



Central Library

Maharana Pratap Horticultural University, Karnal
Central Library
Karnal - 132001

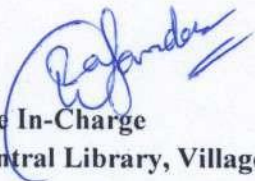
Tele: - 94664-37108
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EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SUPPLIER (S) FOR PURCHASE OF PRINT BOOKS & OTHER READING PRINTED MATERIALS EXCEPT JOURNALS FOR CENTRAL LIBRARY, MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL

Maharana Pratap Horticultural University, Karnal invites Expression of Interest (EOI) from Publishers/ Booksellers/ Suppliers/ Vendors/ Retailers/ Wholesalers/ Aggregators/ Authorized dealers for empanelment with Maharana Pratap Horticultural University, Karnal for supply of good quality print books and other printed reading materials except journals to Central Library, MHU. The interested firms/agencies may submit their offers in prescribed format to the In-Charge, Central Library, Village Anjanthali, Maharana Pratap Horticultural University with a non-refundable EOI processing fee of Rs. 5,000/- (Rupee Five Thousand Only) in the form of demand draft in favor of "Comptroller MHU". The details of EOI will be available on the official website www.mhu.ac.in or may be obtained from the office of the undersigned from DATES 11/02/2026 to 03/03/2026.

PROCEDURE FOR SUBMISSION

Expression of Interest (EOI) complete in all respects must be submitted in sealed envelopes super scribing "*Expression of Interest for the supply of print books to Central Library MHU Karnal*", which must be delivered by Registered/Speed Post/Courier/By Hand at the address mentioned below so as to reach by dated 03/03/2026 up to 5:00 p.m. The offer should be signed by an authorized signatory of the firm bearing his/her full name, status, mobile number, etc.


The In-Charge
Central Library, Village Anjanthali,
Maharana Pratap Horticultural University
Post office- Seedhpur, Teh Nilokheri, Dist. Karnal
Haryana- Pin Code-132117

1. **PURCHASE POLICY/ PROCEDURE:** Existing purchase policy/procedure, *i.e.* inviting EOI through advertisement in newspapers and on University website for purchase of printed books and other documents may be followed.
2. **GENERAL INSTRUCTIONS OF EOI:**
 1. Central Library, MHU invites Agency/firm(s) to submit EOI for empanelment of vender (s) to supply of the 'printed books and printed reading materials (except journals) for three financial years *i.e.* 2025-26, 2026-27 & 2027-28 at Central Library, MHU, Karnal detailed at Annexure-I. Keeping in view, given terms and conditions detailed in the EOI document, if the firm is in position to submit EOI, the same can be submitted to this office on the prescribed EOI form via Registered/Speed Post/Courier or by hand on or before prescribed date and time.
 2. **COST OF EOI:-**The non-refundable cost of EOI is Rs. 5000.00 only. Interested & eligible firms may get the EOI document from the Office of Central Library during office hours *i.e.* 9.00AM to 5.00 PM on any working day on or after 03.03.2026. OR the same may be downloaded from the University website. The payment for EOI shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts.
 3. **EARNEST MONEY:** - Security (EMD) amounting to Rs. 1,00,000/- (One Lakh Rupees Only) in the shape of FDR/Bank Guarantee from any Nationalized Bank in favour of Comptroller, MHU, Karnal has to be deposited along with offer of EOI. EMD must be valid for 180 days. Name of the firm/agency/vendor and EOI reference number need to be furnished on rear side of the EMD. The envelope containing EMD should be superscripted with "EMD of EOI for Supply of Library Books". The EMD will be forfeited if the firm fails to accept the work order within fifteen days (15) from date of issuance of the Empanelment letter, based on his/her offer. EMD will not carry any interest on it. The EMD will be refunded in full after finalization of empanelment of vender(s) on written request from the firm/agency. However, in case of EOI is accepted for the supply of books, the EMD of successful firms will be refunded only after depositing of the Performance Security. EMD amount of successful firms cannot be converted into performance security.
 4. **SIGNING OF OFFER OF EOI**
 - a. The EOI is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the EOI are not fully filled in.
 - b. Individual signing the EOI or other documents must specify whether he signs as:
 - (i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - (ii) In the case of a partnership firm, a partner thereof, provided that such partner is duly authorized to refer disputes relating to the business of the partnership to arbitration, either under the partnership agreement or by virtue of a power of attorney.
 - (i) Constitute attorney of the firm if it is a company.
3. **Note:**
 - (A). In case of (ii) a copy of partnership agreement or general power of attorney in either case attested by a notary public should be furnished or affidavit on stamped paper of all the partners admitting execution of the general power of attorney should be furnished.
 - (B). In case of partnership firm where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the EOI and all other related documents must be signed by each partner of the firm.
 - (C). A person signing the EOI form or any documents on behalf of another shall be deemed to warrant that he has authority to bind each other and if on enquiry it appears that the person so signing has no authority to be so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
 - (D). Each page of the EOI documents should be signed and stamped by the firm/agency/ vendor.
5. **VALIDITY OF EOI OFFER:** - EOI offer must be valid for 180 days from the date of opening.

