



विश्वभारती / VISVA-BHARATI
केंद्रीय पुस्तकालय / CENTRAL LIBRARY
विश्वभारती लाइब्रेरी नेटवर्क / (Visva-Bharati Library Network)

Memo No. CL/ 190/2026-27/(86)

Date: 29 June 2026

Notice

Invitation for Vendor Enlistment for Supply of Printed Books to Visva-Bharati Library Network, Visva-Bharati, Santiniketan

LAST DATE OF SUBMISSION	25 July 2026
HOURS (I.S.T.)	5.30 pm

Dear Sir/Madam,

Visva-Bharati Library Network invites applications from reputed publishers, book suppliers, and booksellers/vendors for empanelment as enlisted vendors for a maximum of two years for the supply of printed books in bulk and normal purchase to the Visva-Bharati Library Network (VBLN: the combination of Central Library and other Bhavana Libraries).

Visva-Bharati Library Network procures printed books at a competitive/maximum rate of rebate/discount during bulk purchase of quality publications.

Interested vendors that meet the prescribed eligibility criteria are invited to submit their applications, along with the requisite supporting documents, for consideration and empanelment.

Eligibility Criteria

The vendor should:

1. Publishers, book suppliers, and booksellers/vendors must accept/comply with the Terms and Conditions of the Supply of Books to the VBLN as laid down in the concerned SOP available through the link https://vblibrarynetwork.in/images/pdf/SOP_Print_Books_03062026.pdf.
2. Be a registered firm/company/proprietorship engaged in the supply of books.
3. Possess a valid PAN and GST Registration Certificate.
4. Have a minimum of Five (05) years' experience in supplying books to universities, academic institutions, or research organizations.
5. Be capable of supplying Indian / Regional Languages / Schools Books / Foreign publications.
6. Have adequate infrastructure for order processing, delivery, and after-sales support.

7. Not have been blacklisted by any Government organization, University, or public institution.
8. The applicant firm shall have an average annual turnover of ₹40.00 lakh or above for the supply of National and International books. For firms engaged primarily in supplying vernacular/local/regional language books and school books, the minimum annual turnover requirement shall be ₹8.00 lakh.

Documents Required:

Applicants shall submit self-attested copies of:

- PAN Card
- GST Registration Certificate
- Income Tax Returns (ITR) for the last two Financial Years reflecting the required Annual Turnover (as 8 above).
- Trade License/Certificate of Incorporation
- Bank Account Details (Canceled Cheque)
- For supply of books in National & International publications, order copy of supply of books to the minimum five (05) reputed Universities (Central and State)/ Institutes (IIT, ISI, IIM, IISER, ICAR and others) Colleges, etc., and for supply of books in vernacular/local/regional languages and school books, copy of supply of books to the minimum five reputed Colleges, Schools etc. are to be submitted. Sample copies of purchase orders/work orders executed during the last five years is to be enclosed as evidence.
- Undertaking regarding non-blacklisting by any Government Department, University, Educational Institution, or Public Sector Organization is to be submitted.
- If any Special Award/Certification/Recognition copy may be submitted, though not compulsory.
- Contact details of the authorized representative, including email address and mobile number.

Terms and Conditions

1. Discount

- VBLN will order the Books for bulk purchase based on the highest rate of rebate offered by the Publishers, Book Sellers, and Vendors.
- However, there will be no rebate/discount for Publications by the Government and any Institutes (Corporate bodies, e.g., Ramkrishna Mission, Charitable Organization, Social Welfare Organization, and similar types). If Publishers, Book Sellers, and Vendors offer a rebate, then VBLN will accept the same rate of rebate.
- For normal purchases throughout the year, VBLN will accept a minimum 20% as a rebate. However, the rate of rebate/discount may vary according to categories of books as mentioned in the SOP.

Handwritten signatures and initials in blue ink, including a large stylized signature, a checkmark, and the name 'Sim A. Bamarik'.

2. Supply Period

- Within ninety (90) days, if time is permissible in terms of the last date of fund utilization. However, given the emergency and for the interest of the library clientele, VBLN may not allow the maximum 90-day supply period.
- Delays shall be communicated in writing.

3. Latest Editions: Only the latest available editions shall be supplied unless otherwise specified.

4. Condition of Books

- Supplied books must be new, original, and free from any physical defects.
- Damaged, defective, or pirated copies will be rejected.

5. Price Verification

- Publishers' catalogues, invoices, or online publisher price proofs may be required for verification. The Invoice Price Proof provider should be a member of FPBAI - Federation of Publishers and Booksellers Associations in India (Signed membership certificate to be attached).
- Only the printed price in the book and the proof against price will be considered for payment. No price on the sticker, handwritten price, or stamped price will be considered in the bill.
- Only the printed price must be included on the bill if it is available on the book.
- The Library reserves the right to verify prices independently.

6. Conversion Rate for Foreign Publications: Foreign currency should be converted as per the RBI Conversion rate on the date of the order of title issued to the Vendor (i.e., Order date of Visva-Bharati Library Network)

7. Replacement Policy: Defective, incorrect, or duplicate books must be replaced at the vendor's cost within a reasonable period.

8. Cancellation of Orders: The Library reserves the right to cancel any order, wholly or partially, without assigning any reason.

9. Payment Terms

- Payment shall be released only after satisfactory receipt and verification of books and submission of all required documents.
- There will be no advance payment.

10. Performance Review: Vendor performance will be reviewed periodically based on:

- Timely supply
- Response time of queries from VBLN
- Keep regular contact with VBLN
- Participation in Book fair/Exhibition, when organize.

11. Removal from Panel : Vendors may be removed from the approved panel in cases of:

- Unsatisfactory performance
- Supply of unauthorized or pirated publications
- Misrepresentation of information
- Blacklisting by any Government or educational institution

12. Jurisdiction: Any dispute arising out of the enlistment or supply shall be subject to the jurisdiction of the courts at Bolpur/Santiniketan.




Submission of Application: Interested vendors may submit their applications along with supporting documents to:

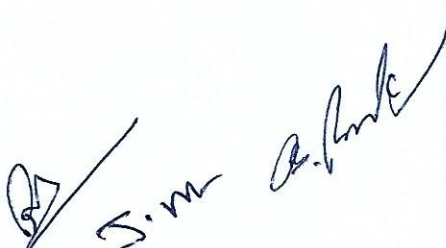
The University Librarian
Central Library
Visva-Bharati
Santiniketan – 731235
West Bengal

The University reserves the right to accept or reject any application without assigning any reason.

Yours faithfully,


University Librarian
Central Library, Visva-Bharati
Santiniketan

Contact details of Acquisition Section:-
Email:- clacqsec@visva-bharati.ac.in
MoB:-8371046052/9474634281/9735156620


S. M. A. B. K.