



राजा महेन्द्र प्रताप सिंह विश्वविद्यालय, अलीगढ़

Email:- registrar.rmpu@gmail.com

पत्रांक: आर०एम०पी०यू०/ २००३ /2025

दिनांक:- 29 अक्तूबर, 2025

Empanelment of Vendors for Supply of Print Books to University Library

Applications are invited from reputed Booksellers/Distributors/Vendors to seek empanelment as authorized vendors for supply of books to Central Library for the 03 financial years “2025-2028” and may be extended further. Prescribed application form along with the copy of terms and conditions may be downloaded from the University website: <https://rmpssu.ac.in/>.

Interested booksellers/ vendors/ suppliers/ agents/ distributors may respond in the prescribed format given in this document, along with one copy each of the requisite documents through Speed Post/Registered Post/By Hand. The Envelope should be marked with “**Application for Empanelment of Vendors for supply of printed Books to the Central Library at Raja Mahendra Pratap Singh University, Aligarh**”. The duly filled application form along with necessary documents and fees may be submitted on or before 15/11/2025 by 5:00 PM.

Registrar

Raja Mahendra Pratap Singh University,

Palwal Road, Lodha, Aligarh

Uttar Pradesh-202140

Registrar

Notice No._RMPSU/LIBRARY/02/25

Dated: - 29/10/2025



ELIGIBILITY CRITERIA FOR EMPANELMENT:

- The Booksellers/Distributors/Vendors should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The Booksellers/Distributors/Vendors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The Booksellers/Distributors/Vendors should have satisfactorily supplied print books to any 10 Government Universities- Central/State in last three financial years 2024-25, 2023-24, 2022-23 (satisfactory supply certificates along with relevant order copies should be attached).
- The Booksellers/Distributors/Vendors should have a minimum average annual turnover of Rs. 5 crore in the last three (3) consecutive financial years 2024-25, 2023-24, 2022-23 (C.A. Certificate should be attached).
- The Booksellers/Distributors/Vendors should have to enclose single highest value order for supply of print books to any Central/State Government University along with Satisfactory Supply Certificate for particular order in each financial year 2024-25, 2023-24, 2022-23 (Order copies and satisfactory supply certificates should be attached). The average of 03 years single highest value orders have been taken for the selection of vendors.
- The Booksellers/Distributors/Vendors should enclose ITRs for last financial years along with 2024-25, 2023-24, 2022-23 along with a photocopy of Annual Turnover duly certified by registered Chartered Accountant.
- The Booksellers/ Distributors/ Vendors should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The Booksellers/Distributors/Vendors is required to submit a DD of Rs. 2,000/- (non-refundable) as registration fees in the Favor of “**Registrar, Raja Mahendra Pratap Singh University, payable at Aligarh**”.
- Vendor should have permanent office. Enclose documentary proof.
- The Booksellers/Distributors/Vendors should also enclose a DD / FDR / Bank Guarantee for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of Security Deposit in favor of “**Registrar, Raja Mahendra Pratap Singh University, payable at Aligarh**” which will be returned after expiry of the tenure without any interest or will be forfeited due to any loss to the University from the Booksellers/Distributors/Vendors.

All books, (except reference sources viz., handbooks, dictionaries and encyclopedias etc.) -	Published 0- 5 years - Not less than 15%, 6 - 10 years old 20%, 11 -15 years old 25%, more than 15 years 35%
Reference material viz., handbooks, dictionaries and encyclopedias etc. -	Published 0- 5 years - Not less than 20%, 6 - 10 years old 25%, more than 10 years 35%
Low discount textbook/other publication	10%



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Following Special Categories of Books -	
(i) Central Govt. Publications	No Discount
(ii) State Govt. Publications	No Discount
(iii) Items procured from abroad against specific orders	10%
(iv) Learned Societies Publications/Other institutional Publications	15%
(v) Short/No Discount titles will be procured on cost price plus payment of handling charges @10% of the cost price	10%
(vi) All non-priced titles will be procured on full payment plus postal/handling charges in full.	
Remaindered Books (Old Edition Books)	50%

- In case of foreign publication, the Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing subject to furnishing the proof of conversion rate.
- The vendor should not be debarred / blacklisted for doing business from any Government Organization in last 03 years. In this regard please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).
- The University is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the University on its selection criteria. On the basis on average of single highest value order 5- 7 vendors will be selected. Decision of the Vice chancellor of the University on any dispute related to selection of vendor for supply of books shall be final and binding.



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(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To
Registrar
Raja Mahendra Pratap Singh University,
Palwal Road, Lodha, Aligarh
Uttar Pradesh-202140

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to your University, please find my /our duly filled application form along with application fee and 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 _____
7. Name of the Proprietor/Director _____
8. Name of Partner (if any) _____
9. Permanent Account No. & GST: _____
(Attach Copy of PAN No. & GST)
10. Do you have direct import license. _____
(If yes, please attach a copy of the same)
11. Do you have satisfactorily supplied books to any 10 Government Universities-Central/State in last 3 financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a) _____ (f) _____
 - b) _____ (g) _____
 - c) _____ (h) _____
 - d) _____ (i) _____
 - e) _____ (j) _____



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12. Annual Turnover of the firm for the last 3 consecutive financial years
(attach proof) certified by registered CA:

- (a) 2024-25 :
(b) 2023-24 :
(c) 2022-23 :
Total :
Average :

13. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.

14. The Booksellers/Distributors/Vendors should have to enclose single highest value order for supply of print books to any Central/State Government University along with Satisfactory Supply Certificate for particular order in each financial year 2024-25, 2023-24, 2022-23 (Order copies and satisfactory supply certificates should be attached). The average of 03 years single highest value orders have been taken for the selection of vendors. Please mention the value of the single highest value orders.

2024-25 -
2023-24 -
2022-23 -
Total Value -
Average -

15. 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.

16. Details of a DD of Rs. 2,000/- (Rupees Two Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring **“Registrar, Raja Mahendra Pratap Singh University, payable at Aligarh.”**

Demand Draft Details

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

17. Details of Demand Draft / FDR / Bank Guarantee of Rs. 2,00,000/= (Rupees Two Lakh only) as security deposit (refundable) drawn from any nationalized Bank favoring **“Registrar, Raja Mahendra Pratap Singh University, payable at Aligarh.”**

Demand Draft Details

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

18. Have your firm debarred / blacklisted for doing business from any Government Organization in last 03 years? If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only).



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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 with seal

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INSTRUCTIONS TO BOOK SUPPLIER

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the **Raja Mahendra Pratap Singh University** Library before filling the application form.
2. Interested book suppliers/distributors/vendors should submit application in envelope super-scribing "Application for Empanelment of book suppliers for supply of print books to the Central Library, at **Raja Mahendra Pratap Singh University, Aligarh**".
3. Application will be addressed to **Registrar, Raja Mahendra Pratap Singh University, Palwal Road, Lodha, Aligarh, Uttar Pradesh - 202140**
4. The sealed cover should reach in the Office of Registrar by any mode i.e. Speed Post or Registered Post or By hand latest by _____ (5.00 PM).
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. 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.
7. At any point of time if any of the documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.
8. Booksellers/Distributors/Vendors will be empaneled initially for a period of 3 years and further extension of 2 more year subject to satisfactory performance. Further, Booksellers/Distributors/Vendors may also be removed from the empanelment list of the University at any time at the discretion of the University authority without assigning any reason (s) which will be binding upon the Booksellers/Distributors/Vendors.

29/10/25

Registrar