6. **PLACE OF SUPPLY:** -Successful firms/agencies/ vendors have to supply the books at Central Library, MHU, Village Anjanthali, Maharana Pratap Horticultural University, Post office-Seedhpur, Teh Nilokheri, Distt. Karnal, Haryana- Pin Code-132117.
7. **COMMUNICATION OF ACCEPTANCE:** - Acceptance by the purchaser may be communicated by e-mail or express letter "Acceptance of EOI". In case where acceptance is communicated by e-mails the formal acceptance of EOI will be forwarded to Central Library, MHU by speed post as soon as possible but the instructions contained in the e-mail or express letter should be acted upon immediately.
8. **JURISDICTION:** - The disputes, if any, shall be subject to jurisdiction of Karnal Courts. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.

FOR PAYMENT

Account Number: 39132767389
Type of Account: SBCHQ-DBT-GOVT AGENCY A/C
Name: NODEL OFFICER: DIRECTOR OF
RESEARCH/REGISTRAR/EO-cum-HE
IFSC NO: SBIN0000665

Note: If any query contact to Dr. Rajinder Kumar, Mobile No. 9466437108

General Terms & Conditions for inviting Expression of Interest for the supply of print books to Central Library, MHU, Karnal

1. The successful firms/ agencies/ vendors shall have to deposit performance security amount of Rs. 1,50,000/- in favor of Comptroller, MHU, Karnal in the form of FDR/Bank Guarantee from any Nationalized Bank. This performance security will be returned after successful performance of the concerned firm after completion of empanelment/contract. However, in case of non-satisfactory service of the firm, the performance security in full or a part thereof is liable to be forfeited.
2. The agency/firm except Govt. agency should have turnover of Rs. 1 crore in anyone financial year during last three financial years, *i.e.* 2022-23, 2023-24 and 2024-25.
3. The agency/firm should have been supplied printed books to at least 05 Government universities/institutions/colleges in anyone financial year during last three financial years, *i.e.* 2022-23, 2023-24 and 2024-25.
4. The agency/firm except Govt. agency should have supply of printed books costing of minimum Rs. 5 lakhs to single Government institution in anyone financial year during last three financial years, *i.e.* 2022-23, 2023-24 and 2024-25.
5. The firm should have at least three satisfactory certificates for supplying of print books from the any Govt. institutes/universities and the same should be issued by authorized signatory with official seal/stamp and all other details (Name, Address, Contact no., E-mail).
6. The firm/agency should be a member of the “Good Offices Committee” of the Federation of Publishers and Book Sellers Association of India and a latest proof should to be enclosed along with the EOI offer.
7. The firm/agency should have a valid registration certificate from shop and establishment act or labor department (preferably for next three years from the date of submission of EOI). Documentary proof of the same must be enclosed.
8. The firm/agency should have GST, PAN No. Proof of ITR of last three years must be enclosed.
9. The firm /agency will ensure by providing an undertaking that it is in position to supply the foreign and Indian books from the publishers (submit Annexure III) and the firm/agency should give an undertaking that the firm has necessary permission to deal with foreign and Indian printed books and make necessary payment in foreign and Indian currency. Further it should fulfill all statutory requirements (submit Annexure IV).
10. The firm/agency will give undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of printed books. This act may debar the firm/company from participating in other EOI/Tenders floated or to be floated by the University and suitable action will be taken against such defaulters (submit Annexure V).
11. The Firm/agency will provide an undertaking of Non-black list status on a non-judicial stamp paper of Rs. 100/- that neither the firm nor their principal publishers/suppliers have been blacklisted by any Central/State Government Departments or any other organizations during last three years. (Submit Annexure VI).
12. Empanelment means just eligibility of a book seller (Vender) to receive order for supply of books, if selected for purchase by Central Library, MHU, Karnal.
13. EOI received not in proper format and without appropriate & supporting documents will be summarily rejected.
14. Central Library, MHU, Karnal reserves the right to accept/reject any or all EOI offer (s) without assigning any reason or cancel the process at any time/stage.
15. All books and other documents shall be supplied with an authentic price proof. Acceptable price proof could be one of the followings:
 - a. Publisher/Distributor’s invoice issued to supplier (duly signed and stamped by supplier)
 - b. Printout/photocopy from the publisher’s catalogue (duly signed and stamped by supplier)
 - c. Price printed on the book.

