



**NOTICE**

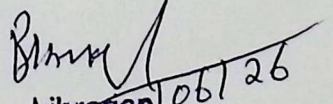
**Empanelment/ Registration of Publishers/ Book Suppliers/ Subscription Agents for the  
Purchase/Subscription of printed Books, printed Journals and E-resources**

Applications are invited for Empanelment/ Registration of Publishers/Book Suppliers/ Subscription Agents for the purchase/subscription of printed Books, printed Journals and E-resources in the University of Allahabad Library System with the following terms and conditions:

1. Minimum Five years' experience in the printed books/ printed journals/ e-Resources supplies business with good reputation as a supplier.
2. Publisher(s)/ book supplier(s)/ subscription agent(s) must be a member of either National or State level Booksellers and Publishers Association with membership fee paid for the current year on the day of the application. Subscription agents must also be on the approved list of the Good Offices Committee (GOC).
3. Publisher(s)/ supplier(s)/ subscription agent(s) must provide Permanent Account Number (PAN) along with copies of the Income Tax return filed in the last three financial years.
4. Publisher(s)/ supplier(s)/ subscription agent(s) must provide a list of libraries where they are already providing services with Satisfactory Supply Certificate from at least three libraries of Government Universities/Institutions, out of which at least one should be from a Central University.
5. The validity of the registration/empanelment shall be for a period of three years. However, their performance shall be reviewed by the Librarian from time to time.
6. The University reserves the right to terminate the registration/ empanelment of any firm at any time without assigning any reason. The Firm(s) will not be entitled to claim any compensation against such termination.
7. Interested Firm(s) is/ are requested to enclose an EMD of Rs 25,000/- (Rupees Twenty five thousand only) in the form of DD/ FDR/ BG pledged in favour of **Finance Officer, University of Allahabad, Prayagraj**. Application Forms without EMD will not be entertained. No interest will be paid by the University on EMD.
8. The printed Books/ printed Journals/ e-Resources will be purchased/ subscribed as per the University norms as revised from time to time.

The Application Form for Empanelment/ Registration is available on the website of the University i.e. [www.allduniv.ac.in](http://www.allduniv.ac.in), It can also be obtained from the office of the Librarian of the Central Library, University of Allahabad during the office hours i.e. 9:00 AM to 5:00 PM on all working days.

Application Form along with enclosures must be addressed to the Librarian, Central Library, University of Allahabad, Prayagraj 211002. It must be sealed and should reach latest by 30<sup>th</sup> June 2026 up to 5.00 PM through Speed Post after this no application form shall be entertained. The envelope should be super scribed with "Empanelment/ Registration of Publishers/Book Suppliers/Subscription Agent".

  
Librarian 06/06/26  
University of Allahabad  
Prayagraj



**Central Library**  
University of Allahabad  
Prayagraj – 211002  
E-mail: [librarian@allduniv.ac.in](mailto:librarian@allduniv.ac.in)

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**Application Form for the Empanelment/ Registration of Publishers/  
Suppliers/ Subscription Agents for Purchase/Subscription of  
Printed Books, Printed Journals and E- resources**

1. Name of the Firm : \_\_\_\_\_  
2. Address : \_\_\_\_\_  
**(Attach Documentary Proof)** \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Phone/ Mob. No.(s) : \_\_\_\_\_  
Web Site : \_\_\_\_\_

3. Constitution of the Firm : Sole Proprietor/ Partnership/ Company  
**(Please tick ✓ )**

4. Name of the Owner (s) : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Phone/ Mob.No.(s) : \_\_\_\_\_

5. Date of Establishment : \_\_\_\_\_  
**(Attach Documentary Proof)**

6. Nature of Business : a) Supply of Printed Books   
**(Pl. tick in appropriate box/boxes)** b) Supply of Printed Journals   
c) Supply of e-Resources

7. Annual Turn Over for last three Financial years \_\_\_\_\_  
**(Attach copy of ITR filed in last three years)**

8. If you are an authorized distributor of any publisher, please provide name(s)  
of Publisher(s) whom you represent **(Attach Separate sheet along with  
documentary proof)** \_\_\_\_\_

9. Do you have supplied the printed books in Government Universities/Institutions: Yes/No:  
i. (If yes please mention the name of the Universities/Institution and also attach the **Satisfactory  
Supply Certificate along with purchase orders since last three financial years** from at least five

libraries of Government Universities/Institutions, , out of which at least one should be from a Central University.)

