



Gujarat Biotechnology University

An initiative of Department of Science and Technology,
Government of Gujarat

Empanelment of Vendors for the Supply of Print Journals to Gujarat

Biotechnology University Library

Gujarat Biotechnology University (GBU) Library invites applications from reputed journal and magazine vendors, suppliers, distributors, and agents for empanelment for the supply of print periodicals. Interested vendors should submit their proposals in the prescribed format along with the required documents.

Eligibility Criteria

Vendors must meet the following eligibility conditions:

1. Must be authorized distributors or agents for publishers. Submit valid authorization letters from publishers.
2. Minimum of three years of experience in supplying print journals to reputed academic institutions.
3. Must have supplied journals to at least three recognized universities or institutions of national importance. Submit performance certificates from these institutions.
4. Must not have been debarred or blacklisted by any government or educational institution. Submit a self-declaration affidavit on a non-judicial stamp paper.
5. Average minimum annual turnover of Rs.10 lakh for the last three consecutive financial years.
(Submit documentary evidence i.e. extract of Income Tax return filed)

Application Procedure and Instructions:

1. Submit sealed applications super-scribing – “Application for Empanelment for the Supply of Printed Journals & Magazines” to "The Registrar, Gujarat Biotechnology University, Gujarat International Finance Tec (GIFT)-City, Gandhinagar- 382355, Gujarat."





2. Applications must be sent within two weeks from the date of publication of the advertisement via registered/speed post.
3. A non-refundable processing fee of INR 500/- in favor of “Gujarat Biotechnology University” payable at Gandhinagar through Demand Draft.
4. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
5. Incomplete or improperly filled applications will be rejected.
6. Responses received after the deadline will not be considered.
7. The vendors must be registered with GST, IT and statutory registrations. If, GST Certificate is not applicable then publisher/supplier/agent should enclose GST Exemption Certificate.

Terms and Conditions

1. The competent authority of Gujarat Biotechnology University reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/ arbitration.
2. The library will place purchase orders as per the requirement with the empanelled vendor(s) who offer the best and prompt services at standard discount rates.
3. The shortlisted Journal supplier/distributor(s) may be called for personal interaction to discuss the terms & conditions for the supply of print journals and magazines.
4. Journals and magazines should be sent without any additional cost to “Library, Gujarat Biotechnology University, Gujarat International Finance Tec-City, Gandhinagar, Gujarat 382355.

Email: library@gbu.edu.in (M) 81400 05111”





5. The empanelled agencies should notify the publication schedule of each title with necessary information viz., the number of volumes/issues published and the publication date of the same.
6. This empanelment will be valid initially for one year and may be extended depending upon the satisfactory service of the empanelled vendor/supplier at the sole discretion of the university for 3 years.
7. Pricing and Invoicing: Invoices must reflect the publisher's actual prices, including any applicable discounts.

Evaluation and Selection

- Applications will be evaluated based on eligibility, experience, and past performance.

Disqualification and Termination

- Failure to adhere to terms, delays in supply, or violation of conditions will result in delisting.
- The university reserves the right to terminate empanelment without prior notice.

Arbitration and Legal Jurisdiction

- Any disputes will be subject to arbitration by the Director General or an authorized nominee.
- Legal jurisdiction will be Gandhinagar, Gujarat.

Declaration: By applying, vendors agree to comply with all terms and conditions mentioned in this document.





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Checklist of Required Documents:

- Proof of establishment and address
- Authorization letters from publishers
- Audited financial statements and IT returns
- List of client institutions with performance certificates
- Self-declaration affidavit (non-blacklisting)
- Application processing fee-related document

Contact:

Library,

Gujarat Biotechnology University,

Gujarat International Finance Tec-City,

Gandhinagar, Gujarat 382355.

Email: library@gbu.edu.in

(M) 81400 05111





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**Application Form for Empanelment of Agency for Supply of Indian Printed
Journals/Magazines**

1. General Information:

- Name of the Organization: _____
- Complete Postal Address: _____
- Telephone Numbers: _____
- Email Address: _____
- Website (if any): _____

2. Type of Organization (Tick appropriate):

Proprietor/ Partnership/ Directors/Managing Directors of Company

3. Authorized Representative:

- Name: _____
- Designation: _____
- Mobile Number: _____
- Email Address: _____

4. Registration Details:

- Year of Establishment: _____
- Registration Number: _____
- Date of Registration: _____

5. Membership and Certifications:

- Membership in Industry Associations (e.g., GOC/FPBAI): Yes/No (If yes, attach Membership Certificate)
- GST Registration Number: _____ (Attach copy)
- PAN Number: _____ (Attach copy)





6. Authorization from Publishers:

Are you an authorized distributor/dealer/agent? **Yes/No**

(If yes, attach authorization letters from publishers)

7. Client References (at least three):

1. Name of Institution: _____
Contact Person: _____
Designation: _____
Contact Number: _____
2. Name of Institution: _____
Contact Person: _____
Designation: _____
Contact Number: _____
3. Name of Institution: _____
Contact Person: _____
Designation: _____
Contact Number: _____

8. Financial Details:

Annual Turnover (Last three financial years with proof):

Year 1: _____

Year 2: _____

Year 3: _____

9. Declaration of non-blacklisting:

I/We hereby declare that our organization has not been blacklisted/debarred by any government or educational institution in the last three years. An affidavit on non-judicial stamp paper is attached.





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10. Declaration:

I/We hereby declare that the information provided in this application form is true and correct to the best of our knowledge. We agree to abide by all terms and conditions set by the Gujarat Biotechnology University Library.

Place: _____ Date: _____

(Signature of Authorized Representative with Seal)