- d. All documents including publisher's invoice, in case of foreign/Indian books, where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by vendor in support of price verification.
- e. Central Library, MHU, Karnal may cross verify the prices from publisher's website or from other means. Such photocopy/printout will be verified and signed by library staff and considered as price proof.
16. Any discrepancy such as charging of higher price, supply of old editions, hard bound editions in place of paperback editions, supply of foreign editions in place of Indian editions etc. detected at later stage shall be compensated by the supplier.
17. There should not be any controversial contents, picture or statement in any form in the books.
18. Minimum discount rate for All Indian/Foreign Books will be @ 25% and @30% for Foreign & Indian multi-volume Books.
19. Books published by Government/NGO/non-profit organizations (short-discounted titles) shall be supplied through Publisher's price-(discount earned) + 10 % handling charges on net amount (vendor should submit publisher's invoice along with a certificate in this regard).
20. Central Library shall ask maximum discount by supplying list of books comprising title, author, and publisher, number of copies to all the empaneled vendors.
21. All empaneled vendors are required to submit a flat discount on provided list of books and discount rates should not be less than specified in the Expression of Interest.
22. Agencies/firms applying for EOI, if interested, may attend the opening of EOIs. Date and time of opening of EOIs will be intimated telephonically.
23. The short-listed agencies/firms may be called for negotiations and other formalities.
24. The University may empanel more than one Supplier and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the University of its Right to purchase books directly from publisher without routing the same through the empaneled suppliers. Final decision regarding Purchase Order to Empaneled agencies shall be taken by the Central Library, MHU, Karnal.
25. In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the rupee price charged, in accordance with the approved rate of exchange.
26. The country of origin, policy of the publisher shall normally be the deciding factor in determining the currency in which the price is to be charged. Preferred currency shall be the one by which the converted cost is lowest in INR.
27. Exchange rates for foreign currency shall be adopted as per announced by any schedule/nationalized Bank/RBI in any source such as newspapers, websites, *etc.* However, Central Library, MHU, Karnal will attest the photocopy/printout the same. The date of billing shall determine the rate of exchange of the foreign currency. The exchange rate should be indicated in the invoice.
28. Bank charges will be borne by the agency/firm, if any.
29. Selection procedure for all library books and other documents will be based on the recommendations by Authorities/Faculty/HOD/Deans/Directors/ Director/ Officers, etc. The final decision for purchase will be taken by the Central Library, MHU, Karnal after necessary verification.
30. The University will enter into the contract/empanelment/agreement for a period of three years only. The Agencies empaneled for supplying of printed books shall enter into an EOI agreement with the Central Library on behalf of MHU, Karnal. This Agreement shall be signed on a non judicial stamp paper of Rs. 100/-, the cost of which has to be borne by the appointed firm/agency itself.
31. Damaged or defective copies of books shall not be accepted and shall be returned at cost of supplier/agency. Damage to the publications/books or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
32. Supply order will be sent through e-mail only. The supplier will be provided one month time for the execution of the order. In case the supply is likely to be delayed because of the books be procured from abroad or for any other reasons, vendor should write to Central Library, MHU, Karnal specifying the reasons for the delay and the approximate time needed and obtain specific approval in writing

from the Central Library, MHU, Karnal. In case, any book(s) is out of stock or out of print, supplier will provide authentic proof of the same.

