



PARIJA LIBRARY
UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004

Phone No. 0674-2567221
Email: chief librarian@utkaluniversity.ac.in
Website: <https://utkaluniversity.ac.in/parija-library/>

No.PL-579/170

/2026;

Date: 18-2-2026

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from reputed and authorized Journal Suppliers/Subscription Agents for supply of Periodicals to the Parija Library, Utkal University, Bhubaneswar, for a period of three consecutive years (2025–26 to 2027–28). Eligible Suppliers/Vendors must be registered with National/State Federations or any other recognized National body and should have minimum five (05) years of experience in supplying periodicals to Central Universities/State Universities/Government Organizations/Institutions of Higher Learning. The quotation shall be submitted in sealed cover super scribing “Quotation for Supply of Periodicals (2025–26 to 2027–28)” and must reach the office of the undersigned through Registered Post / Speed Post / Courier only within the stipulated time. The detailed Terms & Conditions, eligibility criteria and other relevant information can be downloaded from the University website www.utkaluniversity.nic.in . All corrigendum/addendum/updates, if any, shall be published in the University website only. Incomplete quotations or quotations received after the stipulated date and time shall be summarily rejected. Clarifications, if any, may be obtained through email: chief librarian@utkaluniversity.ac.in

Last date of submission of Quotation: -

5th March 2026 up to 1.00 p.m.

Date and time for opening of Quotation: -

5th March 2026 at 4.00 p.m.

The document can also be downloaded from the website: (www.utkaluniversity.nic.in).

Sd/-

Chief Librarian, Parija Library,
Utkal University
Bhubaneswar – 751004



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QUOTATION CALL NOTICE


The Parija Library, Utkal University, Vanivihar, Bhubaneswar-751004, Odisha invites quotation from the authorised journal Suppliers / subscription agents for Supply of Journals for the Library as per the (1) Terms and Conditions for subscription of journals and Declaration (Annexure-I) and (2) List of Journals (Annexure-II) (Separate sheets) attached herewith. The last date of receipt of sealed quotations is 5th march 2026 at 1:00 P.M. The quotation received after the scheduled date and time will not be considered under any circumstance. The Suppliers / subscription agents shall furnish copies of all required documents/ certificates issued by the competent authorities as mentioned in the Terms & Conditions along with the quotations by Regd. Post/ Speed post/ Courier only.


Chief Librarian,
Parija Library.

Memo No. PL-579//2026;

Date: 18.2.2026

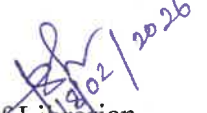
Copy forwarded to The Professor In charge, Computer Centre, Utkal University for publication in the University Website for wide circulation.


Chief Librarian,
Parija Library.

Memo No. PL-579//2026;

Date: 18.2.2026

This is available on the Notice Board of Parija library, Utkal University for all concerned.


Chief Librarian,
Parija Library

TERMS & CONDITION FOR SUBSCRIPTION OF JOURNALS FOR 2023 FOR PARIJA LIBRARY, UTKAL UNIVERSITY, VANIVIHAR, BHUBANESWAR, ODISHA.

