



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**NH-75, Near Pahuj Dam, Gwalior Road, Jhansi (Uttar Pradesh) – 284003**

**EXPRESSION OF INTEREST TO SUPPLY BOOKS**

**RLBCAU** invites open offer of interest for the supply of books the period 2022-2023, in its library from reputed publishers, distributors on prescribed format as per enclosed terms and conditions

**Discount & Conversion:** Supplier shall supply the books at least at 25% minimum discount; however, there is no bar if higher discount is offered, except publication belonging to short discount or no-discount categories (i.e. Government/Society publication, etc. supplier needs to provide certificates from the publisher in this regard). All books of foreign origin, priced in foreign currency will be procured on Reserve Bank of India/Nationalise Bank currency conversion. The interested suppliers/distributors may send their acceptance, duly filled "Application Form" should reach to the Registrar, Rani Lakshmi Bai Central Agricultural University (RLBCAU), NH-75, Near Pahuj Dam, Gwalior Road, Jhansi (Uttar Pradesh) -284003 **latest by 10-5-2022**

  
**Registrar**



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**NH-75, Near Pahuj Dam, Gwalior Road, Jhansi (Uttar Pradesh) – 284003**

**Date.....**

**Ref. No.....**

To

The Registrar

Rani Lakshmi Bai Central Agricultural University (RLBCAU)

NH-75, Near Pahuj Dam Gwalior Road, Jhansi (U.P.)-284003

Sub: EOI for supply of Books to Library, RLBCAU, Jhansi

Dear Sir,

With reference to the above, I am/ we enclosing our Expression of Interest for the supply of books to the Library, RLBCAU, Jhansi for the period 2022-2023. I /We hereby reconfirm and declare that I /We have carefully read and understood the instructions, terms & Condition and all the stated there in published on university website.

Thanking you.

Yours faithfully,

(Signature of the Authorized Person)

Name.....

Seal Mob. No.....

E-Mail.....



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
NH-75, Near Pahuj Dam, Gwalior Road, Jhansi (Uttar Pradesh) – 284003

**Application Form**

(For the supply of books, Sets)

1. Name of Firm:-----
2. Address:-----
  - a) Telex No.
  - b) Telephone No.
  - c) Fax No.
  - d) E-Mail
  - e) Web site, if any
3. Name of Managing Directors/Proprietor & Manager: -----
4. Are you a distributor/ dealer/ Stockiest/exclusive/ preferred agents. If so, please submit the authority Letters issued by the publishers along with the details of Distributors/dealership/stockiest /exclusive /preferred agents. (Please attach list)
5. Are you a Publisher if so, please if so, please mention subject areas of your publications-----  
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6. Are you a member of the State/National Association of Books suppliers if so, attach a copy of the membership.
7. Please attach a copy of Income Tax Return (last three preceding years)
8. Reference of any other Library of national reputed organization (e.g. ICAR,IARI, CAU ,SAU ,IIT, IIM, NML, AIMS, NISCAIR , NPL, ICMAR, and Central Universities) with who you are already registered; please attach a copy of at least two latest purchase orders.

**Declaration**

- I/We undertake to supply minimum 75% of ordered titles if they are available in the market.
- I/We undertake to supply only latest edition, latest reprints and not the remainder title of the books and shall charge the price as per invoice of importer/invoice of distributors.
- If an Indian edition of the foreign book is available, I/We shall supply only Indian edition.
- If an international student edition of a foreign book is available, I we shall supply only students/low price edition.
- If low priced or special edition for India is available. I we shall supply that edition.
- In case any discrepancy is noticed by the library of RLBCAU at any stage. I we undertake to refund the amount or replace the book immediately even if it is processed by the library of RLBCAU.

**Signature with Stamp**

**Encl:**

1. Duly signed Terms and Conditions.
2. Copy of at least two latest purchase orders.
3. Copy of the Book Suppliers Association Membership.
4. Copy of recent income Tax Return Filed & copy of PAN card.

