.cusb.ac.in](http://www.library.cusb.ac.in).

The duly filled application form along with necessary self-attested documents and fees may be submitted on or before 30/09/2026 by 5:00 PM to: - The University Librarian, Rajarshi Janak Central Library, Central University of South Bihar, NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur, Gayaji - 824236 (Bihar) through Speed Post/Registered Post.

Copy to:

1. System Analyst/Technical Assistant for uploading on university website: [www.cusb.ac.in](http://www.cusb.ac.in) and library website - [www.library.cusb.ac.in](http://www.library.cusb.ac.in).

Dr. Pramod Kumar Singh  
University Librarian  
Rajarshi Janak Central Library  
Central University of South Bihar, Gayaji



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NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur,  
Gayaji - 824236 (Bihar) India <https://www.cusb.ac.in>

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## APPLICATION FORM FOR EMPANELMENT AS SUBSCRIPTION AGENTS/ SUPPLIER FOR THE SUPPLY OF PRINT JOURNALS

To,  
The University Librarian,  
Rajarshi Janak Central Library,  
Central University of South Bihar,  
NH-120, Gaya Panchanpur Road  
Village - Karhara, Post. Fatehpur,  
Gayaji - 824236 (Bihar)

Sir/Madam,

In response to your letter/EoI. no. CUSB/RJCL/588/2026, Date: 08/09/2026 for registration and empanelment of subscription agent/Supplier for supply of Print Journals to Rajarshi Janak Central Library, 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/RJCL/588/2026<br>Date: 08/09/2026 |
| 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. 5,000/- (Rupees Five Thousand Only) in favour of Central University of South Bihar, Payable at Gaya, Bihar (Non-refundable) -<br>i. Demand Draft No.<br>ii. Data issue<br>iii. Issuing Bank |                                        |
| 5. | Contact Information:<br>a. Name of the contact person<br>b. Telephone Number<br>c. Mobile Number<br>d. Fax Number<br>e. E-mail<br>f. Website address, if any                                                                                    |                                        |
| 6. | Kind of Firm Name and address of Directors/Proprietors/Partners                                                                                                                                                                                 |                                        |
| 7. | Whether you are Income tax payee? If yes, please submit a copy of Income Tax Return(ITRs) filed for last three (3) consecutive years ending March 2026 along with balance Sheet and profit & Loss A/C (duly certified by Chartered Accountant)  |                                        |
| 8. | Permanent Account No. (PAN) of Firm / Director : (Copy Attached)                                                                                                                                                                                |                                        |

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|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 9.  | Bank Details :<br>a. Name of the Bank<br>b. Address<br>c. Bank Account no.<br>d. Name of the Account holder<br>e. IFSC Code<br>f. MICR Code<br>g. Date of opening of Account<br>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 satisfactory executed a single printed journal order of worth Rs. Twenty (20) Lakhs to any Central/State Universities in a year during last three years (Order copies and satisfactory supply certificate should be attached)                                                                                                               |  |
| 12. | Do you have satisfactorily supplied print Journals to any five Central/State Universities in the last three years (Certificate should be attached)                                                                                                                                                                                                      |  |
| 13. | Do you have direct import license?<br>(If yes, please attach a copy of the same)                                                                                                                                                                                                                                                                        |  |
| 14. | Annual Turnover of the firm for the last three consecutive Financial Years:<br>a. 2023-2024<br>b. 2024-2025<br>c. 2025-2026<br>Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant) Applicant supplier must have a minimum average annual Turn Over of Rs. One Crores 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 or 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 :

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(Seal of the Firm)

Ranjit Kumar



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NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur,  
Gaya - 824236 (Bihar) India <https://www.cusb.ac.in>