i)

ii)

iii)

iv)

v)

10. Permanent Account Number (PAN) \_\_\_\_\_

**(Attach copy)**

11. Goods and Services Tax Number (GST) ), if Applicable \_\_\_\_\_

**(Attach copy)**

12. Membership details of National or State Level Booksellers and Publishers Association: \_\_\_\_\_

**(Attach documentary proof)**

13. Membership details of GOC (Good Offices Committee) for Subscription Agents only : \_\_\_\_\_

**(Attach documentary proof)**

14. EMD Details of Rs. 25000-/  
DD No. /FDR No. /BG No. & Date:

DD No. /FDR No. /BG No. & Date:

**(To be endorsed in original)**

Name of the Bank & Address :

Amount :

Signature : \_\_\_\_\_

(Authorised Signatory)

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

**(Note: Self-attested documents are to be enclosed)**

**UNDERTAKING**

I/We, \_\_\_\_\_ S/O, D/O \_\_\_\_\_

solemnly affirm that I am/ We are owner(s) of the firm\_\_\_\_\_, Which deals in supply of printed Books/ printed Journals/ e-Resources and the address \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Firm \_\_\_\_\_ is \_\_\_\_\_

Phone/ Mob\_\_\_\_\_PAN \_\_\_\_\_

- I/ we undertake to supply all the printed Books/ printed Journals/ e-Resources ordered to the firm, if they are available with the Publisher/ in the Market.
- I/ we undertake to supply only latest editions, latest reprints and not the remainder titles of the book(s) and shall charge the price as per Publisher’s price.
- I/we were not blacklisted anywhere in the past.
- If an Indian/ Asian edition of the foreign book is available, I/ we shall supply only the Indian/ Asian edition.
- If an International Student Edition of a foreign book is available, I/ we shall supply the same only.
- If a low priced or special edition for India is available, I/ we shall supply only that edition.
- In case any discrepancy is noticed by the Library System, University of Allahabad at any stage, I/we undertake to refund the amount or replace the book immediately even if it has been processed by the Library System, University of Allahabad.
- I/ We accept the terms and conditions applicable for the supply of Printed Books/ Printed Journals/ e-Resources attached with Application Form.

Signature with stamp

**Witnesses**

1. Signature \_\_\_\_\_ : Name & Designation \_\_\_\_\_ :

2. Signature \_\_\_\_\_ : Name & Designation \_\_\_\_\_ :

(Note: This undertaking is required on Rs 100/- non-Judicial stamp paper, with two witnesses duly attested by the Notary.)

### **Terms and Conditions for Purchase of Printed Books**

- i. The price of printed book(s) will be as fixed by the publishers.
- ii. The order shall remain valid for a period of eight weeks for foreign publication(s) and four weeks for Indian publications. The supply period may be extended by the Librarian in genuine cases; otherwise the order shall stand cancelled.
- iii. The supplier shall append the following declaration on the bills:
  - A. Only latest editions/ reprints have been supplied and these are not remainder titles/ damaged books with missing pages.
  - B. The prices have been correctly charged in accordance with the Publisher's/ Importer's/ Distributor's Invoices without any handling and postage charges.
- iv. The minimum discount accepted by the Library System of University of Allahabad is mentioned below:

| S.N. | Type of Publication  | Minimum discount on printed price |
|------|--|-----------------------------------|
| 01   | All categories of books (except Multi volume reference books/reference sources e.g. Encyclopaedias, Dictionaries, Handbooks, etc.) | 20%                               |
| 02   | Multi Volume reference books/reference sources e.g. Encyclopaedias, Dictionaries, Handbooks, etc.                                  | 25%                               |
| 03   | Government Publication *   | 10%                               |

*(\*There shall be no discount on such Government publications on which the supplier(s) do not get any discount, on production of documentary evidence)*

- v. Foreign publication, if available at special Indian/ Asian price, must be supplied in Indian Price.
- vi. Foreign Book(s) published/ reprinted before three years from the year of purchase shall not be supplied to the Library in the subjects of Science and Technology.
- vii. Conversion rate of foreign publications would be calculated as per RBI/ Bank conversion rate on the date of billing.
- viii. No postage/ freight charges will be paid.
- ix. Only paperback editions should be supplied, except in the case where the book is published only in hardbound.
- x. Invoice in triplicate shall be submitted in the name of person placing the purchase order i.e. Librarian, Dean, Director, Head, Principal, Coordinator, Principal Investigator of the Project, etc., mentioning the order no. date, ISBN, author, title, edition, name of publishers, year of publication and price.
- xi. The suppliers must acknowledge the receipt of the purchase order immediately.
- xii. The payment will be made on satisfactory delivery and receipt of books in acceptable conditions at University of Allahabad library system.
- xiii. Price quoted in invoice for all publications should be supported by purchase invoice along with Publisher's price proof.

