



## HIMACHAL PRADESH UNIVERSITY SUMMER HILL, SHIMLA-171005

EOI NO. HPUL/Empanelment/2025

Dated: 17.10.2025

### Expression of Interest (EOI) for

Empanelment of Vendors for the Supply of Books to  
Central Library, Himachal Pradesh University  
Shimla-171005 (H.P.)

Key Events/Dates		
Publishing of EOI Document	Start Date	17.10.2025
	End Date	06.11.2025
Bid Opening	Date	11.11.2025

**The copy of EOI Document and other terms and conditions are available at website: [www.hpuniv.ac.in](http://www.hpuniv.ac.in) under the head "Tenders".**

**Inviting Expression of Interest (EOI) for Empanelment of Vendors for Supply of  
Print Books to Central Library of Himachal Pradesh University**

Central Library of Himachal Pradesh University, Summer Hill, Shimla invites Expression of Interest (EOI) for “Empanelment of Vendors for the supply of Books” on prescribed Format from bidders i.e Publishers(s)/Distributor(s)/Supplier(s)/Vendor(s) to Central Library of Himachal Pradesh University Shimla. The Empanelment will be valid for a period of three years from the Date of Empanelment. Interested bidders may submit the EOI complete in all respects along with Tender Fee of Rs. **5,000.00** (Non-refundable) in favor of The Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5 along with the required documents to “**The Incharge Library, Central Library of Himachal Pradesh University, Summer Hill, Shimla-171005, Himachal Pradesh, India**” through Speed Post on or before **06.11.2025**.

**Eligibility Criteria:**

1. Income Tax Return for last three years i.e 2021-22, 2022-23, 2023-24 is to be enclosed with the EOI.
2. An Earnest Money Deposit (EMD) amount of **Rs. 1,00,000/- (One Lakh Only)** in the form of **DD/FDR** has to be submitted in favor of the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5. The EMD of non-empanelled bidders shall be returned at the earliest.
3. Performance security (refundable) of Rs. 5,00,000/- in the form of **DD/FDR** has to be submitted in favor of the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5 shall be deposited by the successful bidders within 15 days of finalization of empanelment process/ supply order/ notification of empanelment and shall remain with the University upto the final completion of the contract.
4. The annual turnover of the bidder should be **Rs. 2 Crore (Two Crore) for last three (03) years** i.e 2021-22, 2022-23, 2023-24 duly certified by the Chartered Accountant (CA) and should be supported with copy of their three (03) years’ balance sheet i.e 2021-22, 2022-23, 2023-24 and PAN/TAN/GST number and

address proof along with the Expression of Interest (EOI) .

5. The bidder will have to give an undertaking on stamp paper of Rs. 100/- duly attested by the Executive Magistrate or above, that the bidder has not been blacklisted by any Universities/ Educational Institutions/ Govt. Departments.
6. Letter of supply order and empanelment from at least Five (05) Universities/Higher Educational Institutions/ Government Department Libraries and Five (05) satisfactory certificates from the end user of said institutions for the past three years i.e. 2021-22, 2022-23, 2023-24 on their institutional letter head duly signed/certified by the Competent Authority are required to be submitted along with the EOI.

#### **Terms and Conditions for Supply of Books/Documents:**

1. **Discount 25%:** However, in case of special publications/Government Publications controlled by the Government discount will be as per Publisher/Government Policy for which the bidders have to enclose documentary evidence in this regard. **All the supply should be made with 25% minimum discount and higher discount will be appreciated on the catalogue price or MRP on books whichever is less.**
2. It will be mandatory for bidder to deliver/supply minimum 80% of ordered titles. The office must be intimated by the bidder within a period of **Twenty (20)** days from the date of receipt of the supply order, regarding the titles can't be supplied even up to the valid date with full justification subject to satisfaction to the University authorities.
3. **Delivery:** The books will be delivered to the Library either through the registered post or by the supplier himself/herself, the expenditure of which shall be borne by the supplier. The books/documents are to be delivered to the **"The Incharge Library, Central Library, Himachal Pradesh University, Shimla-171005"** and should obtain a proof of receipt on the challan. As all orders are time bound the period of supply of Indian publisher books will be restricted to thirty (30) days and foreign publishers books will be forty five (45) days from the issue of the order failing which penalties @2% per week will be charged of the order. However, if the bidder seeks additional time beyond the above mentioned time period due to enforced majeure only, the bidder needs to send a written request with valid reason for such extension to the Incharge Library for consideration.

