

Central Secretariat Library

INVITATION OF EXPRESSION OF INTEREST (EOI) for “Empanelment of Book Suppliers”

Expression of interest from booksellers/publishers having minimum three years experience is invited for supplying English/Hindi and other Regional languages books, Print and Non-Print materials/documents to Central Secretariat Library (CSL) and its branches for the financial years **2015-16 & 2016-17**.

For details please visit www.eprocure.gov.in, www.indiaculture.nic.in and www.csl.nic.in. The last date of submission of EOI is 12.12.2015.



**Director
Central Secretariat Library**

PERFORMA

Performa for empanelment for supplying books to Central Secretariat Library (CSL)

Complex during the Financial Years 2015-16 and 2016-17.

1.	Name of the Firm	
2.	Year of Establishment (Copy attached in support of this)	
3.	Address of the Firm (a) Premises Address	
	(b) Permanent Address	
4.	Name of the Proprietor (Contact Person with Designation and Telephone Number)	
5.	Landline Number	
6.	Fax Number (if any)	
7.	Mobile Number	
8.	PAN Number	
9.	Current Membership No. (DSBPA/FIPBA)	
10.	Membership of any other registered trade agency /organization (if yes, Name of the organization with registration number)	
11.	Annual turnover (Copy of balance sheet attached in support of this)	



12.	IT Return certificate (Three Years i.e. 2012-13, 2013-14 & 2014-15)	
13.	General Subject Dealt	
14.	Name of the major libraries where supplying books. (Copy of documentary evidence)	
15.	Whether you are Importer or not? (if yes then list enclosed with Name and Address of the Publishers from where you are importing books)	Yes () NO ()
16.	Specialty for supplying books	English Books : Yes () NO () Hindi Books : Yes () NO () Regional Language Books*: Yes () NO () * Attach list of regional languages dealt.

(Authorized Signatory)
(Stamp)

Terms & Conditions to supply books in CSL

- a) The book suppliers/Publishers have to submit a copy of the last two year income tax return certificate at the time of registration / short listing as the library supplier.
- b) A photocopy of current year membership certificate of any publisher and book suppliers association or federation and a photocopy of PAN Card must be attached.
- c) Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign publications where price of the book(s) not printed. No other documents such as copy of Books in Print, Printed Catalogues price list, price proof issued by the local book suppliers or distributors will be entertained.
- d) Book suppliers will have to type the approval memo in double space and consist of the details viz. Serial Number, Author, Title, Publisher, Date of Publication, Price etc. The Soft copy of the list may be submitted to the library well in time.
- e) The books on approval may be accepted on the basis of lottery system and the unapproved books are to be taken back by the agencies within fortnight from the date of scheduled CDC meeting.
- f) Book suppliers/Publishers will have to give 15% usual library discount on English books and 20% discount on Hindi books and 10% on Regional Languages books.
- g) The rates of foreign currencies may be exchanged into Indian rupees as per the exchange rates given in the daily newspapers such as Economic Times, Financial Express, Hindustan Times etc. under the TT selling column. This exchange rate will be of the date on which the meeting was held.
- h) Book suppliers/Publishers can get the information of Collection Development Committee meeting's date and time from the website of Central Procurement Portal, having site address www.eprocure.gov.in In addition to this CSL will also communicate the same to all the empanelled book suppliers well in time through the letter or telephone.
- i) Any book suppliers/publishers found blacklisted by any Government of India institution would not be entertained by the library for empanelment. **An undertaking in respect of this** should be submitted by the book supplier / publisher to the Director, CSL that the book supplier is not blacklisted by any government institutions. Director, CSL reserves the right to cancel the order or return the books at any stage, if the information does not found correct. No claim of the book suppliers will be accepted in this regard.
- j) Book suppliers of repute and clean image may only submit the books on approval within the stipulated time conveyed by the library.
- k) The book suppliers are expected to provide books for approval at least for a period of two month. They should be able to provide books from reputed publishers such as Sage,



Cambridge University Press, Oxford University Press, Pearson, Harper Collins, Penguin, McGraw Hill, McMillan, Orient Black swan etc..

- l) Books reviewed in Times Literary Supplement, Biblio, The Book Review, The Economic and Political Weekly and other prominent Social Science / Humanities periodicals are to be supplied on approval basis.
- m) The book suppliers should be able to procure books from abroad on specific request within a period of four weeks.
- n) Multivolume reference books published in India and abroad which do not fulfill the aims and objectives of CSL are to be avoided.

I agree to abide by the above terms & conditions.

**(Authorized Signatory)
(With Stamp)**

A handwritten signature in blue ink, appearing to be 'S. S. S.', is written over a horizontal line. The signature is stylized and somewhat illegible.