



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 BOOKS TO RAJARSHI JANAK CENTRAL LIBRARY OF CENTRAL UNIVERSITY OF SOUTH BIHAR, GAYAJI (BIHAR).

SILENT INFORMATION	
Publication/Downloading of EOI	10 th September 2026 by 5:00 PM
Submission of Sealed EOI (with desired documents, duly attested Eoi document, Eoi processing fee, and EMD)	30 th September 2026 by 5:00 PM
Opening of Eoi	06 th October 2026
Eoi Processing Fee (in the form of DD)	Rs. 5,000/- (INR Five Thousand Only)
Earnest Money deposit (EMD) (in the form of DD/FDR)	Rs. 3,00,000/- (INR Three Lakh Only)
Period of Empanelment	Three Years from the date of empanelment with the successful Vendor.
Mode of Submission	Speed post/Registered Post.
Eoi 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, Gayaji - 824236 (Bihar)
Eoi can be downloaded from	http://library.cusb.ac.in/ https://www.cusb.ac.in/



pndiyu 8/09/26
(Dr. Pramod Kumar Singh)
University Librarian
Rajarshi Janak Central Library
Central University of South Bihar, Gayaji

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CENTRAL UNIVERSITY OF SOUTH BIHAR

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

Expression of Interest (EOI) For Empanelment of Vendors for Supply of Print Books to Rajarshi Janak Central Library, Central University of South Bihar, Gayaji (Bihar).

EOI No. CUSB/RJCL/ 587/2026

Date: 08/09/2026

Rajarshi Janak Central Library, Central University of South Bihar, invites EOI from the reputed Publishers/Booksellers/Distributors/Vendors (here in after known as Vendor) for empanelment of authorized Vendors for supply of Print Books to Rajarshi Janak Central Library of Central University of South Bihar for the empanelled period of three years from the date of empanelment between Central University of South Bihar and the successful vendor. This period is extendable further to one year from the date of expiry of the current empanelled period on the basis of satisfactory performance of the vendor in the previous periods by the University Librarian, subject to the approval of Competent Authority.

SILENT INFORMATION	
Publication/Downloading of EOI	10 th September 2026 by 5:00 PM
Submission of Sealed EOI (with desired documents, duly attested Eoi document, Eoi processing fee, and EMD)	30 th September 2026 by 5:00 PM
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Eoi Processing Fee (in the form of DD)	Rs. 5,000/- (INR Five Thousand Only)
Earnest Money deposit (EMD) (in the form of DD/FDR)	Rs. 3,00,000/- (INR Three Lakh Only)
Period of Empanelment	3 Years from the date of empanelment with the Vendor.
Mode of Submission	Speed post/Registered Post.
Eoi 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, Gayaji - 824236 (Bihar)
Eoi can be downloaded from	http://library.cusb.ac.in/ https://www.cusb.ac.in/



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

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1. INTRODUCTION:

Central University of South Bihar, Gaya (hereinafter referred to as CUSB) is a Central University.

2. PERIOD OF EMPANELMENT:

The period of empanelment will be of three years from the date of empanelment between Rajarshi Janak Central Library of CUSB and successful empanelled vendor(s). This period is extendable further to one year from the date of expiry of the current empanelled period on the basis of satisfactory performance of the vendor in the previous periods by the University Librarian, subject to the approval of Competent Authority.

3. EOI PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT:

Without the EOI PROCESSING FEES and EARNEST MONEY DEPOSIT (EMD) the EOI will not be considered for evaluation and empanelment.

- i. The EOI PROCESSING FEES : A Demand Draft for Rs. 5,000/- (Five Thousand only) (non-refundable) in the Favour of "Central University of South Bihar", payable at Gaya-Bihar is to be submitted as EOI processing fee along with the EOI.
- ii. EARNEST MONEY DEPOSIT (EMD) : A Demand Draft or FDR for Rs.3,00,000/- (Rs. Three Lakh Only) in the favour of "Central University of South Bihar", payable at Gaya-Bihar as Earnest Money Deposit is to be submitted along with the EOI.
- iii. The above Earnest Money Deposit (EMD) is refundable without any interest to the unsuccessful vendors after the process of empanelment is completed as per the EOI terms.
- iv. SECURITY DEPOSIT (SD): The successful vendors who so ever qualify for empanelment will have to submit the Security Deposit (SD) of Rs. 3,00,000/- (Rs. Three Lakh only) in the form of DD/FDR/Bank Guarantee (B.G.) prior to the execution of the Agreement with CUSB. If the vendor wishes to convert the EMD submitted in the form of DD/FDR, then the vendor will have to request in writing to the Registrar of CUSB.
- v. The EMD deposited by such vendors will be returned after submitting the Security Deposit.
- vi. The Security Deposit will be for the period of 38 (Thirty-Eight) months from the date of empanelment and will be refunded/returned to the Vendors without any interest.