## Terms & Conditions

1. No Supplier/ distributor/ publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates so decided, the RLBCAU shall have the right to procure Books/ publications at a higher rate (s) of discount. The RLBCAU shall have the right to procure books on any available discount directly from any vendor, supplier, and publisher.
2. Supplier shall supply the books at least at 25% minimum (uniform) discount; however, there is no bar if the higher discount is offered, except publication belonging to short discount or no-discount categories (i.e., Government/Society publication, etc. supplier needs to provide Certificates from the publisher in this regard).
3. Supplier shall supply a minimum of 75% of ordered titles if they are available in the market.
4. The Vice-Chancellor, RLBCAU, Jhansi, reserves the right to recommend or reject any or all for consideration, whose decision will be final in all cases in respect of acceptance/rejection/arbitration
5. The "supply Order" consists of the supply of publications as per the bibliographic details Mentioned there in, and all other components (CD's etc.), those which come bundled with should automatically be provided by the vendor.
6. RLBCAU may inquire about the availability of the publication and the shortest possible time to supply the titles using e-mail/letter prior to ordering the titles.
7. The acceptance of the order should be submitted by the agency within seven days of dispatch of the letter/e-mail, preferably through e-mail.
8. The supply of the accepted order should be made by the due date (normally within 2 to 4Weeks for the books available in the market and within 4-6 weeks for books that are to be imported).
9. The publication supplied should be in good condition without any defects. Unless otherwise mentioned, only the latest edition of the publication shall be supplied along with the bills.
10. No foreign edition must be supplied when the Indian edition/reprint has already been published, where low price editions are available, the lowest-priced edition/paperback shall only be supplied.
11. Rejected titles from the supply, should be removed within 15days by the vendors/suppliers at their own risk and cost after which no responsibility will be accepted by RLBCAU.
12. Payment will be made only after supply, inspection and further process of books/bills in the University Library by the University Library or any other person authorized by the RLBCAU.
13. Pre-receipt bills(s) are to be submitted in triplicate (3 copies), revenue stamp should be affixed on the original bill and should signed by authorized signatory. All entries in the bill should be typed / neatly handwritten in the format given by the University Library.
14. All books of foreign origin, priced in foreign currency, will be procured on Reserve Bank of India (RBI) currency conversion rates as applicable on the date of raising invoices (invoice must be raised during the duration mentioned in the purchase order for supplying the books)should only be followed, and should also be clearly indicated on the invoice.
15. The invoice in triplicate should be addressed to "Rani Lakshmi Bai Central Agricultural University (RLBCAU), NH-75, Near Pahuj Dam, Gwalior Road, Jhansi (Uttar Pradesh) – 284003" it should certify that
  - a) The prices charged in this invoice are the actual and current publisher's prices as billed to us and are true and correct.

- b) The latest editions have been supplied and they are not remainder titles.
  - c) The books supplied against this order have been checked against defects in collation, binding, and other physical conditions, and if any defects are detected later, the defective books would be replaced by us free of cost and,
  - d) Price charged as per publisher's invoice (Publishers/Importers/Distributors) and latest Catalogue.
16. The supplier will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information of New Publications.
17. Enclosures with each invoice need to be attached (if applicable):
- a) A copy of the publisher's/distributor's invoice/copy of the printed catalogue as a price proof.
  - b) RBI/Nationalise currency conversion proof for books of foreign origin.
18. Every price proof and currency conversion proof should contain the seal and authorized signature of the vendor.
19. The RLBCAU reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time. The suppliers/vendor(s) may find any update, on the RLBCAU Jhansi website (<http://www.rlbcu.ac.in>), in this regard.
20. Any dispute arising out of the Empanelment of suppliers/ supply of books to RLBCAU Jhansi will be subject to the jurisdiction of the court of law as applicable to RLBCAU Jhansi.

Signature with stamp