1. Journals on order are to be supplied within 30 days after its publication falling which the purchase order will stand automatically cancelled.
2. The quotation should be written with the journal name, publisher(s) name No. of publications per year and rate chart etc.
3. Journals are to be supplied in good condition only original prints are to be supplied. No prints of photo copies/pirated shall be acceptable.
4. Price of journals are to be charged correctly in accordance with the publisher's latest catalogue price only.
5. The selection of Suppliers / subscription agents will be made on the basis of highest discount @% rate and fulfilling the term & the condition of the quotation.
6. A copy of the recent publisher's catalogue of the supplied journal are to be submitted along with the Triplicate copies of journal invoice. Internet price proof if needed by the Library will also be supplied.
7. Supplied journals if any found damaged/ misprint / page missing found later on are subject to replacement at the cost of the supplier.
8. The subscription agency / Suppliers / subscription agents(s) will have to replace the lacking / missing issues of journals if any on receipt of claims.
9. Price of the journals charged in the journal invoices are subject to recovery if any excess payment found later on.
10. Journals are to be preferably hand delivered to: Chief Librarian, Parija Library, Utkal University, Vanivihar, Bhubaneswar-751004, Odisha at the supplier's own cost.
11. No advance payment will be given. The payment will be made in shape of Bank draft/cheque only after receipt of the remittance proof of payment to the publishers by the approved Suppliers / subscription agents (Parija Library as subscriber).
12. For journals/Magazines whose remittance proof is not available the Suppliers / subscription agents can supply the journals/Magazines to library at their own cost and submit the bill for payment on quarterly basis. No advance payment will be made for the said items.
13. The rate of discount once offered in the Quotation papers cannot be changed by the Suppliers / subscription agents/ agency after opening of the Quotation paper at any cost. The Suppliers / subscription agents be approved for the calendar year 2023 and the approved Suppliers / subscription agents will have to supply cost and publication details of the journals as per requirement from time to time.
14. Journal invoice are to submitted in triplicate (typed/computerized) mentioning the full title of the journals, year, frequency, price in Indian currency, etc. are to be mentioned.
15. The approved Suppliers / subscription agents will have to provide the user ID to access online free journals if applicable.
16. The photocopy of the saving bank Account / Current pass book is to be submitted

[Signature]
18/02/2026

along with the quotation in order to facilitate on-line payment to the said account no. of the Suppliers / subscription agents.

17. The Supplier/Subscription Agent should be a valid GOC approved Supplier/Subscription Agent.
18. Preference will be given to local vendor facilitating hand delivery.
19. The Suppliers / subscription agents should not be black listed in any Government /PSU organisation, an affidavit to the effect is to be submitted by the bidder.
20. The Suppliers / subscription agents should submit the IT return of last one year.
21. The University reserves the right to accept or to reject any or all the quotations papers without assigning any reasons thereof.


18/02/2024

Declaration

I/we M/s.(Name) of the
subscription agency/ vendor/supplier) hereby declare that the fact furnished by us are
correct and I/We hereby agreed upon all the library terms and conditions mention above.

Signature of the journal publisher/Supplier/ agency (with seal)

18/02/2026

ANNEXURE II

Sl.No.	Title Name & Details
1	THE ORIENTAL ANTHROPOLOGIST
2	EASTERN ANTHROPOLOGIST
3	JOURNAL OF ANTHROPOLOGICAL SURVEY OF INDIA
4	JOURNAL OF PLANT BIOCHEMISTRY & BIOTECHNOLOGY
5	EUROPEAN JOURNAL OF BIOTECHNOLOGY AND BIOSCIENCE
6	INDIAN JOURNAL OF BIO CHEMISTRY AND BIO PHYSICS
7	RESEARCH & REVIEWS-JOURNAL OF BOTANY
8	BULLETIN OF PURE AND APPLIED SCIENCES - SEC - B BOTANY
9	INDIAN JOURNAL OF CHEMICAL TECHNOLOGY
10	ADVANCED JOURNAL OF CHEMISTRY SECTION-A
11	CHEMISTRY INTERNATIONAL
12	INDIAN JOURNAL OF CHEMISTRY
13	INTERNATIONAL JOURNAL OF COMMERCE & ECONOMICS
14	FINANCE INDIA
15	PRABANDHAN - INDIAN JOURNAL OF MANAGEMENT
16	UNIVERSITY NEWS
17	ECONOMICS AND POLITICAL WEEKLY
18	INTERNATIONAL JOURNAL OF ENGINEERING IN COMPUTER SCIENCE
19	INTERNATIONAL JOURNAL OF SCIENTIFIC RESEARCH & COMPUTER SCIENCE. ENGINEERING.
20	INTERNATIONAL JOURNAL OF COMPUTING & ARTIFICIAL INTELLIGENCE
21	INTERNATIONAL JOURNAL OF CLOUD COMPUTING & DATABASE MANAGEMENT
22	KARPAGAM JOURNAL OF COMPUTER SCIENCE
23	INDIAN JOURNAL OF COMPUTER SCIENCE
24	THE INDIAN ECONOMIC JOURNAL
25	MARGIN - JOURNAL OF APPLIED ECONOMICS & RESEARCH
26	JOURNAL OF INTERDECIPLINARY ECONOMICS
27	INDIAN ECONOMIC REVIEW
28	INTERNATIONAL JOURNAL OF ENGLISH RESEARCH
29	JOURNAL OF ADVANCED RESEARCH IN ENGLISH AND EDUCATION
30	JOURNAL OF ENGLISH LANGUAGE TEACHING
31	ROCK PEBBLES
32	IUP JOURNAL OF ENGLISH STUDIES
33	INDIAN GEOTECHICAL JOURNAL
34	BULLETIN OF PURE AND APPLIED SCIENCES SECTION-F (GEOLOGY)
35	INDIAN JOURNAL OF NATURAL PRODUCTS AND RESOURCES
36	INTERNATIONAL JOURNAL OF SOCIAL SCIENCES
37	IOSR JOURNAL OF APPLIED GEOLOGY AND GEOPHYSICS
38	RESONANCE
39	CURRENT SCIENCE
40	STUDIES IN PEOPLE'S HISTORY
41	INDIAN HISTORICAL REVIEW
42	HISTORY & SOCIOLOGY OF SOUTH ASIA
43	INTERNATIONAL JOURNAL OF INFORMATION STUDIES & LIBRARIES

