

## Minutes of the Meeting

In reference to the published e-tender on GeM portal (Ref No csjmu/purchase/89/2025 dated 08.01.2025. A few rectifications has been brought to the notice for which a Corrigendum need to be published on the University Website.

ई-निविदा प्रपत्र के बिन्दु संख्या-07 (Eligibility Criteria) के भाग 05 को निम्नानुसार पढा जाये:-

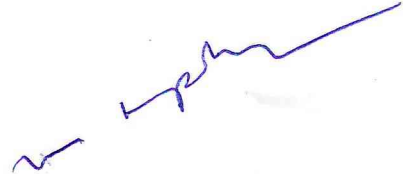
“The vendor should have to enclose a single highest value order Rs 50,000,00.00 (Rupees Fify lakh) for the supply of print books to any Central/State Government University or Institute of National Importance along with a Satisfactory Supply Certificate for a particular order in the last three financial years” (Order copy and satisfactory supply certificate should be attached) |

2. ई-निविदा प्रपत्र के बिन्दु संख्या-07 (Eligibility Criteria) के भाग 10 जोडा गया है :-

“More than one vendors who are technically qualified, if agreed to supply the books on the highest quoted discount rates, they will also be emapanelled by the University for supplying of books to the University Library. It is totally discretion of the University to distribute the orders among the vendors, one vendor can get of less or more value order or no order on the highest quoted discount rates, No Claim by any vendor will be entertained by the University for receiving of high values or less value orders.”











Ref. No.

Date :

## वेबसाइट पर प्रकाशनार्थ

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

शुद्धिपत्र/संशोधन सूचना

सी.एस.जे.एम.वि.वि./आर.कैम्प/ /2025 दिनांक: / /2025

पत्रांक संख्या- सी.एस.जे.एम.यू./कय/89/2025 दिनांक:08/01/25द्वारा पुस्तकों के क्रय हेतु ई-निविदा आमंत्रित किये गये थे परिस्थितियों के दृष्टिगत अग्रलिखित संशोधन किये जाते हैं :-

1. ई-निविदा प्रपत्र के बिन्दु संख्या-07 (Eligibility Criteria) के भाग 05 को निम्नानुसार पढा जाये:-

“The vendor should have to enclose a single highest value order Rs 50,000,00.00 (Rupees Fifty lakh) for the supply of print books to any Central/State Government University or Institute of National Importance along with a Satisfactory Supply Certificate for a particular order in the last three financial years” (Order copy and satisfactory supply certificate should be attached) |

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प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

1. निजी सचिव, माननीय कुलपति जी के अवलोनार्थ।
2. प्रभारी, कम्प्यूटर सेण्टर को इस आशय से प्रेषित है कि उक्त शुद्धिपत्र/संशोधन सूचना ई-निविदा एवं विश्वविद्यालय की वेबसाइट पर अपलोड कराने का कष्ट करें।
3. वैयक्तिक सहायक, वित्तअधिकारी
4. वैयक्तिक सहायक, कुलसचिव
5. सम्बन्धित पत्रावली

कुलसचिव



### e-Tendering Schedule Through GeM Portal

Name of the E-tender: Rate Contract for Vendor Empanelment for Purchase of Books  
to C.S.J.M.University, Kanpur

Date ,time & place of submission of indicated desire Hardcopies with fees & EMD in the sealed envelope To...	Tender box kept in the Account officer, office C.S.J.M. University, Kanpur submitted up <sup>to</sup>
Tender value	10000000.00 (Rs.One crore)
Tender Fees	<del>3000.00</del> +GST@18%=Rs. 3540.00
EMD	300000.00 (Rs.Three lakh) [03% of total tender value]
<b>Schedule of Tender</b>	
Publishing Date	10-1-2025
Bid submission start date and time through E- Tender Portal	10-1-2025
Bid Submission End date and time	20-1-2025
Date & time of opening of Technical Bid	21-1-2025
Venue	Account Officer, Office C.S.J.M.University. Kanpur

NOTE:- Hard Copies must be submitted on above place and date ,Tender box kept  
In the Account Officer, office C.S.J.M.University, Kanpur-208024 failing to  
Which bid will be treated as incomplete and will be rejected.









# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

## CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

(Formerly Kanpur University Kanpur-208024)



Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

### NOTICE - E-Tender for Supply of Print Books for Central Library

### Empanelment of the vendors for Supply of Print Books to the university library for one year.

e-Tender is invited from reputed Booksellers/Distributors/Vendors to supply books to Chhatrapati Shahu Ji Maharaj University, Kanpur for one year and may be extended for two more years. Prescribed application form along with the terms and conditions may be downloaded from the website: <https://www.etender.nic.in>

#### Key Event & Dates

1.	Date of issue of Tender Notice	
2.	Tender Application - start date	
3.	Tender Application - end date	
4.	Date of opening of tender Bid	
5.	Mode of Submission	Online
6.	Corresponding Address	Registrar, Chhatrapati Shahu Ji Maharaj University, Kanpur (Formerly Kanpur University, Kanpur) Kalyanpur, Kanpur-208024

*[Handwritten signatures and initials]*



**छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर**  
**CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR**  
 (Formerly Kanpur University Kanpur-208024)



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*A*      *Ch*      *Bh*





# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

## CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

(Formerly Kanpur University Kanpur-208024)



### 1. INTRODUCTION:

Chhatrapati Shahu Ji Maharaj University, Kanpur (hereinafter referred to as CSJM University) is a State University.

### 2. PERIOD OF EMPANELMENT:

The period of empanelment will be of one year from the date of the agreement between CSJM University and successful vendor(s). This period is extendable further on the basis of mutual consent and satisfactory performance of the vendor in the previous empaneled periods.

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

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

### 4. The PROCESSING FEES: A Demand Draft for Rs. 3,000/- (non- refundable) in the Favor of "The Finance Officer, Chhatrapati Shahu Ji Maharaj University is to be submitted as a processing fee.

### 5. EARNEST MONEY DEPOSIT (EMD): A Demand Draft or FDR for Rs. 3,00,000/- (Rs. Three Lakh Only) in the favor of "The Finance Officer, Chhatrapati Shahu Ji Maharaj University as Earnest Money Deposit is to be submitted. The above EMD is refundable without any interest to the unsuccessful vendors after the process of the empanelment is completed.

### 6. 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 Lakhs) in the form of DD/FDR/Bank Guarantee (B.G.) before the execution of the Agreement with CSJM University. If the vendor wishes to convert the EMD submitted in the form of a DD, then the vendor will have to request it in writing to CSJM University. The Security Deposit will be for one year from the date of empanelment and will be refunded/returned to the Vendor without any interest after the empanelment is over.

### 7. ELIGIBILITY CRITERIA:

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

- i. The vendor should be a registered member of national-level trade federations like FPBAI/FIP. A copy of the Registration certificate must be enclosed with the proposal.
- ii. The Vendors should have Permanent Account No (PAN) issued by the Income Tax Department.
- iii. The vendor should have satisfactorily supplied books to any 10 Government Universities-Central/State or Institutes of National Importance in the last three financial years (satisfactory supply certificates and relevant order copies should be attached).  
\*Note: - Out of 10 orders 05 orders should be from Uttar Pradesh Govt. Universities (Central/State) / Institutes of National Importance only.
- iv. The vendor should have a minimum average annual turnover of Rs. 200 Lakhs in the last three (3) consecutive financial years (2021-2022, 2022-2023, and 2023-2024) (C.A. Certificate should be attached).
- v. The vendor should have to enclose a single highest value order for the supply of print books to any Central/State Government University or Institute of National Importance along with a Satisfactory Supply Certificate for a particular order in the last three financial years (Order copy and satisfactory supply certificate should be attached)
- vi. The vendor should enclose ITRs for the last 3 Assessment years (2021-2022, 2022-2023, and 2023-2024) and a photocopy of P/L and Balance Sheet duly certified by a Chartered Accountant.



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- vii. The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- viii. The Publishers / Booksellers / Distributors / Vendors should not be ever being debarred/blacklisted from any Government Organization/Govt. Funded Organizations. (Furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- in this regard).
- ix. All documents should be properly stamped & signed by the authorized signatory of the vendor. Without signed & stamped the proposal should not be entertained.

### 8. TECHNICAL PROPOSAL DETAILS:

The vendor has to furnish the desired information as per the Application Form and attach all the relevant certified/attested documents, etc., in support of the information and the document with the seal and signature of the authorized signatory. The above should be submitted for participation in the tender process.

### 9. EVALUATION-& EMPANELMENT OF VENDORS

The University is not bound to accept all qualified bidders and reserves the right to accept or reject any proposals without assigning any reasons. The acceptance of the qualified bidders rests with the University on its eligibility criteria. The decision of the University's Vice-Chancellor on any dispute related to the selection of a vendor for the supply of books shall be finalized.

