

(Short Advertisement in English)



## **SHRI VISHWAKARMA SKILL UNIVERSITY**

(A State University, Govt. of Haryana)

**Village- Dudhola, District- Palwal, Haryana -1211002**

**Ref. No. SVSU/2026/LIB /70**

**Date – 17/04/2026**

### **NOTICE**

Applications are invited from reputed publishers / Distributors / Vendors to seek empanelment as authorised vendors for supply of books in Central Library of Shri Vishwakarma Skill University, Dudhola, Palwal during F.Y. 2026-27. Prescribed application form along with the copy of terms and conditions may be downloaded from the University Website: **www.svsu.ac.in**. The duly filled application form along with necessary documents and registration fees of Rs. 1000/- (One Thousand only) (non-refundable) in the shape of Demand Draft from any Nationalized bank / scheduled bank in favour of “Shri Vishwakarma Skill University” payable at Palwal must be submitted in the Registrar office, Administrative Block, Main Campus, Dudhola, Palwal, Haryana within 21 days from the date of publication of the advertisement.

**REGISTRAR**

(संक्षिप्त विज्ञापन - हिंदी )



# श्री विश्वकर्मा कौशल विश्वविद्यालय

ग्राम- दुधौला, जिला - पलवल, हरियाणा-121102

सन्दर्भ सं. एसवीएसयू / 2026/एलआईबी / 70

दिनांक- 17/04/2026

वित्तीय वर्ष 2026-27 के दौरान श्री विश्वकर्मा कौशल विश्वविद्यालय, दुधौला, पलवल के केंद्रीय पुस्तकालय में किताबों की आपूर्ति के लिए प्राधिकृत विक्रेता के रूप में सूचीबद्ध करने के लिए प्रतिष्ठित प्रकाशकों /वितरकों /विक्रेताओं से आवेदन आमंत्रित किए जाते हैं। निर्धारित आवेदन पत्र के साथ नियम व शर्तों की प्रति विश्वविद्यालय की वेबसाइट ([www.svsu.ac.in](http://www.svsu.ac.in)) से डाउनलोड कर सकते हैं। विधिवत भरे हुए आवेदन के साथ अनिवार्य दस्तावेज और श्री विश्वकर्मा कौशल विश्वविद्यालय, पलवल के पक्ष में देय किसी राष्ट्रीयकृत बैंक / निर्धारित बैंक से डिमांड ड्राफ्ट के रूप में १०००/- (केवल एक हजार रुपए) (अप्रतिदेय) की फ़ीस इस विज्ञापन की प्रकाशन तिथि से २१ दिनों के अंदर कुलसचिव कार्यालय, प्रशासनिक भवन, मुख्य परिसर, दुधौला, पलवल में प्रस्तुत करने होंगे।

रजिस्ट्रार



# SHRI VISHWAKARMA SKILL UNIVERSITY

Village – Dudhola, District – Palwal, Haryana -1211002

Ref. No. SVSU/2026/LIB/ 70

Date – 17/04/2026

## ADVERTISEMENT NOTICE FOR EMANELMENT OF VENDORS FOR SUPPLY OF BOOKS IN THE CENTRAL LIBRARY

Applications are invited from reputed publishers / Distributors / Vendors to seek emanelment as authorised vendors for supply of books to Central Library, Shri Vishwakarma Skill University, Dudhola, Palwal during Financial Year - 2026-27.

Prescribed application form along with the copy of terms and conditions may be downloaded from the University website [www.svsu.ac.in](http://www.svsu.ac.in) . The duly filled application form along with necessary documents and fees of Rs. 1000/- (One Thousand only) (non- refundable) in the shape of Demand Draft from any Nationalized bank / scheduled bank in favour of “Shri Vishwakarma Skill University” payable at Palwal must be submitted in the Registrar office within 21 days after the publication of this advertisement.

Documents submitted for emanelment are non-transferable and should invariably be submitted on Suppliers’ letter head duly signed and stamped by the authorized signatory. Emanelment applications are liable to be rejected if any of the conditions contained in the Emanelment Notice are not compiled with. Amendments / Corrigendum of the notice if any, shall appear only on the website of the University.

Incomplete of conditional, applications or those received after the due date would be summarily rejected. The University reserves the right to reject / cancel any or all applications without assigning any reason thereof.

