



COLLEGE OF AGRICULTURE  
CENTRAL AGRICULTURAL UNIVERSITY  
(IMPHAL) KYRDEM KULAI  
MEGHALAYA-793105, RI-BHOI  
E-mail: deancoakyrdemkulai@gmail.com

No.CAU/CoA-K/LIB/25-26/ 11

Dated:

19.09.25

**NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS AND E-BOOKS TO COLLEGE OF AGRICULTURE, CENTRAL AGRICULTURAL UNIVERSITY, KYRDEM KULAI FOR A PERIOD OF TWO YEARS.**

**Date of Publishing of Tender in the Website of University: September 20, 2025**

**Last date of filled-in Tenders submission: October 28, 2025 at 5.00 PM**

**Date & Time of opening of technical bid: October 29, 2025 at 11.00 AM**

**Last date of receiving Demand Draft Hard Copy by Post/Courier: October 28, 2025 at 5.00 PM**

The College of Agriculture, a constituent college of Central Agricultural University, Imphal located at Kyrdemkulai, Ri-bhoi, Meghalaya invites application for **"Empanelment of Vendors for the Supply of Books and e-Books"** for a period of **two years** in the prescribed format from the reputed vendor(s)/supplier(s)/distributor(s) in India, to the College of Agriculture, Kyrdemkulai Central Agricultural University, (Imphal). Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents to **the Dean, College of Agriculture, Central Agricultural University, (Imphal) Kyrdemkulai, Ri-bhoi district Meghalaya-793105**

(Signature)  
Dean  
College of Agriculture, CAU(I)  
Kyrdemkulai, Meghalaya  
793105

***Instruction for applicants, detailed terms and conditions, application formats are as follows:***

**INSTRUCTIONS FOR APPLICANTS**

- i. Interested vendors/distributors/suppliers should submit the application form in sealed envelopes super-scribing – **"Application for Empanelment for the Supply of Books and e-Books"**.
- ii. The response should be signed by the authorized signatory of the Vendor (s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- iii. The prequalified identity Bids (Technical Bids) are to be opened at the first instance & to be evaluated while at the second stage, the Financial Bid of only technically qualified Firms will be opened for the empanelment purpose after due

- Intimation. Thus, the bidders are advised to submit two separate sealed envelopes super scribing - "Prequalified Identity Bid (Technical Bid)" for the envelope containing documents with respect to Prequalified Identity Bid and "Financial Bid" for the envelope containing documents with respect to Financial Bid.
- iv. Incomplete and conditional applications will not be considered. 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 the term of contract making the firm concerned liable for legal action, besides termination of empanelment.
  - v. Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communications should be made. Failing to maintain this discipline, the applicants are liable to be blacklisted by the University.
  - vi. Responses received after the deadline will not be considered. No vendor /supplier/ distributor will be allowed to withdraw after submission of applications.
  - vii. The applications will be scrutinized and shortlisted for empanelment by the constituted Committee by the University. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
  - viii. The firm should submit a Bid Security (EMD) of **Rs.6,000/-** (Rupees Six Thousand Only) with their quotation in the form of a Demand draft payable to Dean, College of Agriculture, Central Agricultural University, (Imphal), Kyrdemkulai along with **Tender Processing Fees of Rs.500/- (Rupees Five hundred only) (non- refundable)**. The Bid Security will be returned to all the unsuccessful firms after the finalization of the empanelment procedure. EMD instrument is to be enclosed with Technical bid only. The offers without Bid Security, as well as Tender Processing Fees, shall be rejected.
  - ix. The **Demand Draft for EMD and Tender Processing fees should be made separately and not combined in one Demand draft.**
  - x. Copies of both the Demand Draft should be uploaded with the Technical Bid.
  - xi. Original Draft should be send by Post to **"The Dean, College of Agriculture, Central Agriculture University, (Imphal), Kyrdemkulai, Ri-bhoi district, Meghalaya-793105 on or before ..... 2025.**
  - xii. This empanelment will be valid initially for **Two years** from the date of start empanelment and University reserves the right to curtail or to extend the validity of empanelment on the same discount rates and terms and conditions for such period as may be mutually agreed subject to satisfactory performance of the empaneled vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the Dean.
  - xiii. After award of empanelment, in case of falling to adhere to the stipulated terms, condition and procedure, it will render termination of empanelment and/or blacklisting of the firm, and/or forfeiture of security deposit, as decided by the competent authority of College of College of Agriculture, CAU, (Imphal), Kyrdemkulai, Ri-bhoi district.
  - xiv. The EOI documents can be seen from the university website **www.cau.ac.in**