4. **Bill:** The bill should be in duplicate and pre receipted should be in the name of **The Incharge Library, Central Library, Himachal Pradesh University, Shimla-171005**. It should also contain the order Number with date. It is also mandatory to send a soft copy of bill via **E-mail:inchargelibraryhpu@gmail.com**. The body of the bill should have following certificates:
- The book supplied is latest edition and are not remainder titles.
  - Correct price as per Publisher Catalogue has been charged
  - Conversion rate have been charged as per **Reserved Bank of India Rate**.
  - The book has not been sold out on less price as charged.
5. **Consignee:** **The Incharge Library, Central Library, Himachal Pradesh University, Shimla-171005 (HP).**
6. **Packing:** Packing list having full particulars of the books must be kept in packing list. The particulars of the order number and date should also be there.
7. **Payment:** Payment will be made within reasonable time after receipt of the consignment if the books are in good condition and no discrepancy is there.
8. The bill must contain the item number of the Order against the title supplied.
9. All the books supplied should be as per specification, if the books are not found in good condition and up to the mark, the same will be sent back and the expenditure will be borne by the supplier. Supply must be assured for each and every title ordered within the stipulated time. In case of failure, order may be cancelled for title and no future order will be placed with the bidder.
10. The University has the right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
11. The University reserves the right to terminate the empanelment at anytime without assigning any reason.
12. Submission of bid does not confer any right on any bidder for empanelment with the Himachal Pradesh University, Shimla.
13. Foreign publications if available at Special Indian Price must be supplied at Indian Price.
14. The University reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
15. The University's decision in all the matters of procurement of books shall be final and binding on all concerned;

**16. Dispute Settlement:** In case of any dispute or difference arising between the parties under the contract, then and in such an event the same shall be referred to the Registrar, Himachal Pradesh University, Shimla who shall act as the SOLE ARBITRATOR and his/her decision shall be binding and conclusive upon both the said parties and this clause shall be deemed a submission within the meaning of Arbitration and Conciliation Act 1996 or Statutory modification or re-enactment there-of. It is specifically agreed that the bidder shall continue to render his services provided herein with all the due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration. The venue of Arbitration proceedings shall be at Shimla. It is further agreed between the parties as hereto that the Shimla Courts alone shall have the exclusive jurisdiction.

Sd/-  
**Incharge Library**

### Application for Empanelment as Library Book Supplier

S/No.	Particulars		Page no.
1.	Name of the Supplier/Vendor/Firm		
2.	Address for communication		
3.	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Contact person</div> <div style="width: 30%;">Phone Number</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">Email ID</div> </div>		
4.	Establishment year		
5.	Two Crore (2 Cr.) turn over during last three (03) years alongwith CA Certificate and balance sheet for the year 2021-22, 2022-23, 2023-24		
6.	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Bank details</div> <div style="width: 30%;">Name:</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">Branch:</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">Account number:</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">IFSC Code:</div> </div>		
7.	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">PAN details</div> <div style="width: 30%;">Number:</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">PAN holders name:</div> </div>		
8.	Are you dealing with language Books (Hindi, English, Sanskrit, etc.):		
9.	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Processing Fee/ Tender fee (Rs.5000/- Non-refundable)</div> <div style="width: 30%;">In the form of Demand Draft In favor of Finance Officer, HPU, payable At Shimla</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">Dated:</div> </div>		
10.	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Earnest Money Deposit(EMD) (Rs.1,00,000/- Refundable)</div> <div style="width: 30%;">In the form of DD/Fixed Deposit Receipt(FDR) Duly pledged in The name of Finance Officer, HPU, Shimla-5</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 30%;">Dated:</div> </div>		
11.	Copy of duly certified ITR for the year 2021-22, 2022-23, 2023-24		
12.	GST Number		

I/We, as the authorized representative of M/S..... hereby declare that, the information furnished above is correct and true. I/We confirm the acceptance of all the condition laid down by Himachal Pradesh University authority for empanelment as Library book Supplier. The supporting documents for the above mentioned data have been attached.

Place:  
Date:

Signature with seal

**ELECTRONIC CLEARING SERVICE (Credit Clearing) / REAL TIME GROSS  
SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

<b>Name of Institute</b>	
<b>Complete Contact Address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>E-Mail:</b>	

**BANK ACCOUNT DETAILS**

<b>Name of Account (As Per Bank Record)</b>	
<b>Account Number of Above Account</b>	
<b>IFSC Code No. of Bank</b>	
<b>Bank Name(Full)</b>	
<b>Branch Name</b>	
<b>Complete Branch Address</b>	
<b>Telephone No.</b>	
<b>E-Mail:</b>	
<b>MICR Code No. of Bank Branch</b>	
<b>Account Type (SB/ CURRENT/ CASH CREDIT <i>etc.</i>)</b>	