12/10/2020

44	JOURNAL OF ADVANCED RESEARCH IN LIBRARY & INFORMATION SCIENCE
45	INDIAN JOURNAL OF ACADEMIC LIBRARIANSHIP
46	INDIAN JOURNAL OF DIGITAL LIBRARIES & LIBRARIANSHIP
47	INDIAN JOURNAL OF INFORMATION LIBRARY & SOCIETY
48	LIBRARY PROGRESS
49	JOURNAL OF INERDECIPLINARY MATHAMATICS
50	INDIAN JOURNAL OF PURE AND APPLIED MATHAMATICS
51	APPLIED MATHAMATICS & INFORMATION SCIENCE
52	JOURNAL ON MATHEMATICS
53	VIKALPA JOURNAL
54	DECISION
55	INDIAN JOURNAL OF MARKETING
56	INDIAN JOURNAL OF FINANCE
57	PRABANDHAN - INDIAN JOURNAL OF MANAGEMENT
58	GOKARNIKA
59	SATYABADI
60	JOURNAL OF INDIAN COUNCIL PHILOSOPHICAL RESEARCH
61	INDIAN JOURNAL OF PURE AND APPLIED PHYSICS
62	INDIAN JOURNAL OF PHYSICS
63	INTERNATIONAL JOURNAL OF SCIENTIFIC RESEARCH IN PHYSICS AND APPLIED SCIENCES
64	MANAGEMENT AND LABOUR STUDIES
65	INDIAN JOURNAL OF LABOUR ECONOMICS
66	INDIAN JOURNAL OF INDUSTRIAL RELATIONS
67	INDIAN JOURNAL OF PUBLIC ADMINISTRATION
68	INTERNATIONAL STUDIES
69	PSYCOLOGY AND DEVELOPING SOCIETIES
70	PSYCHOLOGICAL STUDIES
71	JOURNAL OF PSYCHOLOGICAL RESEARCH
72	NAGARLOK: URBAN AFFAIRS QUATERLY
73	INTERNATIONAL JOURNAL OF SANSKRIT RESEARCH
74	VYASASHRI
75	NATIONAL JOURNAL OF HINDI & SANSKRIT RESEARCH
76	PROCEEDINGS OF NATIONAL ACADEMY OF SCIENCE - A
77	PROCEEDINGS OF NATIONAL ACADEMY OF SCIENCE - B
78	INDIAN JOURNAL OF EXPERIMENTAL BIOLOGY
79	SCIENCE TECHNOLOGY & SOCIETY
80	CONTRIBUTION TO INDIAN SOCIOLOGY
81	INDIAN JOURNAL OF GENDER STUDIES
82	SOCIOLOGICAL BULLETIN
83	SOCIAL CHANGE
84	BLTN OF PURE AND APPLIED SCIENCE -SEC-E (MATH & STATISTICS)
85	INTERNATIONAL JOURNAL OF STSTISTICS AND SYSTEMS
86	INTERNATIONAL JOURNAL OF STSTISTICS AND ANALYSIS
87	PROGRESS IN FRACTIONAL DIFFERENTIATION AND APPLICATIONS
88	JOURNAL OF MATHEMATICAL PROBLEMS EQUATIONS & STSTICS
89	BHARATIYA SAMAJSASTRA SAMIKSHYA