### 10. NOTIFICATION OF EMPANELMENT:

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

### 11. ORDER, SUPPLY, PAYMENT etc. FOR PRINTED BOOKS

#### a. Order Process-

- i. The purchase order will be sent to the empaneled vendor by email.
- ii. Supply of the books has to be made strictly as per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Librarian (email: [library@csjmu.ac.in](mailto:library@csjmu.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,  
Chhatrapati Shahu Ji Maharaj University, Kanpur  
(Formerly Kanpur University, Kanpur)  
Kalyanpur, Kanpur-208024**

- b. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.
- c. The purchase order will be inclusive of freight charges, loading-unloading, packing-forwarding, transit insurance, etc.).
- d. Every supply should be accompanied by a Delivery Challan/Bill bearing the details of the items





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supplied with quantity, unit price, and total price.

### c. Time Frame for Supply and Cancellation

- i. The Vendor will have to supply the desired Printed Books within the stipulated time limit i.e. 60 days from the date of issue of the Purchase order. However, it may be noted that sometimes the Vendor 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 the period of supply time, stating the valid reasons for such extension.
- iii. Books must be in good & acceptable condition and not the remaindered one. CSJM University will 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, Chhatrapati Shahu Ji Maharaj University, Kanpur (Formerly Kanpur University, Kanpur) Kalyanpur, Kanpur-208024
- iii. Invoice should contain the PAN No., CSJM University Purchase Order Number, Date, etc.
- iv. The items 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 have been included other than the cost of the book(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/printed 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 a seal and the 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 rate of Exchange.
- ii. Reserve Bank of India (RBI) rates applicable on the date of order should only be followed and should be indicated on the invoice.



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### f. Discount Structure

The discount rates shall be applicable as under:

S.N.	Item Description	PERCENTAGE OF Flat DISCOUNT OFFERED in all type of books To be entered by the Bidder
1	All books, i.e. – Text books, Reference material, handbooks, dictionaries and encyclopedias, Central Govt. Publications etc.	

### g. PAYMENT TERM FOR THE SUPPLIED BOOKS:

No advance payment will be made in any case before the supply of Printed Books. Successful vendors have to provide the Bills in triplicate against the Purchase order.

Payment is released by CSJM 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.

## 12. OTHER TERMS AND CONDITIONS-

### a. General Terms

- i. CSJM University reserves the right to accept or reject the Application at any stage, in part or in full without assigning any reason thereof
- ii. CSJM University reserves the right to relax/amend/withdraw any of the terms and conditions contained in the tender document in the interest of the University without assigning any reason thereof,
- iii. CSJM University reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of the agreement in the interest of the University.
- iv. Conditional proposals will not be considered in any case.
- v. CSJM University has all the rights reserved to procure any number of books from any of the empaneled vendors irrespective of their merit in the interest of the university.
- vi. Merely getting empaneled does not ensure that the purchase order will be replaced by CSJM University.
- vii. CSJM University has all the rights to procure Books from other sources at any, time in the interest of the university other than the empaneled vendors.
- viii. Paperback editions of the books should be supplied if available, and Cheaper Editions or International Editions should be supplied if available.  
In case of non-availability of the above editions, then only hardbound editions and original foreign editions should be supplied. A certificate from the vendor should be enclosed along with its invoices in this regard.
- ix. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have the right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.
- x. Please go through the Eligibility Criteria for Empanelment for the supply of printed books to the CSJM University, Central Library/Department before filling out the application form.





# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

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- xi. Incomplete Application or 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.
- xii. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have the right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.
- xiii. CSJM University may issue an amendment/corrigendum to the tender document before the due date of submission. Any amendment/corrigendum will be posted on the University website (<https://csjmu.ac.in/>) only.

### b. Termination for insolvency

The CSJM University may at any time terminate the Agreement by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor becomes 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 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 a maximum of in total of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seeks 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 CSJM may or may not grant an extension in the interest of the University.

### e. Arbitration/Jurisdiction

- i. In the event of arbitration or any dispute arising under the tender document, the decision of the Vice Chancellor, CSJM University will be binding on both parties.
- ii. In case of litigation, the court of Kanpur alone 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 Kanpur Court shall have jurisdiction in the matter.