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## CRITERIA FOR REGISTRATION/EMPANELMENT OF PUBLISHERS/SUBSCRIPTION AGENTS FOR SUPPLY OF PRINT 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 average turnover of Rs. One Crores or above for the three Financial years ending March 2026, 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/State Universities, order copies should be attached as a proof.
4. The Subscription Agent/Supplier must be permission from the Reserve Bank India to remit foreign exchange for the purpose of subscription of Print journals. The copy of such permission should be attached.
5. The Subscription Agent/Supplier should be a member of GOC/FPBAI for last 05 years.
6. The Subscription Agent/Supplier must have PAN no. a copy is to be attached.
7. Preference will be given to the Subscription Agent/Supplier who can also provide online access to the Print journals subscribed, if it is available to subscribers free of cost.
8. Integrated 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/Supplier 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/Supplier shall be final.
13. The validity of the panel shall be for a period of Three years. However, their performance shall be reviewed by The University Librarian from time to time. This period is extendable further to one year from the date of expiry of the current empaneled period on the basis of mutual consent and satisfactory performance of the vendor/subscription agents in the previous periods subject to the approval of Competent Authority.
14. Application in the prescribed format along with the supporting documents is to be sent to: **The University Librarian, Rajarshi Janak Central Library, Central University of South Bihar, NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur, Gaya - 824236 (Bihar) through Speed-post/Registered Post/By hand only latest by date: / /2026.**
15. Superscribe the envelope with "Expression of Interest for registration/empanelment of Publisher/Subscription agents for supply of Print journals.
16. There are no needs to bank guarantee and advance payment will not be given for subscription/ renewal of Printed Journals.

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Pankaj Kumar

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## TERMS AND CONDITIONS FOR SUBSCRIPTION OF FOREIGN AND INDIAN PRINT JOURNALS

1. The Subscription Agents/Supplier must attach price proof for each Print journal from publisher catalogue/publisher website/Distributor's invoice etc.
2. If the Print Journals are not found as per our approved list will be returned at the cost of The Subscription Agents/Supplier.
3. All correspondence along with invoice in triplicate should be addressed to **The University Librarian, Rajarshi Janak Central Library, Central University of South Bihar, NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur, Gayaji - 824236 (Bihar).**
4. The Subscription Agents/Supplier will, acquire the Print Journals by AIR MAIL and supply to **The University Librarian, Rajarshi Janak Central Library, Central University of South Bihar, NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur, Gayaji - 824236 (Bihar).** By Registered post at regular intervals, preferably every week, at no additional cost for air lifting/air mail.
5. In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable on the date of Purchase order, Proof for the exchange rate charged must be enclosed with the bill.
6. No handling/service charges will be paid to the Subscription Agents/Supplier.
7. **If there is any discrepancy or inability to process orders in time the same should be intimated immediately to the University Librarian.**
8. Every effort should be made to supply all the titles ordered in time.
9. Supplementary claims will be entertained on account of variation in exchange rate. Indian rupees equivalent to foreign currently on the date of Proforma Invoice only shall be paid.
10. Claims of missing issues of journals should be settled within 03 months.
11. If the publication of the Print Journals is behind schedule, the same will be informed accordingly along with the expected date of availability.
12. It would be obligatory on the subscription Agent/Supplier to ask the publisher of the journal to provide online to the journal free of charge on following IP addresses, if it is available to subscribers, against the printed copy:

**IP range: 14.139.210.81 - 14.139.210.94**

**Email : [librarian@cusb.ac.in](mailto:librarian@cusb.ac.in) / [www.library.cusb.ac.in](http://www.library.cusb.ac.in)**

13. 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 the Subscription Agents/Suppliers.
14. The Subscription Agents/Suppliers shall raise invoice in triplicate in the name of University Librarian for the Print journals along with price proof for the same.
15. The subscription Agents /Suppliers shall send the packet of Print journals addressing **The University Librarian, Rajarshi Janak Central Library, Central University of South Bihar, NH-120, Gaya Panchanpur Road, Village - Karhara Post. Fatehpur, Gayaji - 824236 (Bihar).**

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Arshaf  
Rajarshi Janak  
Central Library  
(Office)  
Fatehpur Road, Gaya