33. Supply of minimum of 90% books/titles should be fulfilled against any order.
34. The Central Library, MHU, Karnal also reserves the right to cancel the order(s) for any books/publications without assigning any reason thereof before the remittance is made or the order is not executed within the specified period.
35. The following certificates should be recorded on the bill/invoice:
 - ‘The latest publisher’ prices have been charged’.
 - ‘The book is not a remainder title’.
 - ‘The book is a short discount, no-discount title or text book’ in case of the same.
 - ‘The discount offered is not lower than extended to any other universities/institutions.
36. Low-priced/paper back/India editions should be supplied if such editions are available, unless specified otherwise. Only the latest editions should be supplied and the same will be accepted.
37. The consignment shall be F.O.R. Central Library, MHU, Village, Anjanthali, Near to Nilokheri, Karnal and no additional transportation charges would be given.
38. The bill/invoice no. should be duly printed/machine numbered. One bill shall not cover more than 20 publications/titles. All entries in the bill shall be printed & price should be inclusive of all taxes, if any.
39. The University shall not make any advance payment to the supplier for the orders made by the University. The payments shall be released by the University against the bill(s) received from the supplier after receipt of the books in good state and to the satisfaction of the University and part of payment is not allowed.
40. In case of dispute between empaneled firm/vender and Central Library, MHU, Karnal, the same will be referred to Hon’ble Vice-Chancellor, MHU, Karnal whose decision will be final and binding of all the parties or the sole arbitrator shall be appointed with mutual consent of both the parties.
41. The disputes, if any, shall be subject to jurisdiction of Karnal Courts. Any other jurisdiction mentioned in the invoice(s) shall be invalid and shall have no legal sanctity.

Documents to be submitted along with Proposal

1. Details of experience in the field of supply of library resources indicating the total number of years in this field & libraries served and the period of such service to them as well as the value of the orders executed.
2. Last three years Income Tax Return or audit Balance Sheet audited by reputed audit firm.
3. Membership details of any Publisher/ Booksellers/ Associations like FPBAI, if any.
4. Certificate for Exclusive distribution of the product, if any.
5. Copy of PAN and GST Number.
6. All the supported documents/enclosures should be properly tagged with page numbers
7. Copies of supply orders must be supported with their final bills
8. Any other relevant document (The University may ask other specific documents(s), if required).

APPLICATION FORM FOR INVITING EOI

Name of the Firm				
Address of Head Office & Branches (if any) with telephone numbers, e-mail, mobile numbers and website, etc:				
Name and address of Directors/ Managing Directors/ Proprietor:				
Sr. No.	Description	Attached Yes/No	Documentary Proof Page No.(proper Tagging/Flag)	Remark(s), if any!
1.	Payment of EOI fee (Rs. 5,000/-) Online Transaction Number, Date, Bank, Branch, etc. (as per clause 2 of instruction to firm/vender)			
2.	EMD in favour of Comptroller, MHU, Karnal (as per clause 3 of instruction to firm/vender)			
3.	Experience in this business (in Years) with documentary proof			
4.	Are you a distributor/ dealer/ stockiest/ exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters, etc.			
5.	Proprietorship and Authority for signing of EOI document (as per Clause 4 of Instruction to firms)			
6.	Acceptance letter, as per Annexure-II, duly filled in and signed by firm/agency/vendor			
7.	Membership certificate of the Good Office Committee of the Federation of Publishers and Books Seller Association of India (As par clause 5 of Annexure-I)			
8.	Firm registration certificate from shop and establishment act or department of labor (As par clause 6 of Annexure-I)			
9.	PAN card copy and ITR of last three years (as par clause No. 7 of Annexure-I)			
10.	Provide undertaking that firm is in position to supply the foreign and Indian books from the publishers (on the proforma given at Annexure-III)			
11.	Provide Undertaking along with documentary evidence that the firm has necessary permissions to deal with foreign and Indian books supply (on the proforma given at Annexure-IV)			