Ar
8/10/2024

90	SAMAJIK BIMARSH
91	INDIA QUARTERLY (HINDI)
92	JOURNAL ON MATHAMATICS
93	JOURNAL ON HUMANITIES & SOCIAL SCIENCE
94	ARTHANITI
95	CONTEMPERARY VOICE OF DALIT
96	CALCUTTA STATISTICAL ASSOCIATION BLTN
97	OPSEARCH
98	JOURNAL OF DYNAMICAL SYSTEM & GEOMETRIC THEORY
99	INDIAN FOREIGN AFFAIRS JOURNAL
100	JOURNAL OF INDIAN OCEAN STUDIES
101	THE LITERARY CRITERION
102	POETCRIT
103	JOURNAL OF LAND & RURAL STUDIES
104	JOURNAL OF OPERATIONS & STRATEGIC PLANNING
105	JOURNAL OF CREATING VALUE
106	INTERNATIONAL JOURNAL OF PHYSIOLOGY HEALTH & PHYSICAL EDUCATION
107	JOURNAL OF RESEARCH & INNOVATIONS IN SOCIAL SCIENCE
108	INDIA QUARTERLY - ENGLISH
109	HARVARD BUSINESS REVIEW
110	ANTYAJAA-INDIAN JOURNAL OF WOMEN AND SOCIAL CHANGE
111	HIGHER EDUCATION FOR THE FUTURE
112	JOURNAL OF QUANTITATIVE ECONOMICS
113	VISION
114	INDIAN LITERATURE
115	ORISSA LAW REVIEW (REGULAR VOLUME)
116	ORISSA LAW REVIEW (SUPPLEMENT VOLUME)
117	JOURNAL OF INDIAN LIBRARY ASSOCIATION
118	JOURNAL OF DIGITAL INFORMATION MANAGEMENT
119	DESIDOC JOURNAL OF LIBRARY & INFORMATION TECHNOLOGY
120	IASLIC BULLETIN
121	LIBRARY HERALD
122	LIBRARY TRENDS
123	HUMAN RESOURCE DEVELOPMENT REVIEW
124	HANS (HINDI)
125	YOJONA(English)
126	BUSINESS WORLD
127	KURUKSHETRA
128	MANORAMA YEAR BOOK - ENGLISH 2025
129	PRATIYOGITA DARPAN - ENGLISH
130	PRATIYOGITA DARPAN - HINDI
131	PANORAMA YEAR BOOK 2025 VOL 1 & 2
132	CSR GENERAL STUDIES
133	CSR YEAR BOOK 2025 - ENGLISH
134	CSR CAREER ALMANAC 2025
135	CSR CAREERS & COURSES
136	CSR CURRENT AFFAIRS - WHO'S WHO

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137	PC QUEST (PRINT PREMIUM)
138	DATAQUEST (PRINT PREMIUM)
139	FORBES INDIA
140	THE WEEK
141	SPEEDY CURRENT AFFAIRS
142	JHANKAR - ODIA
143	COMPETITION SUCCESS REVIEW
144	EMPLOYMENT NEWS (WITH TRACKING FACILITY)
145	CIVIL SERVICES CHRONICLE
146	FRONT LINE
147	G.K.TODAY
148	INDIA TODAY
149	MASTERS IN CURRENT AFFAIRS (TRACKING FACILITY)
150	OUTLOOK
151	KATHA
152	READERS DIGEST
153	SCIENCE REPORTER
154	YOJANA(ODIA)
155	PAURUSHA
156	WOMEN'S ERA (BY REGD. POST)
157	SUCCESS MIRROR (HINDI)
158	KADAMBINI (ODIA)
159	SPORTSTAR
160	The Economist
161	Disha Yearly Current Affairs 2026
162	Vision ias Monthly Current affairs Magazine
163	Civils IQ Monthly Current Affairs Magazine, for UPSC, CSE, and Other
164	YOGA
165	PSIR Current Affairs