**REGISTRAR**



# SHRI VISHWAKARMA SKILL UNIVERSITY

Village –Dudhola, District – Palwal, Haryana – 1211002

## **Terms and Conditions for Empanelment of Vendors for Supply of Books**

1. The vendor should be a member of the Federation of 'Publishers and Booksellers' Association of India (FPBAI) and Good Office Committee.
2. Vendor's turnover should be Rs. 30 Lakhs / per year or more in last three years (CA's certificate along with photocopy of balance sheet to be submitted).
3. Preference will be given, if vendor should be an authorised distributor of any of the three publishers i.e. Mc Graw-Hill / Prentice Hall of India / Pearson / Cambridge University Press / Oxford University Press/ John Wiley / CBSE/NCERT school text and reference books /other reputed publishers.
4. Minimum 2 references of university libraries of national / state reputed organizations with whom the vendor is already registered and currently dealing with.
5. Vendor must possess a valid Permanent Account Number (PAN), GST Number and Firm Registration (if any). Preference will be given to vendors based in the Haryana / NCR, Delhi for empanelment as vendor with the Central Library, SVSU.
6. Vendor should supply the ordered books within a period of maximum one month for national publisher and two months for international publisher failing which lead to cancellation of the order and procedure to debar the vendor may be initiated.
7. The discount for printed books of different categories will be as per the university acquisition policy decided by the Library Advisory Committee for all English / Hindi languages of Indian or foreign origin books as under:

<b>DISCOUNT RATES FOR PROCUREMENT OF BOOKS IN THE CENTRAL LIBRARY</b>			
<b>S.N</b>	<b>Type of Publications</b>	<b>Discount</b>	<b>No. of Copies</b>
1.	<b>Indian &amp; Foreign books</b>	<b>25%</b>	Up to 5 copies
		<b>30%</b>	Up to 6-20 Copies
		<b>31%</b>	21 to 50 Copies
		<b>32%</b>	51-More
2	<b>Multivolume / Reference Materials Indian or Foreign viz. Encyclopaedia, Dictionaries, Yearbooks etc.)</b>	<b>30%</b>	-----
3	<b>*Govt./ Society Publications etc.</b>	No Discount Publisher printed price / Publisher invoice Price + 10% handling or postage charges etc.	

\*Vendor has to be provided the original publisher's invoice as proof of earned discount (s.n. 3), otherwise payment will be made as per S.N. 1 to 2.

8. Unless otherwise specified, only the latest edition of the publication will be accepted.
9. Unless otherwise specified the Indian / paperback edition of a title should be supplied, if available.
10. The books supplied must be new and in good condition without any defects/damage.
11. The selected vendor may directly approach to the faculty with physical copy of the book to get it recommended by the faculty. Vendor should not get any book recommended if the same book is freely available on publisher's website.
12. Vendor will have to submit the bills of foreign books converted to Indian rupees at the bank exchange rate given by SVSU on the date of supply of book. The rate is obtained by SVSU from the State Bank of India (SBI) and the same is valid for a week.
13. The bill should have quoted the following:
  - i. The price has been correctly charged in accordance with publisher's invoice/printed price.
  - ii. Latest edition/ordered edition of the books have been supplied. No "Remaindered" title is supplied.
  - iii. Rates are charges as per bank exchange rate given by SVSU
  - iv. Three copies of the bills are to be addressed in the name of the following and submitted in the central library of the university:

**The Librarian**

**Central Library, Shri Vishwakarma Skill University,**

**Dudhola, Palwal, Haryana-121102**

14. The vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

**i. In case of a foreign title:**

- a. If the price of the book is not printed, the vendor must submit publisher's invoice copy of the book as a price proof.
- b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit letter from the publisher/authorised exclusive distributor stating the same and price of the book along with the invoice of the authorised exclusive distributor, as price proof.

**ii. In case of a Indian title:**

If the price of the book is not printed, then the vendor must submit the publisher's / authorised distributor's invoice copy, as price proof. Publisher's Catalogue is generally not accepted as price proof.

15. All entries in the bill should be typed / neatly hand written in the format acceptable to the library.

16. Selected vendors should deposit a refundable Earnest Money(EMD) amount of Rs. 20,000/- (Twenty Thousand Only) in form of Demand Draft /online drawn in the favour of "Shri Vishwakarma Skill University" payable at Palwal. The vendor firm can be registered initially for one year and further extendable up to three years, provided the firm submit an undertaking that they continue to fulfil the existing terms and conditions. The extension will be given on subject to satisfaction of services provided by the vendor during last years in the Central Library.

