



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India
Ph. : (03582) 230218, Ph. & Fax : (03582) 230833, E-mail : info@cbpbu.ac.in, Website : www.cbpbu.ac.in

OFFICE OF THE REGISTRAR

Re. No.: F69.V3/REG/1757-25

Date: 14.11.2025

NOTIFICATION

It is hereby notified that applications are invited from reputed and eligible Publishers/Distributors/Dealers for **Enlistment as Vendors for Supply of Books & Journals** to Cooch Behar Panchanan Barma University.

Interested agencies are requested to submit the duly filled-in “**Enlistment Form for Supply of Books & Journals**” (Copy Enclosed) along with all required documents and the **non-refundable application fee of ₹1000/-** within the stipulated time.

The **last date for submission** of the completed Enlistment Form is **28.11.2025 through registered Post..**

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

Registrar (Addl. Charge)
Registrar (Addl. Charge)
Cooch Behar Panchanan Barma University

In communication to:

1. The Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.
2. The Finance Officer, Cooch Behar Panchanan Barma University.
3. The Assistant Librarian, Cooch Behar Panchanan Barma University.
4. All HOD/ Co-ordinator, Cooch Behar Panchanan Barma University.
5. Guard file.

Registrar (Addl. Charge)
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ENLISTMENT FORM FOR SUPPLY OF BOOKS & JOURNALS

1. Name of the Supplier:	
2. Address of the Supplier (with E-mail & Contact No.):	
3. Branch Availability in Siliguri / Cooch Behar (If yes, provide address):	
4. Status of the Supplier (Publisher / Distributor / Dealer with name):	
5. Trade License No. (Latest copy to be attached):	
6. Professional Tax Registration No. (Latest return copy to be attached):	
7. Latest Income Tax Return (Financial Year):	
8. Average Annual Turnover (Last 3 Financial Years):	
9. Previous Experience / Credentials (Attach Copies of Orders):	

DECLARATION

We declare that the information provided above is true and correct. We agree to submit quotations as and when requested by the University. We also declare that we have read, understood, and agree to abide by all Terms & Conditions of the enlistment, including any amendments made by the University from time to time.

Date: _____

Vendor Signature with Seal

Place: _____



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TERMS & CONDITIONS FOR BOOK SUPPLIERS / VENDORS

1. Application fee of **Rs. 1000/-** must be paid along with the Application Form (payable to: Cooch Behar Panchanan Barma University, SBI A/c No. 32741316141, IFSC: SBIN0000058).
2. Successful vendors must deposit **Rs. 10,000/-** as Earnest Money (refundable).
3. Security Money @ **8%** of bill value will be retained and refunded after 3 months of satisfactory supply.
4. Quotations will be invited from enlisted vendors, but the University may procure from others if required.
5. Enlisted vendors must submit quotations when asked.
6. Non-compliance may lead to cancellation of enlistment.
7. Enlistment valid up to 31/10/2026, extendable at University's discretion.
8. University reserves the right to accept/reject any application and cancel enlistment.
9. Only latest editions/reprints must be supplied.
10. Indian edition must be supplied if available.
11. If low-priced/special Indian edition exists, that must be supplied.
12. Imported books must be confirmed within 2 weeks of Purchase Order.
13. Failure to supply at least 80% of ordered books may result in blacklisting.
14. Ready-stock books must be supplied within 1 week.
15. Imported books must be supplied within 4 weeks (POD: 6–8 weeks).
16. If new edition is upcoming, vendor must inform and supply the latest edition within 4–6 weeks of release.
17. Exchange rates must match RBI/GoC rates on date of Purchase Order (with certified copy).
18. Publisher/Importer's invoice copies must be enclosed for price verification.
19. Any discrepancy found must be rectified immediately (refund or replace).
20. Vendors must be members of registered trade bodies (AIPB/FPBA/PBSAB etc.).
21. Vendors must be serving major libraries (University, Govt., and Research Institutions).