**TERMS&CONDITIONSFOREMPANELMENTOFBOOKAND E-BOOKS**  
**SUPPLIERS/VENDORS AT COLLEGE OF AGRICULTURE, CENTRAL**  
**AGRICULTURAL UNIVERSITY.KYRDEM KULAI,MEGHALAYA**

**GENERAL**

- i. The competent authority reserves the right to approve or reject any or all the applications of vendors, without assigning any reason, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- ii. College of Agriculture, Kyrdemkulai, Meghalaya reserves the right to add and/or drop any vendor to/from its empaneled list, and/or to place purchase order(s) with any vendor(s) at any time, with the approval of Competent Authority.

**ELIGIBILITY CRITERIA**

(Proof/ supporting documents to be closed in support of below eligibility criteria)

- i. The firm must have supplied books during last five years from the last date of submission of the proposal to any National Level Institutions like Central/State University, and Government Institutions. Letter of empanelment from at least five institutions and five satisfactory certificates mentioned above has to be submitted in support of this.
- ii. The firm must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI). Membership certificate issued by FPBAI should be submitted.
- iii. The firm should not be blacklisted by any Central/State University and Government Institutions in last five years from the last date of submission of the proposal. A Self-Declaration towards Non-Blacklisting as per Annexure-III should be submitted.
- iv. The firm must be an authorized distributor/ dealer/ supplier of the publishers. Recent authorization certificates from reputed publishers have to be submitted.
- v. The firm must have three direct business account with foreign publishers for supplying books. Copies of direct business account has to be submitted

College of Agriculture, Kyrdemkulai, Meghalaya reserves the right to cancel empanelment of Vendor, if the submitted affidavit for not having been blacklisted / delisted for minimum three (3) years by any of the Institutes or Universities or Government organization in India is found to be false at any stage. University will be at liberty to use appropriate metrics and weightage in evaluating the applications for completing the entire process for the empanelment of vendors/supplier for supply the print books.

All other documents, as required in terms of the tender, to claim eligibility.

## FINANCIAL BID

- i. The Discounts should be quoted as per the (Format as per **Annexure - I**). The bidders are advised to quote their DISCOUNTS against Publications and submit the same as the Financial Bid. No overwriting or cutting is permitted in the Financial Bid Form. In case if the same is found, tender will be completely rejected and EMD would be forfeited.

## EARNEST MONEY DEPOSIT (EMD)

- i. EMD of Rs. 6,000/-(Rupees Six Thousand Only) in the form of Demand Draft from any nationalized bank in favor of Dean, College of Agriculture payable at Kyrdemkulai should be enclosed with the proposal.
- ii. Any proposal not accompanied by EMD shall be rejected.
- iii. The EMD shall be forfeited if a firm withdraws his proposal during the period of validity of the proposal.
- iv. The EMD of non-empaneled firms shall be returned at the earliest after expiry of the validity of the proposal or within **30 days** after completion of empanelment process, whichever is earlier.

## VALIDITY OF THE PROPOSAL

- i. The proposal shall remain valid for a period of 180 days from the last date of submission of proposal.

## AWARD OF OFFER

- i. **For supply of books and e-Books, one or more vendor/s will be empaneled. The highest discount quoted by a firm for individual category publications (*Foreign Publications, Indian Publications - Single copy and Indian Publications - Multiple copies – as per Financial Proposal*) will be offered to all technically responsive vendors. Those vendors who accept the offer will be empaneled for supply of books.**
- ii. **The vendor/s should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.**
- iii. **Empanelment period will be two years from the date of empanelment.**

## PERFORMANCE SECURITY

- i. The EMD of empaneled vendor/s shall be automatically converted to Performance Security.
- ii. In case of non-supply of any title of three consecutive purchase orders, the Performance Security shall be forfeited and the Vendor shall be blacklisted for two years in addition to the termination of the empanelment.
- iii. Performance Security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of two years of empanelment period.