17. The Library Advisory Committee reserves the right to amend terms and conditions for vendorship, recommended or reject any or all the book vendors and the same is binding to the vendors. The decision of Library Advisory Committee in all matters of procurement will be final and no explanation will be given.

18. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag

indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the books in print or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verifications

19. **The vendor will have to give an undertaking on stamp paper of Rs.10/- that the agency has not been blacklisted or is blacklisted by any university/ Educational Institution/Govt. Department.**
  20. All taxes, postage/freight charges or any other charges of delivery of books shall be borne by Vendors/Publishers and shall be included in quote.
  21. No supplier/distributor/publisher shall have the sole right to supply books/publications on the discount rates so decided above. Notwithstanding the discount rates so decided, the University Library shall have the right to procure books/publications at a higher rate(s) of discount.
  22. Incomplete and conditional applications will not be considerable.
  23. The application(s) received after due date and time will not be considerable.
  24. At any given point of time, if any of the documents furnished by the vendor / supplier are found to be false. It would be deemed to be breach of terms of contract making the firms liable to legal action besides termination of empanelment.
  25. All legal disputes, if any, shall be settled in legal jurisdiction of the courts at Palwal, Haryana only.
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# SHRI VISHWAKARMA SKILL UNIVERSITY

Village –Dudhola, District-Palwal, Haryana -121102

## Vendor Registration Form for Book Supply in Central Library

(Mandatory to fill the all columns)

1. Name of the Firm/Agency: \_\_\_\_\_

2. Type of the Vendor: Please tick appropriate

Publisher	Importer	Distributors	Supplier	Facilitator

If publisher, are you able to supply books & bill directly to Library without involving any agent or vendor?

3. Name of the Partners/Directors: \_\_\_\_\_

4. Address(Office) \_\_\_\_\_

(Residence) \_\_\_\_\_

5. Telephone (Landline) : \_\_\_\_\_ Fax \_\_\_\_\_ Mobile No \_\_\_\_\_

: Email \_\_\_\_\_

6. Area of Specialization: (Mandatory requirement for Vendorship)

Engineering & Technology	Agriculture Science & Technology	Management Studies	Humanities & Social Sciences	Applied Sciences	Books in Hindi and other Indian Languages	Miscellaneous Books including Reference Books, General Books, Govt. Publications etc. / School Books

(Please specify areas with priority number e.g. 1,2,3)

7. Dealing with Foreign Publishers (List of Publishers): Enclosed Yes/No

- Are you able to provide latest publisher's Invoice without tempering as price proof in case of foreign publication? Yes/No

8. Dealing with Indian Publishers (List of Publishers): Enclosed Yes/No

- Are you able to provide latest Publisher's catalogue or latest publisher's invoice without tempering as price proof in case of Indian publications? Yes/No

9. Affiliated with (Please tick)

- Federation of Publishers & Book Sellers Association of India, (FPBA) Yes/No  
If Yes, Register Number: \_\_\_\_\_
- Association of Indian Publishers & Book Sellers Yes/No  
If Yes, Register Number: \_\_\_\_\_
- Haryana State Book Sellers and Publishers Association (if any) Yes/No  
If Yes, Register Number: \_\_\_\_\_
- Good Office Committee (GOC) Yes/No  
If Yes, Register Number \_\_\_\_\_

10. PAN Details: \_\_\_\_\_ GST No. \_\_\_\_\_

11. Annual Turn Over (for last three Financial Years as per applicable)

2023-24 Rs. \_\_\_\_\_  
2024-25 Rs. \_\_\_\_\_  
2025-26 Rs. \_\_\_\_\_

(Please enclose photocopy of balance sheet duly certified by Chartered Accountant)

12. List of three major libraries to whom the 60% (or more than 60%) books are being supplied (Please enclose the list in order of volume of business and self-attested certificate of successful supply of 60% or more in the library).

13. Whether Involved in any litigation? Yes/No

If Yes, give details of the case. (undertaking to this effect to be enclosed)

\_\_\_\_\_

14. Whether Blacklisted/debarred by any library/ Govt. Department Yes/No

If Yes, give details of the case. (undertaking to this effect to be enclosed)

\_\_\_\_\_

15. Details of the Registration Fee (Rs. 1000/-), DD (Original) and Draft No:

Date of Issue: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Whether enclosed or not: Yes/No

(Note: Form without registration fee will not be accepted)

**Signature of Director / Proprietor**

**(With seal)**

**Full Name:**