



Jharkhand Raksha Shakti University, Ranchi

(Established by State Government and Recognized by UGC)

Meur's Road (SKIPA Premises), Ranchi-834008

<https://jrsu.ac.in>

(Jharkhand)

EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINTED BOOKS TO LIBRARY OF JHARKHAND RAKSHA SHAKTI UNIVERSITY, RANCHI (JHARKHAND)

SALIENT INFORMATION	
Publication of EoI	15/12/2025
Submission of sealed EoI (With desired document duly attested & sealed EoI document. EoI Processing fee and EMD)	14/01/2026 by 5:00 PM
Opening of EoI	16/01/2026 3:00 PM
EoI Processing Fee (in the form of DD)	5000/- (INR Five Thousand Only)
Earnest Money Deposit (EMD) (in the form of DD/FDR)	100000/- (INR One Lakh Only)
Period of Empanelment	3-Years from the date of Agreement with the successful Vendor. 2025-2026, 2026-2027, 2027-2028
Mode of submission	Speed Post
EoI to be sent to	The Registrar, Jharkhand Raksha Shakti University, Ranchi, Meur's Road (SKIPA Premises), Ranchi-834008 (Jharkhand)
EoI Can be downloaded from	https://jrsu.ac.in

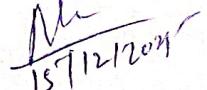

Registrar
Jharkhand Raksha Shakti University
Registrar
Ranchi

15/12/2025

TABLE OF CONTENTS

SN.	PARTICULARS	PAGE
1	Introduction	3
2	Period of Empanelment	3
3	EoI Processing Fee, Earnest money Deposit (EMD) and security deposit (SD)	3
	EoI Processing Fee	
	Earnest Money Deposit (EMD)	
	Security Deposit (SD)	
4	Eligibility criteria	3-4
5	Technical Proposal Details	4
6	EoI validity period	4
7	EoI Evaluation–Empanelment of vendors	4-5
8	Notifications of Empanelment	5
9	Order, supply, payment etc.	5-7
	a Order process	
	B Supply of printed Books	
	C Time Frame for supply and cancellation	
	D Invoicing Procedure	
	E Currency Exchange Rate	
	F Discount structure	
	G Payment Term for the supplied Books	
10	Others terms and conditions	7-8
	a General terms	
	b Termination for Insolvency	
	c Force majeure	
	D penalty clause	
	E Arbitration Jurisdiction	
11	Annexures	9-12
	a Annexure -I	
	b Annexure -II	
	c Annexure -III	
	d Annexure -IV	

1. INTRODUCTION :-

Jharkhand Raksha Shakti University, Ranchi (hereinafter referred to as JRSU) is a State university

2. PERIOD OF EMPANELMENT :-

The period of empanelment will be of three years from the date of agreement between Library of JRSU and successful vendor's.

3. EoI PROCESSING FEE EARNESTMONEY DEPOSIT (EMD) AND SECURITY DEPOSIT (SD):-

Without the EoI PROCESSING and EARNEST MONEY DEPOSIT (EMD), the EoI will not consider for evaluation and empanelment.

- i) **The EoI PROCESSING FEES:** - A Demand Draft for Rs. 5,000/- (non-refundable) in the favor of "Jharkhand Raksha Shakti University" payable at Ranchi, Jharkhand is to be submitted as EoI processing fee EoI.
- ii) **EARNEST MONEY DEPOSIT (EMD):-** A Demand Draft or FDR for Rs. 100000/-(INR One Lakh Only) in the favor of 'Jharkhand Raksha Shakti university" payable at Ranchi, Jharkhand as Earnest Money Deposit is to be submitted along with the EoI.
- iii) The above EMD is refundable without any interest to the unsuccessful vendors after the process of empanelment is completed as per the EoI terms.
- iv) **SECURITY DEPOSIT (SD):-** The successful vendors who so ever qualify for empanelment will have to submit the security Deposit (SD) of 100000/-(INR One Lakh Only) in the form of DD/ FDR/ Bank Guarantee (B.G.) Prior to the execution of the Agreement with JRSU, If the vendor wish to convert the EMD submitted in the form of DD/FDR, then the vendor will have to request in writing to the Registrar of JRSU.
- v) The EMD Deposited by such vendors will be returned after submitting the SD.
- vi) The security Deposit will be for the period of 38 months from the date of empanelment and will be refunded / returned to the vendor without any interest.

