

Dated of publication:...05-12-2025.....

Notice

Applications are invited for registration of Books Seller/Distributors/ publishers for the supply of the print books in the Gautam Buddha University library, Gautam Buddha Nagar for the year-2026-27. Applications should be addressed to **The Registrar, Gautam Buddha University, Greater Noida, Gautam Buddh Nagar, U.P - 201312**. Duly filled application form and signed undertakings must be sealed and should reach by 04-01-2026 For more details visit at www.gbu.ac.in.

SR - P
05/12/25
(Deputy Registrar)

Dr. SHOBHA RAM
Deputy Registrar (I/C)
Gautam Buddha University
Greater Noida (U.P.)

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UNDERTAKING

I/We

.....S/o..... Solemnly
affirm that I/we am/are owners of the firm/ company.....
which deals in supply of books and the address of the firm is as
below.....

.....
Tel. Ph..... PAN/TAN/ GST
No.....

I/We have read and understood all the "Terms and Conditions" of GBU Library, Greater Noida as mentioned in this document and consciously agree to abide by them in verbatim. Should there be any discrepancy; the decision of the GBU shall be final.

I/We undertake to supply all the books ordered to the firm if they are available in the market.

I/We undertake to supply only the latest edition, reprints and not the remainder title of the books and shall charge the price as per invoice of importer/invoice of distributors.

If Indian edition of foreign books are available, I/We shall supply Indian edition only.

If an international student edition of foreign books is available, I/We shall supply only student's editions.

If a low price or special edition for India is available, I/We shall supply only that edition.

I/We have not been blacklisted/declared ineligible by any government agency/ University/automatons bodies in India during the last Five Years.

In case any discrepancy is noticed by the Library of the Gautam Buddha University, at any stage, I/We undertake to refund the amount or replace the book immediately even after if it is processed by the library of Gautam Buddha University, Gautam Buddha Nagar until one year of the delivery of the books.

Signature with Stamp

Witness

1. Signature

Name & Address

2. Signature

Name & Address

Note:- This undertaking is required on Rs. 10/- Non-Judicial Stamp Paper purchased from the Treasury of the Gautam Buddha Nagar with two witnesses and duly attested by the Notary.



TERMS AND CONDITIONS

The short-listed vendor(s)/distributor(s)/supplier(s), are required to agree to supply books as per "Terms & Conditions" stipulated here.

1. Publisher-wise discount must be attached with the file.
2. This registration will be valid initially for one year and may be extended upto two years, with a condition that the extension shall be of one year at a time depending upon satisfactory performance of the vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the GBU.
3. The GBU reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases.
4. GBU reserves the right to add and/or drop any vendor to/from its empanelled list, and/or to place purchase order(s) with any vendor(s) at any time, with the approval of Competent Authority
5. Time-frame for supply
 - 5.1 The general maximum time-frame for meeting the supply for Indian publications four weeks and eight weeks for foreign publications.
 - 5.2 If the requested title(s) is "Out of Print" (OOP), "Out of Stock" (OOS) or "Print on Demand" (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
 - 5.3 In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
 - 5.4 In case there is a delay that is foreseen in supply, the concerned registered vendor should send a request for extension of time with reasons, at least, five (05) working days before due date of supply.
 - 5.5 The provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may consider extension of time as may deem fit.
6. **Termination of empanelment** :The GBU shall be at liberty to terminate the registration of an registered vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:
 - 6.1 In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor.

- 6.2 If the vendor fails to deliver at least 75% of the supply (in terms of number of titles ordered) during a year.
- 6.3 If at any time, found that the information provided by the registered vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the GBU. The GBU shall also reserve the right to claim the amount of loss incurred by the GBU.
- 6.4 The GBU reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time. The registered vendor(s) may find the update(s), on GBU website.
- 6.5 Those firms that are in dispute with the GBU are not eligible for registration till final adjudication.
- 6.6 All disputes and differences arising from or out of the present contract, inter-alia work, supply, payment or any other thing related to the terms and conditions of the present agreement shall be subject to the sole and exclusive jurisdiction of the Courts situated in the District of Gautam Buddha Nagar. It is agreed that no other Court situated in any other jurisdiction shall have jurisdiction to entertain any suit/ compliant filed by the either of the party.
- 6.7 All disputes arising of the above shall be subject to the Arbitration under the Arbitration and Conciliation Act, 1996 (as amended from time to time), the place of sitting of which shall be within the territory of District Gautam Buddha Nagar, Uttar Pradesh and the appointment of the Sole Arbitrator shall be done by the Gautam Buddha University.



APPLICATION FORM FOR APPROVAL OF PRINTED BOOKS SUPPLIERS**(Gautam Buddha University Library System)**

1. Name of the Applicant/Firm. :
2. Address
(Attach documentary proof) :
3. Telephone Nos. & Email :
4. Turnover for the last three years
(Attach documentary proof) :
5. List of regular clients with the
Name of contact person and
Telephone No. (Attach list of client) :
6. Permanent Account No. (PAN)
(Attach photocopy) :
7. Registration No.
(Attach photocopies) :
8. Federation of Publishers' or
Booksellers' Association of India or
Delhi State Bookseller and Publishers
Association membership No.
if any (Attach photocopy) :
9. If you are Supplier/Distributor :
Pl. provide list of publishers to
Whom you represent
(Attach authorized certificate)
10. Income tax returns 3 years :

11. The minimum discount admissible is as under:

S. No.	Types of Publications	Minimum discount	Discount offered by your firm
1	Books by Foreign Publications	20%	
2	Books by Indian Publications	25%	
3	Multi-volume books by Indian Publications	30%	
4	Multi-volume books by Foreign Publications	25%	
5	Encyclopedia by Foreign/Indian Publications	40%	
6	Govt. and Society Publications such as All India Reporters or Supreme Court Cases	Nil	

12. EMD details

:

Banks details:

Detail Bank draft as the earnest amount. (Rs. 10,000.00)

(ten thousand Rupee only) in the form of crossed D.D. in favour of "Registrar, Gautam Buddha University, Gautam Buddha Nagar" payable at Greater Noida.

Signature :

(Authorized

Signatory)

Name :

Designation :

Stamp of Applicant