4. ELIGIBILITY CRITERIA:

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below. The attested copy of relevant live/valid certificate/document in support of the information furnished by the vendor must be enclosed with the EOI proposal:

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- i. The Vendors should be an active member of FPBAI.
- ii. The Vendors should have Permanent Account No. (PAN) issued by the Income Tax Department.
- iii. The Vendors should have satisfactorily supplied print books to at least five Central/State Universities in each of the last Three financial years ending March 2026 (satisfactory supply certificates along with relevant order copies should be enclosed).
- iv. The vendors should have a minimum average annual turnover of Rs. Five (5) Crores in the last three financial years for printed books only, ending March 2026 (C.A Certificate should be enclosed).
- v. The vendors should have to enclose single highest value orders for purchase of Print books to any Central/State Government Universities along with satisfactory supply certificates for particular order in each Financial Years : 2021-2022, 2022-2023, 2023-2024, 2024-2025, 2025-2026 (Order copies & satisfactory supply certificates should be attached). The average of five financial year single highest value orders for purchase of print books have been taken for the selection of the vendors, preference will be given to the vendor having five financial year single highest value orders for purchase of print books.
- vi. The Vendors should submit Income Tax Return (ITRs) for the last 3 consecutive financial years (ending March 2026) (self-attested copy should have been enclosed).
- vii. The Vendors should submit Profit & Loss Account and Balance Sheet for the last three (3) consecutive financial years (ending March 2026) (Certified copy duly attested by Chartered Accountant should be enclosed).
- viii. The Vendors should be a distributors/dealers/stockiest/executive/preferred agent of the publishers. (The valid authority letters duly issued by the publishers should be enclosed).
- ix. The Publishers/Booksellers/Distributors/Vendors should not be ever being debarred/blacklisted from any Government Organization/Govt. Funded Organization. (Furnish an affidavit raised on Non-Judicial stamp paper of Rs. 100/-in this regard).
- x. All documents should be properly stamped & signed by the authorized signatory of the vendor, without signed & stamped the proposal should not be entertained.
- xi. The Publishers/Booksellers/Distributors/Vendors should submit their license of Import/Export code (IEC) certificate issued by Ministry of Commerce, Government of India (GoI) with the proposal.



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5. TECHNICAL PROPOSAL DETAILS:

The vendor has to furnish the desired information as per **Annexure-I** and has to attach all the relevant certified/attested documents etc. in support of the information and also the EoI document with the seal and signature of the authorized signatory. The above should be submitted for participating in the EoI. Vendor has to also fill up **Annexure-II, Annexure-III, & Annexure-IV** and submit along with EoI.

6. EOI VALID PERIOD:

The EOI shall remain valid for a period of 90 days from the date of opening of the EoI proposal.

7. EOI Evaluation & Empanelment of Vendors

CUSB will short list for empaneling maximum 5 to 10 Vendors. However, CUSB reserves all the rights to increase or decrease the number of vendors for empanelment without assigning reasons thereof decision of the university on any dispute related to selection of vendors for supply of books shall be final and binding.

The criteria for short listing of the eligible vendors for empanelment will be as under:

- i) The average of five financial years single highest value orders for purchase of print books have been taken for the selection of the vendor, preference will be given to the vendor having five financial years single highest value orders for purchase of print books.
- ii) The Purchase Order issued to the vendor during the five financial years (ending March 2026) will be considered for evaluation.
- iii) Purchase order without the certificate of satisfactory supply, issued from the concerned organization will not be considered for evaluation.
- iv) Merit for vendors having complied the above condition and executed the single highest value order for supply of Print Books only will be prepared.
- v) Top 5 to 10 vendors from the above merit will be empanelled, Subject to fulfillment of the other desired conditions of the EoI.

8. NOTIFICATION OF EMPANELMENT:

CUSB will notify the eligible vendors for empanelment to supply the books on above mentioned criteria by mail or registered letter. The empanelled vendor will have to send its acceptance and execute the agreement with CUSB within the stipulated time (one week). Failing which the vendor placed in the next merit may be considered for empanelment.



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9. ORDER, SUPPLY PAYMENT etc. FOR PRINTED BOOKS

a. Order Process-

- i. Purchase Order will be send to the empanelled Vendor through email.
- ii. Supply of the books has to be made strictly as per the Purchase Orders.
- iii. The Vendors should acknowledge the receipt of the Purchase Orders immediately through Email, as acceptance of the order within three working days.
- iv. Any clarification/query regarding the purchase order should be sought from the Librarian (email: librarian@cusb.ac.in, centrallibrary@cusb.ac.in) within seven days from the date of issue of purchase Order.

b. Supply of Printed Books-

- a. Consignment and mode of dispatch of the books should be to the address mentioned below-

The University Librarian,
Rajarshi Janak Central Library
Central University of South Bihar
NH-126, Gaya-Panchanpur Road,
Village - Karhara, Post - Fatehpur,
Gayaji-824236 (Bihar).