ELGIBILITY CRITERIA:-

Proof of the supporting document must be enclosed in support of the eligibility criteria mentioned below- The attested copy of relevant live/ valid certificated / document in support of the information furnished by the vendor must be enclosed with the EoI proposal:

- i. The vendor should be an active member of FPBAL.
- ii. The vendor should have permanent Account No (PAN) issued by the income Tax Department.
- iii. The vendors should have satisfactorily supplied printed books to at least 05 central / state govt. universities and other educational institutions In last three financial year(s) ending march 2025 (satisfactory supply certificates with relevant order copies should be enclosed).
- iv. The vendors should have a minimum average annual turnover of Rs. Three crores in the last three (3) financial years for printed books only ending March 2025 (CA Certificate should be enclosed).

- v. The vendors should submit single highest value purchase order during any of the last three financial years (ending on March 2025) for the supply of printed books only by any central/ state govt. universities. The value of the single highest value purchase order will be considered for evaluation (purchase order and certificate by the respective organization for the Satisfactory supply of ordered books should be attached for the particular order)
- vi. The vendors should submit income Tax Return (ITRs) for the last 3 consecutive financial years out of last 4 financial years (ending March 2025) (self attested copy should be closed)
- vii. The vendors should submit profit and loss Account Balance sheet for the last 3 consecutive financial years out of last 4 financial years (ending march 2025) (certified copy duly attested by chartered Accountant should be closed)
- viii. The vendors should be distributors/ dealer / stockiest / executive / preferred agent of the publishers. (The valid authority letters duly issued by the publishers should be closed)
- ix. The publishers / Booksellers / Distributors / Vendors should not be ever being debarred/ blacklisted from any Government organization / Govt. Funded organizations. (Furnish an affidavit raised on Non – judicial stamp paper of Rs. 100/- in this regard).
- x. All documents should be properly stamped and signed by the authorized signatory of the vendor. Without signed and stamped the proposal should not be entertained.

5. TECHNICAL PROPOSAL DETAILS:-

The vendor has furnish the desired information as per Annexure –I and has to attach all the relevant certified / attested document etc. in support of the information and also the EoI document with the seal and signature of the authorized signatory . The above should be submitted for participating in the EoI. Vendor has to also fill up Annexure –II, Annexure –III, and Annexure IV and submit along with EoI.

6. EoI VALID PERIOD:-

The EoI shall remain valid for a period of 90 days from the date of opening of the EoI proposal.

7. EoI Evolution and Empanelment of vendors

JRSU will short list for empanelling maximum 5 to 10 vendors. However JRSU reserves all the rights in increase or decrease the number of vendors for empanelment without assigning reasons thereof.

The criteria for short listing of the eligible vendors for empanelment will be as under:

- i.) The value of the single highest value purchase order.
- ii.) The purchase order issued to the vendor during the any of last three financial years (ending March 2025) will be considered for evaluation.

- iii.) Purchase order without the certificate of satisfactory supply, issued from the concerned organization will not be considered for evolution
- iv.) Merit for vendor having complied the above condition and executed the single highest value order for supply of printed Books only will be prepared.
- v.) Top 5 to 10 vendors from the above merit will be empanelled. Subject to fulfillment of the other desired conditions of the EoI.

8. NOTIFICATION OF EMPANELMENT:

JRSU will notify the eligible vendors for empanelment to supply the books on above mentioned criteria by mail or registered letter. The empanelled vendor will have to send this acceptance and execute the agreement with JRSU within the stipulated time (one week), failing which the vendor placed in the next merit may be considered for empanelment.

9. SUPPLY OF PRINTED BOOKS:-

a. Order process:-

- i. Purchase order will be send to the empanelled vendor through email.
- ii. Supply of the books has to be made strictly as per the purchase orders.
- iii. The vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order within three working days.
- iv. Any clarification/ query regarding the purchase order should be sought from the Librarian (email: jrsulibrary@gmail.com) within seven days from the date of issue of purchase Order.

b. Supply of printed books:-

- a. Consignment and mode of dispatch of the books should be to the address mentioned below-

The University Librarian, Central Library,
Jharkhand Raksha Shakti University, Ranchi
Meur's Road (SKIPA Premises), Ranchi-834008 (Jharkhand)

- b. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.

- c. Every supply should accompany with a Delivery Challan/Bill clearly bearing the details of the items supplied with quantity, unit price and total price.

e. Time Frame for Supply and Cancellation

- i. The vendor will have to supply the desired Printed Books within the stipulated time limit i.e. days from the date of issue of the Purchase order. However, it may be noted that at sometimes the Vendor may have to deliver the books against the instant orders.
- ii. In case of delay in delivery of books due to be procured from aboard or print or demand, the Vendor has to inform and seek prior (at least 07 days before the Expiry of scheduled delivery



time) permission from the librarian for grant of extension in period of supply time starting the valid reasons for such extension.

iii. Books must be in good & acceptable condition and not the remaindered one JRSU will not accept any defective books, if supplied the same has to be replaced immediately without any extra charges.

d. Invoicing Procedure

- i. The invoice should be submitted in Triplicate
- ii. Invoice or bill should be raised in the name of "The Registrar, Jharkhand Raksha Shakti University, Ranchi, Jharkhand.
- iii. Invoice should be containing the PAN No, JRSU Purchase Order number, Date etc.
- iv. The items in the invoice should be in the same order as given in the Purchase Order.
- v. Bill / invoice should posses the certificate that no other charges has been included other than the cost of the books supplied.
- vi. Separate Invoice should be raised against each Purchase Order.
- vii. The invoice should have the following enclosure-
 - i. A certified copy of the latest Publisher's/Distributor's invoice copy or Publisher's online/printed catalogue copy as Price Proof if price is not printed on the book
 - ii. A currency conversion proof with date
 - iii. Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.

e. Currency Exchange rate-

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in (INR) charged in accordance with the approved date of Exchange.
- ii. Reserve Bank of India (RBI) rates applicable on the date of order should only be followed and should be clearly indicated on the invoice.

f. Discount Structure

All types of printed books (Indian/Foreign text book at 20%, Indian/Foreign reference book at 30 %,) except (Govt. / Institution/Society NGO) Publication should be supplied at no discount.

g. PAYMENT TERM FOR THE SUPPLIED BOOKS:

Mr

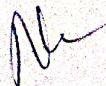
No advance payment will be made in any case before the supply of Printed Books. Successful vendors have to provide the Bills in triplicate against the Purchase order.

Payment is released by JRSU generally within 90 days of supply of books provided by the Vendor following the terms and conditions of the Purchase Order and that the supplied books are in good condition as per Purchase Order.

10. OTHERS TERMS AND CONDITIONS -

- i. JRSU reserves the right to accept or reject the EoI at any stage, in part or in full without assigning any reason thereof
- ii. JRSU reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EoI document in the interest of the University without assigning any reason thereof.
- iii. JRSU reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of agreement in the interest of University.
- iv. Conditional proposals will not be considered in any case.
- v. JRSU has all the rights reserved to procure any number of books from any of the empanelled vendors irrespective of their merit in the interest of the university.
- vi. Merely getting empanelled does not ensure that the purchase order will be placed by JRSU.
- vii. JRSU has all the rights to procure Books from other sources any time in the interest of the university other than the empanelled vendors.
- viii. Paperback edition of the books should be supplied if available, Cheaper Editions or International Editions should be supplied if available.
- ix. In case of non-availability of the above edition, then only hardbound editions and original foreign editions should be supplied. A certificate from vendor should be enclosed along with its invoices in this regard.
- x. No supplier/distributor/Vender/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the University shall have right to procure the books directly from such supplier/distributor/Vendor/Publisher on terms and conditions decided by the University.
- xi. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the JRSU Central Library/Department before filling the application form.
- xii. Incomplete EoI, 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.
- xiii. JRSU may issue amendment/corrigendum to the EoI document before the due date of submission. Any amendment /corrigendum will be posted on the University website (<https://jrsu.ac.in>) only.

b. Termination for insolvency



The JRSU may at any time terminate the Agreement by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor become bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

c. Force Majeure

- i. Should any force majeure circumstance arise, each of the contracting Vendors should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within fifteen days of its occurrence informs in a written form by the other party.
- ii. Force Majeure shall mean fire, flood, natural disaster or other act such as was, turmoil sabotage, explosion, epidemics, quarantine restriction, strikes and lock outs i.e. beyond the control of either party.

d. Penalty Clause

In case of delayed delivery of the books beyond Thirty days, a penalty of 0.5% per week or part thereof up to maximum of in total of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seeks additional time beyond the stipulated time then the Vendor has to send a written request with valid reasons for such extension, to the librarian for consideration. The JRSU may or may not grant extension invalid reason in the interest of the University

c. Arbitration/Jurisdiction

- i. In the event of arbitration or any dispute arising under the EOI, the decision of the Vice Chancellor, JRSU will be binding on both the parties.
- ii. In case of litigation, the court of district Ranchi /High Court of Jharkhand (Ranchi) alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than district Court of Ranchi /High Court of Jharkhand (Ranchi) shall have jurisdiction in the matter.