18/02/2026



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No.PL-*877/169*

/2026;

Date: *18-2-2026*

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS

The Parija Library, Utkal University, invites Expression of Interest (EoI) for **empanelment of vendors** for supply of books for the period of three consecutive years (i.e. from 2025-26 to 2027-28) from reputed & registered Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with at least 5 years' experience of supply of books to Central Universities/State Universities/Government Organizations/Academic Institutions of Higher Learning etc. The proposal may be submitted in Two-BID System (i.e. Technical Bid and Financial Bid in terms of Percentage of discount). Please visit the University Website (www.utkaluniversity.nic.in) for details. All updates regarding the EoI Process will be notified in the University Website only. Clarification if any can be sought through email to chief librarian@utkaluniversity.ac.in

Last date of submission of EoI: -

5th March 2026 up to 1.00 p.m.

Date and time for opening of EoI :-

5th March 2026 at 4.00 p.m.

The EoI document can also be downloaded from the website: (www.utkaluniversity.nic.in).

Sd/-

Chief Librarian, Parija Library,
Utkal University.

18/02/2026

Expression of Interest (EoI) for Empanelment of Vendors for Supply of Books to Parija Library, Utkal University, Vani Vihar, Bhubaneswar.

The Parija Library, Utkal University, invites Expression of Interest (EoI) for **empanelment of vendors** for supply of books for the period of three consecutive years (i.e. from 2025-26 to 2027-28) from reputed & registered Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with at least 5 years' experience of supply of books to Central Universities/State Universities/Government Organizations/Academic Institutions of Higher Learning etc.

1. The proposal may be submitted in Two-BID System (i.e. Technical Bid and Financial Bid in terms of Percentage of discount)
2. The EoI document can also be downloaded from the university website: (www.utkaluniversity.nic.in). **All updates regarding the EoI Process will be notified in the University Website only. Clarification if any can be sought through email to chief librarian@utkaluniversity.ac.in**
3. The vendor should have to deposit Rs. 1000/- (Rupees one thousand only) (non-refundable) as EoI Processing fees in the form of DD/Bankers cheque to be drawn in the name of "The Chief Librarian, Parija Library" payable at Bhubaneswar.
4. The bidder should have minimum turnover of not less than **1.5 Crore** per annum for last three consecutive years. Balance sheet of previous three years duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years' turnover separately.
5. To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as the Earnest Money Deposit) is obtained from bidders except those who are exempted from paying Bid Security as per Government Notification. As per Government of Odisha Notification No. 8943/F dated 18.03.2021, **Bid Security (refundable) @4%** of the value of contract is kept in the EoI documents along with "BID SECURITY DECLARATION is kept. Hence all bidders has to submit the above declaration as per format prescribed at Annexure – I unless specifically exempted.
6. The selected suppliers/vendors have to deposit **Performance Security @3%** of the value of the contract in the form of Account Payee Demand Draft or Bank Guarantee from any Nationalized Bank drawn in favour of the Chief Librarian, Parija Library,

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Vani Vihar, Bhubaneswar covering the period of contract. Security Deposit will be refunded at face value after expiry of empanelment term.

7. The supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
8. Empanelment of vendors for supply of different types of books/publications will be linked to rate of discount offered by the vendors and the university reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic offer and disqualify the bidder concerned in the financial bid.
9. Discount should not be less than at 15% for all kinds of books except government publication/rule book as applicable. The conversion rates of the foreign currencies should be calculated as per the latest circular of the Reserve Bank of India (RBI).
10. The supply should be free of freight charges.
11. The University authority reserves the rights to amend or withdraw any of the terms and conditions contained in the EoI document or to reject any or all the EoIs in whole or in part without giving any notice or assigning any reason.