- b. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service / By Hand.

- c. Every supply should accompany with a Delivery Challan/Bill clearly bearing the details if the items supplied with quantity, unit price and total price.

c. Time Frame for Supply and Cancellation

- i. The Vendor will have to supply the desired Print Books within the stipulated time limit i.e. 45 days from the date of issue of the Purchase order. However, it may be noted that at sometimes the Vendors may have to deliver the books against the instant orders.
- ii. In case of delay in delivery of books due to be procured from abroad or Print on Demand. The Vendor has to inform and seek prior (at least 07 days before the Expiry of scheduled delivery (Time) permission from the librarian for grant of extension in period of supply time, stating the valid reasons for such extension.



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iii. Books must be in good & acceptable condition and not be the remaindered. CUSB does not accept any defective books, if supplied the same has to be replaced immediately without any extra charges.

d. Invoicing Procedure

- i. The Invoice should be submitted in Triplicate.
- ii. Invoice or bill should be raised in the name of "The University Librarian, Rajarshi Janak Central Library, Central University of South Bihar, NH-120 Gaya Panchanpur Road Village- Karhara, Post Fatehpur, Gaya- 824236 (Bihar)
- iii. Invoice should contain the PAN No., CUSB Purchase Order Number, Date etc.
- iv. The item in the invoice should be in the same order as given in the Purchase Order.
- v. Bill/Invoice should possess the certificate that no other charges has been included other than the cost of the books (s) supplied.
- vi. Separate Invoice should be raised against each Purchase Order.
- vii. The Invoice should have the following enclosure -
 - i. A certified copy of the latest Publisher's/Distributor's invoice copy or Publisher's online/ print catalogue copy as Price Proof if price is not printed on the book.
 - ii. A currency conversion proof with date.
 - iii. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

e. Currency Exchange Rate-

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in (INR) charged in accordance with the approved date of Exchange.
- ii. Reserve Bank of India (RBI) rates applicable on the date of order should only be followed and should be clearly indicated on the invoice.

f. Discount Structure

All types of print books (Indian/Foreign) except (Govt./Institution/Society/NGO) Publication should be supplied at 25% discount.



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g. PAYMENT TERM FOR THE SUPPLIED BOOKS:

- i. No advance payment will be made in any case before the supply of Print Books, Successful vendors have to provide the Bills in triplicate against the Purchase order.
- ii. Payment is released by CUSB generally within 90 days of supply of books provided by the Vendor following the terms and conditions of the Purchase order and that the supplied books are in good condition as per Purchase Order.

10. OTHER TERMS AND CONDITIONS-

a. General Terms

- i. CUSB reserves the right to accept or reject the EOI at any stage in part or in full without assigning any reason thereof.
- ii. CUSB reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI document in the interest of the university without assigning any reason thereof.
- iii. CUSB reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of agreements in the interest of university.
- iv. Conditional proposals will not be considered in any case.
- v. CUSB has all the rights reserved to procure any number of books from any of the empanelled vendors irrespective of their merit in the interest of the university.
- vi. Merely being an empaneled vendor does not guarantee the receipt of orders. Venders may receive larger, smaller, or even no orders at all. The CUSB will not entertain any complaints or claims from vendors regarding the orders allocated to them.
- vii. CUSB has all the rights to procure Books from other sources any time in the interest of the university other than the empanelled vendors.
- viii. Library edition if available should be preferred over paperback, cheaper and standard edition.
- ix. In case of non-availability of the above editions, then only hardbound editions should be supplied.
- x. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the CUSB, Central Library before filling the application form.
- xi. Incomplete EoI, application forms not filled properly or received after the due date and time will not be entertained. The decision of the university in this regard shall be final and binding upon the suppliers.