ANNEXURE-I

JRSU VENDER EMANELMENT FORMATE FOR LIBRARY (PRINTED BOOKS)

To

The Registrar,

Jharkhand Raksha Shakti University, Ranchi

Meur's Road (SKIPA Premises), Ranchi-834008 (Jharkhand)

Sir,

In response to your advertisement for empanelment of Publishers / Booksellers/ Distributors/Vender for supply of printed books at your University, please I, the authorized signatory on behalf of firm. Hereby furnish the desired information. EoI processing fee (Rs 5000/-) and EMD 100000/- (INR One Lakh Only) along with the relevant Certified documents.

1	Name of the Firm :	
2	Address	
3	Contact No	
4	Website	
5	Mobile No (Authorized Signatory)	
6	Email address	
7	Date of Establishment of Firm	
8	Name of the Proprietor / Director	
9	Name of the Partner (s) (if any)	
10	Copy of the Registration Certificate of FPBAI	
11	Permanent Account No. : (Attach Copy of PAN No.)	
12	Do you have satisfactorily supplied printed books at least 05 Central/ State Govt. Universities and other educational institutions in last three financial years ending March 2025? If yes, the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (Provide information in Annexure-II).	
13	The Venders should submit single highest value Purchase Order during any of the last three financial years (ending on March 2025) for the supply of Printing books only to any	



	Central /State Govt. Universities. (purchase order and satisfactory performance certificate by the respective organization for the satisfactory supply of Ordered Books Should be attached for that particular order). Annexure -III	
14	Annual Turnover of the firm for the last 3 Consecutive financial years out of last 4 Financial years (attached proof) :	
	i	2024-25
	ii	2023-24
	iii	2022-23
	iv	2021-22
	Total	
	Average	
15	Whether you are income tax payee? If so, please attach a copy of income tax return (ITRs) filed for last three(03) consecutive financial years out of last four (04) consecutive financial years (ending march 2025) along with photocopy of profit & Loss account and Balance sheet duly certified by chartered Accountant.	
16	Are you a distributor/ dealer/ stockiest/ exclusive/ preferred agent of the publishers? if so please submit the valid authority letters issued by the publishers	
17	Details of a non-refundable EoI processing fee Demand Draft of Rs 5, 000/- (Rupees Five Thousand only) for empanelment (drawn from any nationalized bank in favour of Jharkhand Raksha Shakti University payable at Ranchi	
	Details of fee Demand Draft (DD)	
	i	No
	ii	Date
	iii	For Rs
	iv	Drawn on
18	Details of Demand Draft / EDR OF Rs 100000/-(INR One Lakh Only) as EMD refundable) drawn from any nationalized Bank in favour of Jharkhand Raksha Shakti University , Ranchi.	
	Details of EMD Demand Draft/FDR	
	i	No
	ii	Date
	iii	For Rs
	iv	Drawn on
19	Have you firm ever been debarred / blacklisted for doing business from any government	



20

organization / Govt. funded organization / Institution? If No please furnish an affidavit raised on non - judicial stamp paper of Rs 100 (Rupees one Hundred only).

DECLARATION BY VENDOR

I / we hereby declare that entries made in this EoI format are true to the best of my / our knowledge belief. Deliberately no information has been hidden or misled. If at any stage during and after empanelment, any information furnished and documents provided in this EoI are found to be incorrect / false / fabricated/ concocted / misled. Then the JRSU has all the rights reserved to cancel the offer / Empanelment, forfeit the EMD of Rs. 100000/- (INR One Lakh Only) - and take appropriate action against my / our firm / organization. Further it is to declare that I have perused all the terms and conditions mentioned in this EoI and are clear and acceptable to my / our firm / organization.

Date: _____

signature of authorized signatory

Place: _____

seal of firm

ANNETURE -II

Sl.	Name of the Client (any Government University/Central / State or Institutes of National Important)	Order Copy Enclosed (Y/N)	Satisfactory supply certificate enclosed (Y/N)	Order Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



ANNETURE -III

Detail of single purchase order of single highest value Purchase Order during any of the last three financial years ending March 2025 for the supply of printed books to client i.e. any Government University (Central/ State)

Client Details	Order Copy Enclosed (Y/N)	Satisfactory supply certificate enclosed (Y/N)	Order Date	Value of Printed Books Supplied (Rs. In Lakh)

ANNETURE -IV

Document enclosed in support of EoI

Sl.No.	Detail(s) of the Document	Number of Pages	Enclosure Page No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