The Technical bids are to be opened at the first instance and evaluated by competent Committee or Authority. At the second stage Financial Bid of only technically qualified Vendors/Suppliers will be opened for further evaluation and selection of Vendors for empanelment.


Last date of submission of EoI: -


5th March 2026 up to 1.00 p.m.

Date and time for opening of EoI :-

5th March 2026 at 4.00 p.m.

At Parija Library, Utkal University.


Chief Librarian, Parija Library,
Utkal University


18/02/2026

Important instructions & Purchase Terms and Conditions for Firms / Suppliers / Vendors:

The Expression of Interest (EoI) has been invited under two bid system i.e. Technical Bid and Financial Bid in terms of Percentage of discount. The interested Firms/Suppliers/Vendors are advised to submit two separate sealed envelopes super scribing - **"Technical Bid for supply of Books to Parija Library"** for the envelope containing documents with respect to **Technical Bid**. **"Financial Bid for supply of Books to Parija Library,"** for the envelope containing documents with respect to **Financial Bid**.

The Technical Bids are to be opened at the first instance & evaluated by competent committee or Authority. At the second stage, Financial Bid of only technically qualified Firms/Suppliers/Vendors will be opened for further evaluation and selection of vendors for empanelment.

A. Important instructions:

1. The vendor should have to deposit **Rs. 1000/- (Rupees one thousand only) (non-refundable) as EoI Processing fees** in the form of DD/Bankers cheque to be drawn in the name of "The Chief Librarian, Parija Library" payable at Bhubaneswar and should be kept in a **sealed separate cover super scribing EoI Processing Fee**. EoI received without EoI Processing Fee or EoI Processing Fee for fewer amounts will be summarily rejected. The submission of EoI Processing Fee is compulsory for all the Firms/Vendors/Suppliers interested to participate for this empanelment. No exemption will be granted for submission of EoI Processing Fee in any case.
2. To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as the Earnest Money Deposit) is obtained from bidders except those who are exempted from paying Bid Security as per Government Notification. As per Government of Odisha Notification No. 8943/F dated 18.03.2021, **Bid Security (refundable) @4%** of the value of contract is kept in the EoI documents along with "BID SECURITY DECLARATION" is kept. Hence all bidders has to submit the above



declaration as per format prescribed at Annexure – I unless specifically exempted.

3. The bidder should have minimum turnover of not less than **1.5 Crore** per annum for last three consecutive years. Balance sheet of previous three years duly audited or certified by the Chartered Accountant is enclosed along with a statement showing three years' turnover separately.
4. The selected suppliers/vendors have to deposit **Performance Security @3%** of the value of the contract in the form of Account Payee Demand Draft or Bank Guarantee from any Nationalized Bank drawn in favour of the Chief Librarian, Parija Library, VaniVihar, Bhubaneswar covering the period of contract. Security Deposit will be refunded at face value after expiry of empanelment term.
5. The EoI should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.
6. Incomplete and conditional EoI will be rejected. Quoting unrealistic discount rates will be treated as disqualification.
7. At any point of time any of the document furnished by the Firms / Vendors / Suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
8. The rates should be quoted in Indian Rupees, both in figures and words.
9. All the EoIs should be sent by Registered Post / Courier. EoIs may also be hand delivered by dropping them in the 'EOI BOX' kept at Parija Library, Utkal University.
10. Any EoI received late after due date and time will be rejected.
11. The Firms/Vendor(s)/Supplier(s) sort listed for Vendor Empanelment are required to strictly agree to supply as per the Library set "Book Purchase Terms and Conditions" as stipulated hereunder.
12. All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the EoI without which the Bid is liable to be rejected. The University reserves the right to verify those



original documents from the Authorities which have issued such documents for the purpose of this EoI.