## **PRE-ORDER INQUIRY**

The Library may send a "Pre-order Inquiry" by email, to all the empaneled vendors, to know the price of the books if not available with Library. All the details inquired for must be provided. If any field is left blank, the response will not be considered.

## **PURCHASE ORDERS**

- i. The Library will place purchase orders with the empaneled Vendor (s) based on performance and their links with the publishers and distributors, as finalized by Library. The fixed discount agreed by the vendors will be applied.
- ii. Supply of books has to be made strictly against the purchase orders only.
- iii. The vendor shall supply books to the library of the College on F.O.R. destination inclusive of postage, packing and forwarding charges.
- iv. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, by email only.
- v. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

## **TIME-FRAME FOR SUPPLY**

- i. 30days (maximum)–for Indian/ Foreign titles (if available in India) from the date of issue of purchase order.
- ii. 60 days (maximum) – for foreign titles (if not available in India) from the date of issue of purchase order.
- iii. For urgent requirement, above time frame may not be considered.
- iv. If the requested title(s) is "Out of Print" (OOP), "Out of Stock" (OOS) or "Print on Demand" (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
- v. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- vi. In case there is a delay that is foreseen in supply, the concerned empaneled Vendor should send a request for extension of time with reasons, at least, five (05) Working days before due date of supply.
- vii. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may consider extension of time as may deem fit.
- viii. The supply should be free of freight charges. Supply must be made by Postal Speed Post Parcel/ Registered Parcel/ Courier Services/ Person or any other mode. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The University will not be liable for any loss, damage in transit

## **PLACE OF SUPPLY**

- i. Books or items ordered should be supplied to "The Dean, College of Agriculture, Central Agricultural University, Kyrdemkulai, Meghalaya – 793105

## **EDITION SPECIFICATIONS**

- i. Latest editions of books must be supplied;
- ii. By default, paperback editions/Indian edition of books should be supplied;
- iii. In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

## **INVOICING PROCEDURE AND CONVERSION RATES**

- i. Invoice is to be submitted in triplicate in the name of The Dean, College of Agriculture, Central Agricultural University, Kyrdekulai, Meghalaya
- ii. The invoice should contain the Purchase Order Number and Date. The items in the invoice should be as per the given purchase order.
- iii. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- iv. The invoice should be raised in favor of The Dean, College of Agriculture, Central Agricultural University, Kyrdekulai, Meghalaya - 793105
- v. One invoice should be raised against one purchase order (P. O.) only. Titles from different P. O.s should not be combined and supplied under one invoice and there will be no Part payment system.
- vi. In the case of foreign publications, the original price in the foreign currency shall be mentioned in the invoice along with the Indian price charged in accordance with the approved rate of exchange.
- vii. Financial Benchmark India Private Ltd. (FBIL) Reference Rate/ Currency Conversion Rate/Nationalized Bank rate as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

## **UNDERTAKING**

Every invoice should certify the following:

- i. The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- ii. The latest editions have been supplied, and they are not remaindered titles.
- iii. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected at any stage, the defective books/CDs shall be replaced free of cost, at the destination of supply.
- iv. Defective Items & Reverse Pickup: Reverse pick-up of the defective items is the responsibility of the Vendor (s) and the charges are to be borne by the vendors(s) only. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from the Library.