- xiv. Price shown on Internet or website of the Publishers/Suppliers shall not be accepted by the Library as support of price verification.
- xv. In case of foreign publication, price in the currency of the country of publication shall be mentioned.
- xvi. If a book supplied is a defective one, it will be returned even after books have been stamped by the library, at the cost of supplier(s).
- xvii. Any firm found having cheated the library by supplying old, remaindered and damaged books or having charged more than the actual publisher's price, shall be **punished by blacklisted and EMD shall be forfeited.**
- xviii. In case of unsupplied book(s), a certificate of non-availability of that book(s) in the market from publisher/ distributor/ stockiest of the publisher should be produced to the Library.
- xix. The University reserves the rights to change any or all of the above terms and conditions.
- xx. Disputes are subject to jurisdiction of Prayagraj Court only.

### **Terms and Conditions for Subscription of Printed Journals**

- i. The Subscription Agent(s) will acquire the Journals by AIR MAIL and supply to the University of Allahabad by speed post at regular intervals, preferably every week, at no additional cost to us for air lifting/ air mail.
- ii. The conversion rates shall be the RBI/Bank rate on the date of billing. Proof for the exchange rate must be enclosed with the invoice/ bill.
- iii. No Discount.
- iv. Order must be processed immediately without delay. Advance payment must be made by the Subscription Agent(s) to the publisher on behalf of University of Allahabad (as Subscriber) and invoice/ bill of subscription amount should be submitted for payment along with the remittance proof, publisher's price-proof and order placed to publishers. The University shall make the advance payment to the suppliers against the invoice/ bill raised by them as per University rules.
- v. The subscription agent (s) shall submit 100 % bank guarantee of the amount of advance to be paid for the period of 18 months. The University will release the bank guarantee only after the supply of complete issues of journals or its cost.
- vi. Every effort should be made to supply all issues of the journals ordered in time. In case of non-supply, the subscription amount paid towards the same should be refunded within six months after the end of the subscription period. Refund of amount will not be an excuse for non-supply.
- vii. No handling / service charges will be paid to the supplier.
- viii. If there is any discrepancy or inability to process orders in time the same should be intimated immediately to the University.
- ix. If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.
- x. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the University on production of documentary evidence.

- xi. Claims for missing issues of Journals should be settled within 18 months from the date of payment.
- xii. The subscription agent(s) should ask to the publisher of the journal to provide online access to the journals subscribed by the University in print with online access, or those offered free with the print subscription.

**University of Allahabad IP range:**

- 14.139.244.241 to 14.139.244.254 for campus use and
- Remote Access through Shibboleth Authentication.

**Details of Shibboleth are hereunder:**

entityName: University of Allahabad

entityID: <https://idp.allduniv.ac.in/idp/shibboleth>

eduPersonScopedAffiliation:faculty|student|member|researchsholar|staff@allduniv.ac.in

eduPersonEntitlement: <https://allduniv.ac.in>

**\* Which may be change from time to time.**

- xiii. The subscription agent(s) should send the invoice/bill in triplicate in the name of person placing the subscription order i.e. Librarian, Dean, Director, Head, Principal, Coordinator, Principal Investigator of the Project, etc.,
- xiv. The subscription agent(s) shall send the packet of journals to the Librarian, Central Library, University of Allahabad, Prayagraj-211002 or in favor of the person placing the subscription order.
- xv. The University reserves the right to make any amendment in the above terms and conditions and cancel any order at any time in the interest of University without assigning any reason and the same will be binding on suppliers.
- xvi. The subscription agent(s) shall submit a signed agreement on a non-judicial stamp paper of Rs. 100/- mentioning all the above terms and conditions.
- xvii. Disputes are subject to jurisdiction of Prayagraj court only.