12.	Provide undertaking that the firm will not try to gratify any person(s) or use any other unfair means may debar the same for participating in other EOI (s) invited or to be invited by the University (on the proforma given at Annexure-V)			
13.	Proof of Supply order amounting of Rs. 10 Lakh in a year to a single Government institution in any two of the three preceding financial years, <i>i.e.</i> , 2022-23, 2023-24 and 2024-25(supported with proof of bills as per clause 3 of Annexure-I)			
14.	Provide undertaking of No-black list status on a non- judicial stamp paper of Rs. 100/- only (on the proforma given at Annexure-VI)			
15.	Balance sheet (Profit and loss account) of the total business/turnover made by the firm/agency during last three (03) financial years dully audited with stamp. (as per clause 1ofAnnexure I)			
16.	Proof of supply of printed books to minimum 05 Government institutions in each financial year during last three years, <i>i.e.</i> 2022-23, 2023-24 and 2024-25. (as per clause 2ofAnnexure I)			
17.	Provide 5 satisfactory certificates for supplying of print books from any Govt. Institutes/universities, issued by authorized signatory with official seal/stamp and all other details (Name, Address, Contact no., E-mail). (as par clause 4 Annexure-I)			
18.	Duly signed & stamped on each page of the whole EOI documents (Page No. ... to ...).			

Signature of Committee

EOI ACCEPTANCE LETTER
(To be given on Company's Letter head)

To

The In-Charge
Central Library, MHU, Village- Anjanthali,
Maharana Pratap Horticultural University
Post office- Seedhpur, Teh Nilokheri, Dist. Karnal
Haryana- Pin Code-132117

Sub.: Acceptance of Terms & Conditions of the EOI

EOI Reference No.....
Name of the EOI:.....

Dear Sir,

1. I/we have downloaded the EOI documents for the above mentioned EOI from the website(s) (not applicable if received by hand) namely:

as per your advertisement, given in the above-mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the EOI documents from Page No.1 to 14 (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall hereby abide the terms/conditions/clauses contained there in.
3. The corrigendum(s) if any issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the EOI conditions of above mentioned EOI document (s)/ corrigendum (s) in its totality.
5. I/we certify that all information furnished by our Firm is true and correct; and in the event the information is found to be incorrect/untrue or found violated, then your department /organization shall without giving any notice or reason thereof or summarily reject the EOI offer or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date:

UNDERTKING REGARDING TO SUPPLY THE FOREIGN & INDIAN PRINTED BOOKS
(To be given on Firm/Company's letter head)

To

The In-Charge
Central Library, MHU, Village- Anjanthali,
Maharana Pratap Horticultural University
Post office- Seedhpur, Teh Nilokheri, Dist. Karnal
Haryana- Pin Code-132117

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
Having registered office at----- are / will
be in position to supply the Printed books and other documents, if our EOI offer is accepted.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date:

**UNDERTKING REGARDING NECESSARY PERMISSION TO DEAL WITH FOREIGN &
INDIAN BOOKS/E-BOOKS**

(To be given on Firm/Company's letter head)

To

The In-Charge
Central Library, MHU, Village-Anjanthali,
Maharana Pratap Horticultural University
Post office- Seedhpur, Teh Nilokheri, Dist. Karnal
Haryana- Pin Code-132117

Dear Sir,

I/We hereby confirm and declare that I/we, M/s----- having registered office at, have necessary permission from concerned authorities to deal with foreign & Indian printed books and other documents and make necessary payment in foreign and Indian currency. I/we, M/s----- fulfill all statutory requirements. I am also enclosing requisite documentary evidence for the same.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date:

**UNDERTKING REGARDING NO GRATIFICATION CLAUSE
(To be given on Firm/Company's letterhead)**

To

The In-Charge
Central Library, MHU, Village-Anjanthali,
Maharana Pratap Horticultural University
Post office- Seedhpur, Teh Nilokheri, Dist. Karnal
Haryana- Pin Code-132117

Dear Sir,

I/We hereby confirm and declare that I/we, M/s -----having registered office at----- will not try to gratify any person(s) or use any other unfair means involved in the purchase of the books and other documents. I/we, M/s-----understand that it may debar us for participating in other EOI/tender (s) floated or to be floated by the University and suitable action may be taken against us.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date:

UNDERTKING REGARDING NO-BLACKLIST/NON-DEBARMENT

(To be given on non-judicial stamp paper of Rs. 100/-)

To

The In-Charge
Central Library, MHU, Village-Anjanthali,
Maharana Pratap Horticultural University
Post office- Seedhpur, Teh Nilokheri, Dist. Karnal
Haryana- Pin Code-132117

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
-----having registered office at -----
---, and our principal M/s-----
-----have not been blacklisted/ debarred by any government
department/Public Sector Undertaking or any other agency for which we have
executed/undertaken the works/services.

Sincerely yours,

(Signature of the Authorized Signatory with an Official Seal)

Date: