



दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
**CENTRAL UNIVERSITY OF SOUTH BIHAR**  
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar) PIN- 824236

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**EXPRESSION OF INTEREST FOR EMPANELMENT OF SUBSCRIPTIONAGENTS FOR SUPPLYING OF  
PRINTED JOURNALS TO CENTRAL LIBRARY**

EOI REF. NO. : CUSB /C.L. /304/2023

DATED 20/04/2023

Applications are invited from reputed Publishers / Subscription Agents to seek empanelment as authorized Subscription Agents for supplying of Printed journals to Central Library, Central University of South Bihar.

Prescribed application form along with the copy of terms and conditions may be collected or may be downloaded from the official website [www.cusb.ac.in](http://www.cusb.ac.in) / [www.library.cusb.ac.in](http://www.library.cusb.ac.in).

The duly filled application form along with necessary self-attested documents and fees maybe submitted **on or before 12/05/2023** by 05:00 PM to: - **The University Librarian, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, 824236**, through Speed-Post/Registered Post.

**Copy to:**

1. System Analyst for uploading on university website: [www.cusb.ac.in](http://www.cusb.ac.in)/ [www.library.cusb.ac.in](http://www.library.cusb.ac.in)
2. Information scientist for uploading on library website library : [www.cusb.ac.in](http://www.cusb.ac.in)/ [www.library.cusb.ac.in](http://www.library.cusb.ac.in)

*pradiya*  
18/04/23  
**Dr. Pramod Kr. Singh**  
(University Librarian)

*R.K. Singh*  
**Col. R.K. Singh (Rtd.)**  
Registrar



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**APPLICATION FORM FOR ENROLMENT AS SUBSCRIPTION AGENTS / SUPPLIER FOR  
SUPPLY OF PRINTED JOURNALS**

To  
The University Librarian,  
Central University of South Bihar,  
SH-7, Gaya –Panchanpur Road, Vill- Karhara, PO-  
Fatehpur, PS Tekari,  
Gaya-824236, Bihar

Sir/ Madam,

In response to your letter no CUSB/ C.L./304/ 2023 Date: 20 / 04 / 2023 for registration and empanelment of Subscription agent/ Supplier for supply of Printed journals to Central Library Central University of South Bihar, please find my duly filled application form along with application fee and relevant self-attested documents:

1.	Advertisement No. and Date	CUSB / C.L. / 304 / 2023      Date: 20 / 04 / 2023
2.	Name of Firm	
3.	Postal address of the office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Application Fees of Rs. 2,000 (Rupees Two Thousand Only) in favour of <b>Central University of South Bihar, Payable at Panchanpur-Gaya</b> (Non Refundable) (i) Demand Draft No. (ii) Date of Issue (iii) Issuing Bank	
5.	Contact Information : (a) Name of the contact person (b) Telephone Number (c) Mobile Number (d) Fax Number (e) E-Mail (f) Website address, if any	
6.	Kind of Firm Name and address of Directors/Managing Directors/Proprietor/Partners	
7.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years out of last four consecutive years ending March 2023 along with Balance Sheet and Profit & Loss A/c (duly certified by Chartered Accountant)	
8.	Permanent Account No. (PAN) of Firm / Director: (Copy Attached)	



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9.	Bank Details : (a) Name of the Bank (b) Address (c) Bank Account No. (d) Name of the Account holder (e) IFSC code (f) MICR code (g) Date of opening of Account (h) Type of Account (Saving / Current)	
10.	Are you a distributor/dealer/stockiest/executive/preferred agent/Subscription Agents / supplier of the publishers? If so, please submit the most recent authority letters issued by the publishers.	
11.	Do you have satisfactorily executed a single printed journals order of worth Rs. 50 Lakhs to any Central/ State Universities, IITs, IIMs ICMR, ICAR in a Financial Year during last three years (Order copies and satisfactory supply certificate should be attached)	
12.	Do you have satisfactorily supplied Printed Journals to any 5 Central / State Universities or IITs, IIMs ICMR, ICAR – in last 3 years (Certificate should be attached)	
13.	Do you have direct import license. (If Yes, please attach a copy of the same)	
14.	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS out of last 4 consecutive financial years : (a) 2019-2020 : (b) 2020-2021 : (c) 2021-2022 : (d) 2022-2023 : Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant. Applicant Supplier must have a minimum average annual Turn Over of Rs. 2 Crores in last 3 consecutive Financial Year	
15.	Have 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 hundred Only)	

**Declarations:**

1. I/We \_\_\_\_\_ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept all terms & conditions.

Place :

Signature of Partner/Proprietor/Director

Date:

(Seal of the Firm)





**CRITERIA FOR REGISTRATION/EMPANELMENT OF PUBLISHER /SUBSCRIPTION AGENTS FOR  
SUPPLY OF PRINTED JOURNALS**

1. The Subscription Agent/Supplier shall be in existence for at least 05 years. Registration Certificate must be submitted as a Proof.
2. The Subscription Agent/ Supplier must have Minimum average Turnover of Rs. 2.00 Crores or above for the Financial year ending March 2023. A copy of audited Balance Sheet and Profit & loss account must be submitted as a Proof.
3. The Subscription Agent/ Supplier should be serving prestigious Customers like Central/ State Universities, IITs, IIMs ICMR, ICAR etc.. Order Copies should be attached as a proof.
4. The Subscription Agent/Supplier must have permission from the Reserve Bank of India to remit foreign exchange for the purpose of subscription of Printed journals. The copy of such permission should be attached.
5. The Subscription Agent/ Supplier should be a member of GOC/FPBAI for last 03 years. As per GOC circular the Printed journals should be supplied at NO Discount, but if any Special offer/ Uniform Discount for any of the Printed Journals / Value added is to be mentioned clearly in the proposal.
6. The Subscription Agent/ Supplier must have PAN No. A copy of PAN is to be attached.
7. Preference will be given to the Subscription Agent/Supplier who can also provide online access to the Printed journals subscribed, if it is available to subscribers free of cost.
8. Interested Subscription Agent/ supplier should enclose the copies of Appreciation Letters or letters of Good Supply from Customers.
9. Late/Delayed Expression of Interest (EOI) will not be accepted.
10. The Subscription Agent/ Supplier's representative shall visit to reconcile supply status at least once in a month.
11. The enlistment of Subscription Agent/ suppliers shall be based on their status determined from the information furnished in the application form and also by confirming the authenticity and suitability.
12. The decision of the University regarding enlisting of the Subscription Agent/ suppliers shall be final.
13. The validity of the panel shall be for a period of Three years. However, their performance shall be reviewed by The University Librarian from time to time.
14. Application in the prescribed format along with the supporting documents is to be sent to: **The University Librarian, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post-Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar-824236** through Speed-Post/Registered Post/ By hand only latest by date 02/05/2023.
15. Superscribe the envelope with "Expression of interest for registration/empanelment of publisher / subscription agents for supply of Printed Journals.
16. There are no needs to bank guarantee and advance payment not be given for subscription/ renewal of Printed Journals.



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**TERMS AND CONDITIONS FOR SUBSCRIPTION OF FOREIGN AND INDIAN PRINTED**

**JOURNALS**

1. The Subscription Agents /Supplier must attach price proof for each Printed journal from publisher catalogue/ publisher website/Distributor's invoice etc.
2. If the Printed Journals are not found as per our approved list will be returned at the cost of Subscription Agents /supplier.
3. All correspondence along with invoice in triplicate should be addressed to **The University Librarian, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post-Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar-824236**
4. Subscription Agents /Supplier will acquire the Printed journals by AIR MAIL and supply to **The Central Library, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar-824236** by Registered post at regular intervals, preferably every week, at no additional cost for air lifting /air mail.
5. In case of foreign publication Reserve Bank of India (RBI) conversion rate will be applicable on the date of order. Proof for the exchange rate charged must be enclosed with the bill.
6. No handling / service charges will be paid to the Subscription Agents /supplier.
7. **If there is any discrepancy or inability to process orders in time the same should be intimated immediately to the University Librarian.**
8. Every effort should be made to supply all the titles ordered in time.
9. Supplementary claims will be entertained on account of variation in exchange rate. Indian rupees equivalent to foreign currency on the date of Proforma Invoice only shall be paid.



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10. Claims of missing issues of journals should be settled within 03 months.
11. If the publication of the Printed journals is behind schedule, the same will be informed accordingly along with the expected date of availability.
12. It would be obligatory on the Subscription Agents /supplier to ask the publisher of the journal to provide online access to the journal free of charge on following IP addresses, if it is available to subscribers, against the printed copy.

IP ranges : 14.139.210.81 – 14.139.210.94

Email: [librarian@cusb.ac.in](mailto:librarian@cusb.ac.in)/ [www.library.cusb.ac.in](http://www.library.cusb.ac.in)

13. The University reserves the right to make any amendment in the above terms and conditions in the interest of library and the same will be binding on Subscription Agents /suppliers.
14. The Subscription Agents / Supplier shall raise **invoice in triplicate** in the name of **University Librarian** for the journals along with price proof for the same.
15. The Subscription Agents /supplier shall send the packet of journals addressing to **The University Librarian, Central Library, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Vill. Karhara, Post- Fatehpur, P. S.-Tekari, Dist – Gaya, Bihar- 824236**, free of packing charges and transportation cost.