B. Terms and Conditions for Purchasing

1. Books Enquiry on availability of Books:

At the first instance all the empanelled Vendors/Suppliers will be sent an email query with list of books and number of copies against each title required for Library procurement. On receipt of the email, the Vendors having books in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price as per the template. The preferred mode of communication will be by email to save delay in normal postal communication. Unless otherwise mentioned, only latest Indian edition of publication will be quoted.

2. Supply against purchase order and billing:

In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to supply books through challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The Supplier on receipt of purchase order (PO) required acknowledging the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order. The preferred mode of delivery of books on approval will be in person by hand delivery at the Library. However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be sole responsibility of the supplier. Secure and safe delivery of books at Library, as per approval order is the responsibility of the supplier/vendor alone. **In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.** Supplier also sends a scan copy of the Invoice/Bill to the Chief Librarian, Parija Library through email to chief librarian@utkaluniversity.ac.in so that advance processing of books at our end can be done. Original Invoice/Bill should be sent to "The CHIEF LIBRARIAN, PARIJA LIBRARY, UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR-751004".

After receipt of the books as requested in the purchase order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e.



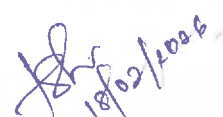
publisher's catalogue price) certificate from publisher's authorised distributor/publisher's Indian Office / Publisher's Invoice, as the case may be, will be matched with the cost of books quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. **Foreign currency conversion will be at RBI rate of the conversion on the date of Invoice.** While placing Purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting back the return books will be the responsibility of the supplier.

3. Delivery of Books

- A. Only new books must be delivered.
- B. The supplied books should be **original printed copy of the publisher** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.
- C. The delivery period is as under:
 - Indian Publications: maximum **30 days from the date of issue of "Purchase Order"**
 - Foreign Publications: maximum **45 days from the date of issue of "Purchase Order"**

The delivery date may be extended by the Library at its discretion, if the Supplier requests for an extension citing valid reasons.

- D. In such types of Purchases against direct purchase order, the conversion rate will be **RBI rate of the conversion on the date of delivery of books** (i.e. hand delivery of books at Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the version rate will be calculated on RBI rate of conversion on the date of invoicing and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of RBI conversion rate on the date or consignment booked and consignment booking receipt as email attachment to the Chief Librarian, Parija Library



(chiefibraian@utkaluniversity.ac.in) (All documents sent must bear the signature and seal with date of the supplier/Vendor concerned).

4. Preparation of Bill

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

5. Submission of Bill

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy of the publishers original import invoices or current catalogue price proof etc. duly stamped and signed by the supplier concerned, as per university book purchase rule.

6. Price Certificate

A duly signed price certificate required to be incorporated in each and every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's authorised distributor's price. The books supplied are not remaindered titles. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

7. Exchange Rate

Conversion rate in case of prices quoted in foreign currencies, RBI rate of conversion is applicable on the date of Invoice.

8. Income Tax Related Papers

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

9. Bank A/C Details



The supplier is required to provide the following information as per the template:

- Name of the Firm:
- Name of the Bank and Branch:
- Postal Address (with PIN Code):
- E-mail and Phone:
- Account type:
- Bank Account No.:
- Account Type:
- IFSC Code:

10. Latest Edition and Low-Price Edition Books

Books of the latest edition should be supplied, with intimation to that effect to the Library though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of text books, the library prefers to procure low priced editions. Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure low priced edition reference books wherever available.

11. Discount

Empanelment of vendors for supply of different types of books/publications will be linked to rate of discount offered by the vendors and the university reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic offer and disqualify the bidder concerned in the financial bid.

12. Return of defective Books

If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within 30 days, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the stipulated time period.

13. Cancellation of an Order

18/12/2026

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed.
- Books not conforming to specifications and not in good condition should be replaced within 30 days otherwise order for those books will be cancelled.

14. Delisting of Suppliers

A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

15. The Library reserves the right to:

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above.
- **Procure the book(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.**

16. Legal dispute Settlement:

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Bhubaneswar, Odisha. The resultant contract will be interpreted under Indian Laws.


