



# लोकमाता देवी अहिल्या बाई होल्कर राजकीय इंजीनियरिंग कॉलेज, मैनपुरी (उ.प्र.) 205119

Mob. +917081066665 email: director.gecm@gmail.com

Website [recmainpuri.in](http://recmainpuri.in)

विज्ञापन संख्या:- 11/Advt./RECM/2025

Dated- 11/09/2025

(A) केन्द्रीय पुस्तकालय निविदा

पुस्तकों की आपूर्ति हेतु विक्रेताओं के पैनल के लिए अधिकृत विक्रेता के रूप में नामांकित होने के लिए प्रतिष्ठित प्रकाशकों/वितरकों/विक्रेताओं से आवेदन-पत्र दिनांक 02/10/2025 तक आमंत्रित किए जाते हैं।

(B) शुद्धिपत्र

संस्थान के विज्ञापन सं० 09/Advt./RECM/2023 Dated 16/10/2023 में विज्ञापित उप-पुस्तकालयाध्यक्ष के चयन कार्यवाही निरस्त की जाती है।

विस्तृत विवरण कॉलेज की वेबसाइट <https://recmainpuri.in> पर उपलब्ध है।

निदेशक

# L.D.A.H.Rajkiya Engineering College, Mainpuri

Agra Road Kharra, Mainpuri, (U.P.) – 205119  
Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow  
AICTE Approved Government Engineering College  
Phone :-05672-241241Mob. 7081066665



College Code 840

## एल0डी0ए0एच0राजकीय इंजीनियरिंगकॉलेज, मैनपुरी

आगरारोड, खर्रा, मैनपुरी (उ0प्र0) – 205119  
डा0 ए0पी0जे0 अब्दुल कलाम प्राविधिकविश्वविद्यालय, लखनऊसे संबद्ध  
अखिलभारतीय तकनीकीशिक्षापरिषद् द्वारामान्यताप्राप्त  
Email:- [director.gecm@gmail.com](mailto:director.gecm@gmail.com)

### ADVERTISEMENT NOTICE

#### Empanelment of Vendors for supply of Print books at Central Library,

Lokmata Devi Ahilya Bai Holkar (L.D.A.H.), Rajkiya Engineering College, Mainpuri- 205119, (UP)

Advt.No. LDAHRECM/CL/Emp/01/2025

Date: 11/09/2025

Lokmata Devi Ahilya Bai Holkar, (L.D.A.H.) Rajkiya Engineering College, Mainpuri invites proposal for Vendor Empanelment from the reputed vendors/distributors/Library suppliers for supply of print books. The Prescribed application form and terms and conditions for empanelment of vendors, can be downloaded from the College website <https://recmainpuri.in>.

Interested book suppliers/vendors/distributors may submit proposals in the prescribed format, available on the website, along with one copy of each necessary document through Speed Post/Registered post in sealed envelope super-scribing “**Application for Empanelment /Registration of vendor for supply of books.**” The duly filled application form with necessary documents and registration fees should be reached on or before 02.10.2025 by 5.00 PM to the Director, Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College, Mainpuri. Agra Road, Kharra, Mainpuri, Uttar Pradesh 205119

The decision of L.D.A.H. Rajkiya Engineering College, Mainpuri regarding empanelment of Publishers/Distributors/ Vendors shall be final.

The vendor will be registered /empanelled under the following terms & conditions:

#### **Terms and Conditions:**

1. The empanelment shall be valid for a period of 03 years from the date of finalization of the Book Vendors Empanelment process.
2. The minimum accepted discount rates for all on all types of books will not be less than 30 Percent other than Government, Society, trust, and Institutional publications.
3. A Participating Book Vendor should have the valid certificate of Members of Good Offices Committee/National or State Level Book Association should be submitted and must produce its certificate while participating. (Attach a Copy).
4. The Bookseller/Distributor/Vendor should be a distributor/dealer/stockist/executive/preferred agent of the publishers. The Authorized Letters issued by the publishers should be enclosed. (Attach a Copy).
5. The vendor should be an income tax payer from the preceding three years, a documentary proof i.e. Audited Balance Sheet, copy of GST, PAN, TAN, etc. and copy of ITR should be submitted and must produce its certificate while participating. (Attach a Copy).
6. The supplier must submit their license of Import/Export Code certificate issued by the Ministry of Commerce, GOI along with the proposal.

7. The vendor should submit a valid registration certificate of their Book shop/office/Firm.
8. The publisher/supplier should have experience of supplying books, documents to at least five Central/State Universities or Colleges/Institutions/IITs/IIMs/NITs during last three financial years. (The **Performance certificate** from the Institution where the vendor has supplied books along with relevant **order copies** should be attached).
9. The Annual turnover of the participating vendors should be not less **than 50 Lakhs** for preceding three years, documentary proof (**Certificate from chartered accountant**) should be submitted.
10. The vendor should not be ever been debarred/blacklisted for doing business from any Government Organization. Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).
11. The participating vendors must give their consent for supply of at least 75% of books from the order they awarded, failing which any action may be taken by the library against them, like, cancellation of orders, declaration of black listing of vendors, no future participation for future empanelment of those types of firms, etc.
12. The supply order shall be valid for 60 days only from the date of dispatch. After that, the order automatically stands cancelled.
13. The Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College Mainpuri, 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 bidder's rests with the College on its selection criteria. Decision of the Director of the L.D.A.H. Rajkiya Engineering College, Mainpuri on any dispute related to selection of vendor for supply of books shall be final and binding.
14. The vendor shall append the declaration on the bill that:
  - a. Only original and latest editions of the books have been supplied.
  - b. The actual price of the publishers has been charged.
  - c. The books are not remainder titles.
15. In case of foreign edition, a certificate would be required from the supplier that "Indian reprint/edition is not published" for the title (mention the title).
16. Only the paperback edition would be supplied, wherever available. If paperback editions are not supplied, then a certificate "No Paperback edition for the Book(s) [mention the title(s)] is/are available" would be submitted.
17. In case of foreign publications, the rate of conversion of foreign currencies to Indian currency shall be according to the GOC rate on date of issue of purchase order/as per latest GOC rates .The book(s) must be of latest edition.
18. In case of foreign books, the price of each book must be mentioned in original currency, then converted as per the latest effective RBI/SBI currency conversion rates, shall be mentioned at the bill. The bill must be having purchase order number & date and the serial number at which the book appeared in the purchase order. The bottom of the first page of each book should bear (In pencil) the serial number at which the book appears in the bill, with the name of the supplier.
19. In case of multi-volume sets, supply should be made in consecutive order starting from the first volume. Whole set price should be mentioned.

20. Only the published price to be charged. The price proof (Original bill of the distributor / publisher or publisher's catalogue or other acceptable document) shall be submitted by the supplier, with the invoice, **if price is not printed in the book.**
21. The supplier will submit bills in **triplicate** with the books, documents supplied to expedite the payment. The payment shall be made after receiving and accessioning by the Central Library, L.D.A.H. Rajkiya Engineering College, Mainpuri and found satisfactory in every aspect. Every bill must bear the following certificate with the seal and signature of the supplier, "Certified that the books supplied are not remaindered titles and are latest editions and prices charged in the bills are as per publisher's/distributor's bill. If anything is found contrary, the supplier is responsible."
22. The supply should be at the Central Library of the L.D.A.H. Rajkiya Engineering College, Mainpuri, inclusive of customs, packing, forwarding, registration, insurance, railway freight, other taxes, and incidental charges.
23. Only **latest editions** will be accepted. The law, taxation contents and other such topics must be authentic, latest, and effective. Any defect detected at later stage, would simply lead to the rejection of books at the cost of the supplier.
24. Books not approved, found defective, remainders or duplicates will be returned to the supplier and the supplier has to bear its freight and all other relevant costs.
25. The losses or damage in transit, if any, will be borne by the supplier.
26. The book jackets/dust covers should in variably be supplied along with the book, wherever applicable.
27. Every volume should be carefully checked in respect of pagination, sound condition of books, etc., before being sent to the College. If any defect is found at our end, even at later stage and even after the books have been stamped and processed in the College, the supplier will have to replace the books or deposit its cost.
28. Bibliographical details (Author, title, edition, year of publication, publisher and price, etc.) should be clearly mentioned in the approval memo/ Documents' Recommendation Form (while showing the books to the Faculty Members concerned) and the bill concerned. The Library receives recommendations from Faculty Members, Departments for purchasing books, etc.
29. In case a low-priced latest edition or soft cover, or subsidized edition of a book has been published, College desires that only such edition must be supplied and **not the original high-priced edition.**
30. Unless specifically mentioned, no book should be supplied induplicate. If there is duplication in the same purchase order or different purchase orders with a particular bookseller, prior confirmation from the College shall be obtained. Additional copies (other than textbooks) would not be generally accepted.
31. If a book is a reprint or another book is under a different title or is an off-print from a periodical publication or another publication, the supplier shall advise the College about it and supply the item only after receiving confirmation.

32. Only the published price is to be charged. The price proof (Original bill of the distributor / publisher or publisher's catalogue or other acceptable document) shall be submitted by the supplier, with the invoice, if price is not printed in the book.
33. The proposed minimum discount rates shall be applicable as under:

SI No.	Categories of Books	Discount Percentage
01.	Indian and Foreign Publications, except Reference Volumes	30%orabove
02.	(Encyclopedias, Dictionary, Directory, etc.) Reference Volumes	35%orabove
03.	Government, Society, Institutional Publications	NIL

34. If the need arises, **the L.D.A.H. Rajkiya Engineering College, Mainpuri may further negotiate for getting maximum discount after opening the financial bid.** Further, during the process of empanelment, the College reserves the right to exclude any condition enumerated herein or include any other condition arising out of this Expression of Interest, without assigning any reason/s thereof.
35. In case of **foreign publications**, Reserve Bank of India / State Bank of India conversion rate will be applicable at the date of billing.
36. All books shall be supplied within 2 to 3 weeks of the date of order(s) except foreign books to be imported from outside countries. The supplier shall send a report within a fortnight after receiving the purchase order clearly mentioning the following:
- Items to be supplied from ready stock;
  - Items to be procured from abroad and supplied within the prescribed time limit;
  - Items out of print and other, which cannot be supplied, duly supported with proof. The supplier should get prior confirmation before supplying the books of the orders not complied within
37. All legal proceedings, if arise, shall be lodged in the District Court Mainpuri only and not elsewhere.

Interested book suppliers/ vendors should submit proposals by speed post/registered post in a sealed envelope super-scribing "**Application for Empanelment/Registration of vendors for supply of Books**" with proper and valid documentation to the College. The proposal should be sent to the following Address:

**Director, Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College, Mainpuri.  
Agra Road, Kharra, Mainpuri, Uttar Pradesh 205119**

**Director**



**Lokmata Devi Ahilya Bai Holkar,  
Rajkiya Engineering College, Mainpuri  
Agra Road, Kharra, Mainpuri, Uttar Pradesh 205119**

**(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)**

(Please read the terms and conditions carefully before filling the form)

To,

**The Director**

L.D.A.H. Rajkiya Engineering College,  
Mainpuri, Uttar Pradesh

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to your College, please find my/our duly filled application form along with relevant documents.

1. Name of the Firm.....
2. Address.....
3. Contact No..... Fax.....
4. Website (if any) of contact Person(s).....
5. Mobile No. of contact Person .....
6. E-mail address.....
7. Date of Establishment of Firm.....
8. Name of the Proprietor/Director.....
9. Name of Partner (if any).....
10. Registration No. of FPBAI/DSBPA, etc.....  
(Please enclose a copy of the Registration Certificate.)
11. Your Permanent Account No.: .....  
(Attach Copy of PAN No.)
12. Do you have direct import license.....  
(If yes, please attach a copy of the same)
13. Do you have satisfactorily supplied books to any 3 Government Universities Central/State in current and last 2 financial years? If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
  - a)
  - b)
  - c)

14. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

S. No.	Financial Year	Annual Turnover (in ₹)
1.		
2.		
3.		
<b>Average Annual Turnover</b>		₹ .....

15. Whether you are income tax payee? If yes, 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.
16. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University in any of last 3 financial years or current financial year should be attached. Please mention the value of the single highest value order.
17. Are you a distributor/dealer/stockist/exclusive/preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
18. Has your firm ever been debarred/ blacklisted for doing business from any Government organization? If No, Please furnish an affidavit raised on Non- Judicial stamp paper of Rs. 100/- (Rupees One Hundred Only).
19. The vendor has to give an affidavit on non-judicial stamp paper of Rs.100 (Rupees hundred) only original/latest editions of the books have been supplied and the actual publishers' price has been charged.
20. Does your firm/company possess and ISO certificate (Yes/No). If yes, attach a copy of the certificate.

#### 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.

Date:

Place:

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Signature of Proprietors with seal





**Lokmata Devi Ahilya Bai Holkar,  
Rajkiya Engineering College, Mainpuri  
Agra Road Kharra, Mainpuri, Uttar Pradesh 205119**

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**INSTRUCTIONS TO BOOK SUPPLIER**

1. Please go through the Eligibility Criteria for empanelment for supply of print books to the Central Library Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College, Mainpuri 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**".
3. Application will be addressed to "Director, Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College, Mainpuri, Agra Road Kharra, Mainpuri, Uttar Pradesh 205119."
4. The sealed cover should reach at the "Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College, Mainpuri, Agra Road Kharra, Mainpuri, Uttar Pradesh 205119" by speed post or registered post latest by **02 October 2025 (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 Director, L.D.A.H. Rajkiya Engineering College, Mainpuri in this regard shall be final and binding upon the suppliers.
7. If any of documents furnished by the book supplier is found to be false at any stage, it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment.
8. Books will be supplied for the Central Library of L.D.A.H. Rajkiya Engineering College, Mainpuri. No Freight/No any type of Taxes/or any other hidden charges will be paid by the college.
9. The latest edition of the books should only be supplied failing which the older edition books which have been will be returned back immediately.
10. If Indian editions of the books are available then the foreign editions of the same will not be accepted at all.
11. The supplier should supply the price proof/publisher catalogue from the publisher for price verification.
12. Triplicate copies of bill /invoice have to be produced in favour of **Director, Lokmata Devi Ahilya Bai Holkar, Rajkiya Engineering College, Mainpuri, Uttar Pradesh, India**.
13. In case the firm is not able to supply any particular book (out of the list attached) the firm will have to produce proper justification/ reason with authentic proof in writing.
14. Any dispute arising out of any reason under this work order, decision of the Director will be final and binding on all parties concerned.
15. Any dispute from either side will be settled in the district court Mainpuri.

**Director**