*[Handwritten signatures]*



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***Details of Bank Drafts to be attached with the Application***

Name of the vendor : \_\_\_\_\_

Address with telephone : \_\_\_\_\_

1. Details of a DD of Rs. 3,000/- (Rupees Three Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring "**Finance Officer, Chhatrapati Shahu Ji Maharaj University payable at Kanpur.**"

Demand Draft Details

- a) Demand Draft No \_\_\_\_\_
- b) Date \_\_\_\_\_
- c) For Rs \_\_\_\_\_
- d) Drawn on \_\_\_\_\_

2. Details of Demand Draft/FDR of Rs. 2,00,000/= (Rupees Two Lakh only) and Rs. 1,00,000/- (Rupees One Lakh only) for Kanpur Local as security deposit (refundable) drawn from any nationalized Bank favoring "**Finance Officer, Chhatrapati Shahu Ji Maharaj University payable at Kanpur**"

Demand Draft Details

- a) Demand Draft No \_\_\_\_\_
- b) Date \_\_\_\_\_
- c) For Rs \_\_\_\_\_
- d) Drawn on \_\_\_\_\_

*(Handwritten signatures)*





**(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)**

To,  
The Registrar  
Chhatrapati Shahu Ji Maharaj University, Kanpur  
(Formerly Kanpur University, Kanpur)  
Kalyanpur, Kanpur-208024

Sir,  
In response to your advertisement/e-tender for registration and empanelment of vendors for the supply of books to your University, please find my /our duly filled application form along with the application fee security deposit and relevant documents.

1. Name of the Firm \_\_\_\_\_

2. Address \_\_\_\_\_

3. Contact No \_\_\_\_\_ Fax \_\_\_\_\_

4. Website (if any) \_\_\_\_\_ Mobile No. of contact person(s) \_\_\_\_\_

5. E-mail address \_\_\_\_\_ @ \_\_\_\_\_

6. Date of Establishment of Firm/Company \_\_\_\_\_

7. Name of the Proprietor/Director \_\_\_\_\_

8. Name of Partner (if any) \_\_\_\_\_

9. Copy of the Registration certificate of FPBAI/FIP. \_\_\_\_\_

(Please enclose a copy of the Registration Certificate.)

10. Permanent Account No.: \_\_\_\_\_

(Attach Copy of PAN No.)

11. Do you have a direct import license? \_\_\_\_\_

(If yes, please attach a copy of the same)

12. Do you have satisfactorily supplied books to any 10 Government Universities Central/State or Institutes of National Importance in the last 3 financial years? If yes, copies of the purchase orders and satisfactory performance certificates should be attached. **Out of 10 orders 05 orders should be from Uttar Pradesh Govt. Universities (Central/State) / Institutes of National Importance only..**

(1)	(6)
(2)	(7)
(3)	(8)
(4)	(9)
(5)	(10)



13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

Financial Year	Amount in Rs.
2023-24	
2022-23	
2021-22	
Total	
Average	

14. Whether you are an income tax payee? If so, please attach a copy of the Income-tax return (ITRs) filed for the last three (03) consecutive years along with a photocopy of the P/L and Balance Sheet duly certified by the Chartered Accountant.
15. Order copy and satisfactory supply certificate of a single highest value order for the supply of print books to any Central/State University or Institute of National Importance in the last 3 financial years should be attached. Please mention the value of the single highest value order\_\_\_\_\_
16. Are you a distributor/dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
17. Have your firm ever been debarred/blacklisted for doing business with any government organization? If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only).



**DECLARATION:-**

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

\_\_\_\_\_  
Signature of Partners/Proprietors/Director

Date (with firm Seal):





**INSTRUCTIONS TO BOOK SUPPLIER**

1. Please go through the Eligibility Criteria for Empanelment for supply of books to the **Chhatrapati Shahu Ji Maharaj University** Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in Gem/e-tender portal for supply of print books to the Central Library”.
3. The application should be addressed to “Registrar, Chhatrapati Shahu Ji Maharaj University, Kanpur (Formerly Kanpur University, Kanpur), Kalyanpur, Kanpur-208024.”
4. The application should be signed by an authorized person on every page with the official seal of the agency/firm.
5. Incomplete application forms, 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/vendors.
6. Application forms without EMD and processing fees will not be entertained
7. At any point in time, if any of the documents furnished by the book supplier is found to be false, it would be deemed a breach of contract terms. The firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.

  
Deputy Librarian





Tender Inviting Authority: Registrar, CSJM University, Kanpur  
Name of Work: Supply Of Books

Contract No:  
Name of the Bidder/ Bidding Firm / Company:  
PRICE SCHEDULE  
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Value's only)

Sl. No.	Item Description	Quantity	Units	NUMBER # % Discount offered without taxes in figures to be entered by the bidder.	NUMBER # Total (%) without Taxes	TEXT # Total Discount (%) In Words ( Please ignore the prefix "INR"
1				13	53	55
1	Books #	0	nos	0	0	Zero Only
Total in Figures					0	Zero Only
Quoted Rate in Words				Zero INR Only		

# Pl. mention: All Books - Text Books, Reference Books, Handbooks, dictionaries and encyclopedias, central govt. publications etc.

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Buses