18/02/2020

TECHNICAL BID

(Empanelment of Firms/Vendors/Suppliers for supply of Books for the Parija Library, Utkal University, Vani Vihar, Bhubaneswar - Format of Application)

1. Name of the Firm:
2. Complete Postal Address:

FAX NO: / Telephone No:

Email:

Please enclose
recent passport
photograph(s) of
the authorized
representative (s)
of bidder

3. Kind of Proprietorship (i.e. Single/Joint):
4. If partnership, name and address of partners:
5. Are you a member of Good Office Committee (G.O.C)? Yes/No.
If yes, attach a copy of the Membership Certificate.
6. Are you a Member of Federation of Publishers' and Booksellers 'Association of India (FPBAI)?
Yes/No. If yes, attach copy of the valid Membership
7. Are you a distributor/dealer/stockiest/exclusive/preferred Agent?
If so tick marks the appropriate one's and attaches the authority letter(s) issued by the publishers in support of your claim.
8. Year of starting of the Firm with Registration Number/date:
(Attach attested copies)
9. GST/PAN/TAN No.:
10. GST Registration No. (Attach: copies of GST, CST Certificate)

Handwritten signature and date: 18/02/2026

11. Balance sheet of previous three years duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years' turnover separately.
(The bidder should have minimum turnover of not less than 1.5 Crore per annum for last three consecutive years.)
12. Number of Important Central Universities/State Universities/Government Institutions of higher learning served as supplier of books to Libraries (Attach at least three copies of the latest Purchase Order handled by your firm with copy of the certificate of successful completion of supply on time from the institute concerned, use additional sheets if required)
13. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.
14. Name Major subject area with number of Text Books/Teachers Reference Books/General Reference Books, on which your firm handle maximum supply of books during last three years.
15. Affidavit by Vendors for not having been black listed/debarred by any public organization / University / National Level institution.

* All entries in the form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

* Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid. **Entries/Claims made without supporting documents will not be considered for evaluation.**

DECLARATIONS

- i. I / We (names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.
- ii. I / We also hereby declare that all matters related to Utkal University, Vani Vihar, Bhubaneswar shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.
- iii. Mr./Ms. whose Signature are given below, is an authorized representative of this firm.
- iv. 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.

Date:

**Authorized Signatory
& Seal of the Firm.**



FINANCIAL BID

(Empanelment of Vendors/ Suppliers for supply of Books at Parija Library, Utkal University)

The maximum discount the vendor concerned intend to offer shall be mentioned clearly (Books required for library purchases in general are of latest edition/reprint's only)

Sl. No.	Description of Books	Foreign Publications		Indian Publications	
		Percentage of discount offered (in figure)	Percentage of discount offered in words	Percentage of discount offered (in figure)	Percentage of discount offered in words
1	Text Books				
2	General(Teacher's Reference)Books				
3	Reference Books Handbook, Encyclopaedia, Directory, Yearbooks, Map, chart, Dictionary and the like)				
4	Govt./Institutional/Society Publication/Short discounted Books/No discount Books and the like				
5	Books other than print format i.e. CD/DVD and like Electronic media				
6	Any other type/format (if any)				

I / We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of Parija Library, Vani Vihar, Bhubaneswar as laid down in the said EoI document and quote rates accordingly.

Date:

**Authorized Signatory
& Seal of the Firm.**

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Bid-Security Declaration

To

The Registrar
Utkal University, VaniVihar, Bhubaneswar

I/Weirrevocably declare as under:

I/We understand that as per Clause..... Of EoI conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

We hereby accept that I/We may be disqualified from bidding of any contract with you for a period of Three Years from the date of disqualification as may be noticed by you (without prejudice to Utkal University's rights to claim damages or any other legal recourse) if,

- 1) I am/we are in a breach of any of the obligations under the bid conditions.
- 2) I/We have withdrawn or unilaterally modified/amended/revised my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by Utkal University, We failed to deposit the prescribed Security Deposit or fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & Designation of the authorized person signing the Bid-Security Declaration Form:

Duly authorized to sign the bid for and on behalf of _____ (Complete name of The Bidder)

Dated on _____ day of _____ month _____ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all Partners to the joint Venture that submits the bid)