## **MANDATORY ENCLOSURES WITH INVOICE**

The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- i. In case of a foreign title:
  - a. If the price of the book is not printed, the Vendor must submit the publisher's invoice copy of the book as price proof.
  - b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then the Vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the invoice of the authorized exclusive distributor, as price proof.
- ii. In the case of Indian title: If the price of the book is not printed, then the Vendor must submit the publisher's /authorized distributor's invoice copy, as price proof. Publisher's Catalogue is generally not accepted as price proof.
- iii. In case of any price manipulation when detected at any stage, the Vendor shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one installment
- iv. Every price proof and currency conversion proof should be signed and stamped by the Vendor

## **PAYMENT**

- i. Once it is verified and found ok, the books and e-books will be duly processed officially and payment shall be made within 40 days after satisfactory supply of library books at the destination
- ii. Payment will be made within 45 days from the receipt of the consignment after submission of invoice.
- iii. Payment will be made in Indian rupees only through NEFT/RTGS/Wire Transfer within a reasonable time from the date of receipt of the consignment provided book (s) and e-Books are supplied and received in good conditions.

## **PENALTY**

- i. In case of delay delivery of ordered books and e-Books beyond seven days, a penalty of 1%per week or part thereof will be levied on the value of books supplied belatedly up to maximum 10% of the ordered value.

## **TERMINATION OF EMPANELMENT**

The University shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- i. In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the Vendor.
- ii. If the Vendor fails to deliver atleast 75% of the supply (in terms of the number of titles ordered) during a year.
- iii. If at any time, found that the information provided by the empanelled Vendor in any form about publications, services, and related matters are incorrect and result in losses in any form to the University. The University shall also reserve the right

to claim the amount of loss incurred by the University, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

### NO GRATIFICATION

- i. The vendors as per the undertaking given will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books. This will also debar the firm for participating in other tender floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.

### DISCOUNT

- i. Firm must provide minimum of **15% discount**. The **15% discount** is an indicative minimum amount only.
- ii. Only publications of Central/State governments and professional societies publication shall be allowed to be purchased at no discount plus actual freight charges will be applicable

### DISPUTE RESOLUTION

- i. In the event of any dispute or differences arising under this agreement, the decision of the Dean, College of Agriculture, Central Agricultural University, Kyrdemkulai, Meghalaya shall be final and binding on both the parties.

### APPLICABLELAW

- i. The Court of Jurisdiction shall be Meghalaya for all purposes.

1. Feb 19/9/2025  
Dean

College of Agriculture, CAU, (Imphal)  
Kyrdemkulai, Meghalaya

Dean.  
College of Agriculture,  
Kyrdemkulai  
Pin 793105



## ANNEXURE-I

**FINANCIAL BID**  
(Letter Head of the Bidder/Firm)

Date of Submission of e-Financial Bid:	
Tender for: Empanelment of Vendors for Supply of Books to College of Agriculture, Central Agricultural University, Kyrdekulai, Meghalaya	
Name of the Firm : Correspondence Address: Tel/ Mob No.: Email Id:	

Publications	Percentage of Discount % (In Figures)	Percentage of Discount % (In Words)
Foreign Publications (Single copy)		
Foreign Publications (Multiple Volume copies)		
Indian Publications (Single copy)		
Indian Publications (Multiple Volume copies)		
Central/State governments and professional societies publication		
e-Books (Foreign)		
e-Books (Indian)		

**Note:**

1. The discount percentage shall remain unchanged during the entire period of empanelment/ contract.
2. Conditional bids shall be rejected.
3. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail.
- 4. Please refer award of offer.**

**DECLARATION**  
(Letter Head of the Bidder/Firm)

I/We..... (Name of the Partner/s or  
Authorized Representative of Bidder) of ..... (Name of the  
firm) do hereby declare that the entries made here are true to the best of my/our knowledge.  
I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Signed by the Bidder)

Date:



**TECHNICAL BID**  
**(Letter Head of the Bidder/Firm)**

Date of Submission of Bid:		
Tender for: Empanelment of Vendors for Supply of Books to College of Agriculture, Central Agricultural University, Kyrdemkulai, Meghalaya		
Name of the Firm:		
Correspondence Address:		
Tel/Mob No.:		
Email Id:		
<b>Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be UPLOADED ONLINE</b>		
Sl. No.	Particulars	Details
1	Particulars of EMD(Rupees):	₹6,000/-
2	If exempted from deposit of EMD, submit valid documents in support Of this.	
3	The firm must have supplied books during last five years from the last date of submission of the proposal to any National Level Institutions like Central/State University, and Government Institutions. Letter of empanelment from at least five institutions and five satisfactory certificates mentioned above has to be submitted in support of this	
4	The firm must be a member of the Federation of Publishers & Book sellers Association of India(FPBAI).Membership certificate Issued by FPBAI should be submitted	
5	The firm should not be blacklisted by any Central/State University and Government Institutions in last five years from the last date of submission of the proposal. A Self-Declaration towards Non-Black listing as per Annexure-III should be submitted	
6	The firm must be an authorized distributor/ dealer/supplier of the publishers. Recent authorization certificates from reputed publishers Have to be submitted	
7	The firm must have three direct business accounts with foreign publishers for supplying books. Copies of direct business account has to be submitted	
8	Copy of PAN,GST Registration & latest GST Filling Copy should be submitted	
9	Bid Forwarding Letter as per format in Annexure-VI	
10	Power of Attorney/ Authorization Letter, if bid is submitted by the Authorized representative of the firm (on the Letterhead of the bidder)	
11	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any	
12	Annexure I ,II, III, IV,V & VI should be in firm's letter head signed and seal	

**DECLARATION**  
(Letter Head of the Bidder/Firm)

I/We..... (Name of the Partner/s or  
Authorized Representative of Bidder) of ..... (Name of the  
firm) do hereby declare that the entries made here are true to the best of my/our knowledge.  
I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Signed by the Bidder)

Date:



## UNDERTAKING

(Letter Head of the Bidder/Firm)

To,  
Tender enquiry No \_\_\_\_\_  
For supply of \_\_\_\_\_

- Sir,
1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ Having registered office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
  2. I/ We undersigned hereby bind myself/ ourselves to the Office of \_\_\_\_\_  
.....to supply.....The rates quoted by me/ us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
  3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of (herein after called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
  4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
  5. We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
  6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
  7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
  8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
  9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
  10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE:

NAME&DESIGNATION:

DATE:

NAME&ADDRESS OF THE FIRM: SEAL:

**UNDERTAKING ON FRAUD AND CORRUPTION**  
(Letter Head of the Bidder/Firm)

We M/s .....do hereby undertake that, in  
Competing for (and, if the award is made to us, in executing) the subject contract for  
supply of.....  
under tender reference no.....Dt ..... We  
Shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of proprietor/ Partner/ Director Designation:

Seal:



**ANNEXURE-V**

**SELF-DECLARATION ABOUT NON BLACK-LISTING**

(On the Letterhead of the Bidder/Firm)

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

To  
The Dean  
College of Agriculture,  
CAU, (Imphal), Kyrdemkulai  
Meghalaya - 793105

**Sub: Tender for 'Empanelment of Vendors for Supply of Books and e-Books to the College of Agriculture, Central Agricultural University, (Imphal), Kyrdemkulai, Ri-bhoi district, Meghalaya-793105**

Sir,

In response to EOI under reference, I/ We hereby declare that our firm is not blacklisted/ debarred and not declared ineligible for any reason by any National Level Institutions, State/ Central Universities and Government Institutions in last five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the empanelment offer if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Vendor)

ANNEXURE-VI

**BID FORWARDING LETTER**  
(On the Letter head of the Bidder/Firm)

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

To  
The Dean  
College of Agriculture,  
CAU, (Imphal), Kyrdekulai  
Meghalaya – 793105

**Sub: Tender for 'Empanelment of Vendors for Supply of Books and e-Books to the College of Agriculture, Central Agricultural University, Kyrdekulai, Meghalaya**  
Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD ₹6,000/- (Rupees Six Thousand Only) in the form of Demand Draft/Bank Guarantee in favor of Dean, College of Agriculture, Central Agricultural University, Kyrdekulai, Meghalaya and/ or certificate towards exemption of EMD, as applicable, are enclosed herewith.

I/We also keep the offer open for 180 (One Hundred Eighty) days from the date of opening of financial bids.

Yours faithfully,

(Name & signature with stamp of the bidder)