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xii. CUSB may issue amendment/corrigendum to the EoI document before the due date of submission, any amendment/corrigendum will be posted on the University website (<https://cusb.ac.in>, <https://library.cusb.ac.in>) only.

b. Termination for insolvency

The CUSB may at any time terminate the empanelment by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor become bankrupt or otherwise insolvent as declared by the Competent Court. Provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

c. Force Majeure

i. Should any force majeure circumstance arise, each of the contracting Vendor should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within 15 (fifteen) days of its occurrence informs in a written form by the other party.

ii. Force Majeure shall mean fire, flood, natural disaster or other act such as war, turmoil sabotage, explosion, epidemics, quarantine restriction, strikes and lock outs i.e. beyond the control of either party.

d. Penalty Clause

In case of delayed delivery of the books beyond forty-five days, a penalty of 0.5% per week or part thereof up to maximum of in total of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seek additional time beyond the stipulated time then the vendor has to send a written request with valid reasons for such extension, to the librarian for consideration. The CUSB may not grant extension on valid reason in the interest of the University.

e. Arbitration/Jurisdiction

i. In the event of arbitration or any dispute arising under the EoI, the decision of the Competent Authority, Central University of South Bihar, will be binding on the both the parties.

ii. In case of litigation, the Court of District Gaya/High Court of Bihar (Patna) along will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than district Court of Gaya/ High Court of Bihar (Patna) shall have jurisdiction in the matter.



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[Handwritten signatures and initials]

ANNEXURE - I

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,

In response to your advertisement for empanelment of Publishers/Book-sellers/Distributors/Vendors for supply of print books at your University. Please I, the authorized signatory on behalf of the firm, hereby furnish the desired information. EoI processing fee (Rs. 5,000/-) and EMD (Rs. 3,00,000/-) along with the relevant certified documents.

1.	Name of the firm:
2.	Registered Address :
3.	Contract details.
4.	Website:
5.	Mobile No.: (Authorized signatory)
6.	E-mail address:
7.	Date of Establishment of Firm:
8.	Name of the proprietor/Director:
9.	Name of Partner(s) (if any):
10.	Copy of Registration Certificate of FPBAI:
11.	Permanent Account No. & GST": (Attach copy of PAN No. & GST)
12.	Do you have satisfactorily supplied print books to at least five Central/State Universities, in each of the last Three financial years ending March 2026, If yes, the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (provide information in Annexure-II).
13.	The Vendors should submit single highest value Purchase Order during any of the last three financial years (ending on March,2026) for the supply of printed books only to any Central/State Universities, (Purchase order and Satisfactory Performance Certificate by the respective organization for the satisfactory Supply of ordered books should be attached for that particular order (Annexure - III).
14.	Annual Turnover of the firm for the last Three consecutive financial years for printed books only, ending March,2026 (C. A. Certificate should be enclosed)
i.	2025-2026:



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ii.	2024-2025:
iii.	2023-2024:
	Total :
	Average :
15.	Whether you are income tax payee? If so, please attach a copy of Income Tax Return (ITRs) filed for last three (03) consecutive financial years (ending March, 2026) along with photocopy of profit & loss account and balance Sheet duly certified by chartered Accountant.
16.	Are you a distributor / dealer/Stockiest/ exclusive/ preferred agent of the publishers? if so, please submit the valid authority letters issued by the publishers.
17.	Details of a non-refundable Eol processing fee as Demand Draft of Rs. 5,000/- (Rupees Five Thousand only) for empanelment (drawn from any nationalized bank in favour of "Central University of South Bihar" payable at Gaya - Bihar.
18.	Details of Demand Draft/FDR of Rs. 3,00,000/- (Rupees Three Lakh Only) as EMD (refundable) drawn from any nationalized bank in favour of "Central University of South Bihar" payable at Gayaji - Bihar.
	Details of EMD Demand Draft/FDR -
	No. :
	Date:
	For Rs.:
	Drawn on:
19.	Do you have direct import license? (If yes, please attach a copy of the same)
20.	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 of Rs. 100 (Rupees One hundred only).



21.

DECLARATION BY VENDOR

I/ We do hereby declare that entries made in this EoI format are true to the best of my/own knowledge and belief. Deliberately no information has been hidden or misled. If at any stage during and after empanelment, any information furnished and documents provided in this EoI are found to be incorrect/ false/ fabricated/ concocted/ misled, then the CUSB has all the rights reserved to cancel the offer /Empanelment, forfeit the EMD of Rs. 3,00,000/- and take appropriate action against my/our firm/organization.

Further, it is to declare that I have perused all the terms and conditions mentioned in this EoI, and are clear and acceptable to my/our firm/organization.

Date: _____

Place: _____

Signature of Authorized signatory

Seal of Firm



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ANNEUXURE - II

SN	Name of the Client (any Government University Central/State)	Order Copy Enclosed (Y/N)	Satisfactory supply certificate enclosed (Y/N)	Order Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



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ANNEUXURE - III

Details of single Purchase Order of single highest value Purchase Order during the last Five Financial Years (ending March, 2026) for the supply of printed books to client i.e. any government University (Central/State Universities).

Client Details	Order Copy Enclosed (Y/N)	Satisfactory supply certificate enclosed (Y/N)	Order Date	Value of Printed books supplied (Rs. in Lakh)



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ANNEUXURE - IV

Document enclosed in support of EoI

SN	Details of the Document	Number of Pages	Enclosure Page No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			



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