

**JAMIA MILLIA ISLAMIA**

(A Central University)  
(‘NAAC Accredited’ A’ Grade)

जामिया मिल्लिया इस्लामिया



**Dr. Zakir Husain Library**

(Central Library)

Maulana Mohamed Ali Jauhar Marg, New Delhi-110025  
Ph. : 011-26984190, 26985364, 26981717 Ext.: 1500, 1501  
Email : universitylibrarian@jmi.ac.in, http://jmi.ac.in

डा० ज़ाकिर हुसैन पुस्तकालय

University Librarian

**Ref. No. F.UL-Acq./2021**

**Dated: 03 August, 2021**

**Notice for Empanelment of  
Book Suppliers/ Book Vendors**

In pursuance of the Acquisition Policy of the University adopted vide FTS-614602 Dated July 26<sup>th</sup>, 2021, applications are invited for Empanelment of Vendors for Supply of Books to Dr. Zakir Husain Library and all other libraries of Jamia Millia Islamia, New Delhi from reputed Publishers/Distributors/Vendors/Book Suppliers in the attached prescribed format as per eligibility criteria and terms & conditions of supply.

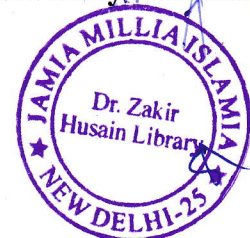
Application form along with the copy of terms and conditions can also be downloaded from university website ([www.jmi.ac.in](http://www.jmi.ac.in)) under “**Empanelment of Book Suppliers**”.

The duly filled-up Registration Form along with acceptance of Terms and Conditions of supply may be submitted to the office of University Librarian along with supporting documents latest by **05<sup>th</sup> Sept 2021** by post or in person.

**The last date for submission of the form is 05<sup>th</sup> Sept 2021, 5.00 p.m.**

List of registered vendors shall be notified on the website of the University.

(University Librarian)



**Eligibility Criteria & Terms and Conditions for Empanelment  
of Vendors/ Book sellers**

1. The Book sellers/ Vendor should be registered member of Federation of Publishers and Booksellers in India (FPBI) or Delhi State Booksellers and Publishers Association. (DSBPA)
2. The booksellers/Vendor should be in the business of Book supplying/publishing for at least 3 years to reputed Institutions.
3. The booksellers/ Vendor should have a minimum turnover of Rs 10 Lakh annually.
4. The booksellers/ Vendor should provide ITRs for last 3 years along with Pan Card.
5. The book sellers/ vendors should not have been black listed by any organization/institution.
6. All the book sellers /vendors are required to accept the terms and conditions of supply as adopted by the university from time to time.
7. The discount rates for the supply of books for all libraries of University shall be 25%, 10% for Government Publications / Short Discount Titles, and 50% for remaindered books. The conversion rate for foreign currency will be as per the nationalised bank rates on the date of billing.



**Registration form for Empanelment of Vendors/ Book for Supply of Books**

- 1. Name of the Firm: .....
- 2. Year of Establishment: .....
- 3. Address of the Firm: .....
- 4. Name of the Proprietor  
(Contact Person with Designation) .....
- 5. Landline Number: .....
- 6. Mobile Number: .....
- 7. Email : .....
- 8. PAN Number: .....
- 9. Membership of any other registered trade agency /organization Delhi Book sellers publishers Association (DSBPA) /Federation of Publishers Book sellers Association India (FPBAI) : Yes( ) No ( )
- 10. Current Membership No. (DSBP /FPBAI)-----
- 11. Annual turnover: .....
- 12. IT Return certificate (Three Years i.e. 2018-19, 2019-20 & 2020-21)
- 13. Areas of specialization: .....

**List of Documents (self attested) to be enclosed**

- 1. Copy of Pan Card
- 2. Copy of Balance sheet attached for Annual turnover
- 3. Copy of Income Tax return of last three years
- 4. Copy of Membership Certificate of Associations
- 5. Terms and conditions prescribed the University, signed by the proprietor

**Declaration:** We do hereby declare that the entries made in this application form are true to the best of our knowledge and belief and terms & conditions of the empanelment are acceptable to us.

Authorised Signatory

Date:

(Stamp of the Firm)



**FOR OFFICE USE ONLY**

- Checked by .....
- Verified by .....
- Accepted/Rejected .....

**AL (Acquisition)**