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Press Note

Annexure-A

ISO Certified 9001:2015

CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN

Autonomous Institution under Govt. of NCT of Delhi

Khera Dabar, Najafgarh, New Delhi-110073

Email: cbpayurved@gmail.com Web: www.cbpace.delhi.gov.in

F2 (538)/2019-20/CBPACS/PRIN./Lib./Emp. Book Supp./

Dated:

Empanelment of Book Suppliers

The Director-Principal, CBPACS on behalf of the Sansthan, invites applications from the eligible reputed Indian Book Suppliers, already registered with State/National Book Suppliers Association, in prescribed format for empanelment to supply AYUSH books, scientific/technical/medical and reports of Indian and foreign publishers for a period of three financial years w.e.f 2024-25, on the terms and conditions of the CBPACS.

Date of release of application with Terms and Conditions	
Pre application conference	
Last date & time for submission of application with supportive documents	
Opening of applications	

The application form, eligibility conditions of empanelment, terms and conditions etc. are available on the Institute [website-www.cbpace.delhi.gov.in](http://www.cbpace.delhi.gov.in)

The website may please be checked from time to time.

[Handwritten Signature] 02/9/24

Director-Principal

CBPACS

Director-Principal

Ch. Brahm Prakash Ayurved Charak Sansthan

(Govt. of NCT of Delhi)

Khera Dabar, Najafgarh, New Delhi-73

Annexure-B
ISO Certified 9001:2015
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
Autonomous Institution Under Govt. of NCT of Delhi
Khera Dabar, Najafgarh, New Delhi-110073
Email: cbpayurved@gmail.com Web: www.cbpcs.delhi.gov.in

Invitation to the Book Suppliers for Empanelment

Applications are invited for empanelment of Book Suppliers for procurement of scientific/technical/medical/AYUSH books, and reports of Indian and foreign publishers for a period of three financial years (2024-25). Eligible and interested book suppliers are required to submit the duly filled application form along with necessary supportive documents in a sealed envelope to the **Director-Principal, Ch. Brahm Prakash Ayurved Charak Sansthan, Khera Dabar, Najafgarh, New Delhi-110073**, by _____ on _____.

The complete application must be supported by the following documents, duly Signed by partners/proprietors.

- (i) Covering Letter (Annexure-C)
- (ii) Application form for Empanelment of Book Suppliers (Annexure-D),
- (iii) Terms & Conditions of empanelment and supply of Books (Annexure-E),
- (iv) Documents in support of proprietorship.
- (v) Address proof of Head Office of supplier.
- (vi) Recent letter (within twelve months) from different publishers on claiming as distributor/stockiest of scientific/ technical/ Medical/AYUSH books etc.
- (vii) Copy of certificate as member of State/National booksellers' and Publishers' Association.
- (viii) Income Tax Return of last three financial years.
- (ix) Copy of PAN and TIN of the Firm
- (x) Copy of sales tax registration Number (GST, CST etc.)
- (xi) Banker's Certificate.
- (xii) Copy of purchase orders of the last three financial Years along with bills.
- (xiii) Affidavit stating that the agency has not black listed/debarred by any public organization/University/Institution.
- (xiv) Attach detailed information, if you having an account with the reputed publishers. (See Annexe F)
- (xv) Audited copy of annual turnover of the last three financial years.

Decision of the Director- Principal, CBPACS on empanelment will be final and binding on all applicants.

MBO 02/9/24

Director-Principal
Ch. Brahm Prakash Ayurved Charak Sansthan
Khera Dabar, Najafgarh
New Delhi-110073

Director-Principal
Ch. Brahm Prakash Ayurved Charak Sansthan
(Govt. of NCT of Delhi)
Khera Dabar, Najafgarh, New Delhi-73

Annexure-C

Format for Covering Letter

(To be submitted by the agency along with application for empanelment)

To
The Director-Principal
Ch. Brahm Prakash Ayurved Charak Sansthan
Khera Dabar, Najafgarh,
New Delhi-110073

Sir,

Having studied the advertisement and the documents/ annexure from the website of CBPACS on Empanelment of book suppliers ~~2024~~ ²⁰²⁵, I/we the undersigned, offer to supply the scientific/ technical/medical/AYUSH books, and reports of Indian and foreign publishers required by CBPACS in conformity with the said documents. I/We enclose herewith completed and signed (i) Application for Empanelment of Book Suppliers, (ii) Signed Terms & Conditions of empanelment and supply of books/ annexure along with supportive documents.

If the application is accepted, I/ we undertake to supply books/reports as ordered by you in accordance with the terms and conditions specified in the document.

I/We agree to abide by this application for a period of 90 days after the date fixed for application opening and it shall remain binding upon us and will accept to it at any time before expiry of that period.

Until, a formal contract is prepared and executed, this application together with your written acceptance and your notifications of award (placing supply order) shall constitute a binding contract between us.

I/We undertake that, in competing for (and if, the award is made to us, in executing) the above empanelment we will strictly observe the laws against fraud and corruption in force in India, namely," Prevention of Corruption Act 1988."

I/We understand that CBPACS is not bound to empanel any applicant.

Duly authorized (Name).....

Designation.....to sign on application on behalf of the agency.

Signature of book supplier

(Name and Address of the Book supplier)

Date.....

Annexure-D
ISO Certified 9001:2015
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
Autonomous Institution Under Govt. of NCT of Delhi
Khera Dabar, Najafgarh, New Delhi-110073

Email: cbpayurved@gmail.com Web: www.cbpcs.delhi.gov.in

APPLICATION FOR EMPANELMENT OF BOOKS SUPPLIERS

(Strike off whichever is not applicable)

I/We have gone through all the annexure/documents for this application, fulfill the eligibility conditions and agreed with all the terms and conditions of empanelment and supply of books.

1.	Name of the Firm	
2.	Postal Address of Head Office Branches	: : :
3.	(a) Telephone No. (b) E-mail (c) Web site, if any	: : :
4.	Kind of proprietorship (a) If a limited Concern, Name and address of Directors and Managing Directors (b) If single owner, name and address of the Proprietor & Manger (c) If Partnership, name and addresses of partners	: : : :
5.	Is your firm registered under- (a) The Indian Companies Act, 1956 (attach copy of memorandum and articles of Association) (b) The Indian Partnership Act, 1932 (Attach statement in register of firms showing names of partners) (c) Indian Factories Act (Registration No. and date to be given) (d) Any other Act	: : : : :
6.	Are you a distributor/Dealer/ stockiest/exclusive/preferred agent of the publishers in the area of medical/AYUSH books? If so, please submit the authority letters issued by the publisher along with the details of Distributor/ Dealership/ Stockiest/exclusive/ Preferred agents.	:
7.	Are you a Publisher in the area of medical and or Ayurveda books if so, please mention the areas of publications	:
8.	Are you a member of State/National Association (AIPB, FPBAI, DSBPA) of Books suppliers. If so, attach a copy of the membership.	:

9.	Whether firm is Income Tax payee. If so, please attach a copy of ITR of last 3 Financial years, and copy of PAN/TIN	:
10.	Sales Tax Registration No. (Attach copies of GST, CST Certificate).	:
11.	Banker's details (A certificate issued by the banker's to be attached) (a) Banker's Name (b) Address (c) Bank A/C No. (d) Date of Opening (e) Name of sponsor to open A/c	:
12.	Reference of the any other Library of national reputed organization (e.g. All India institute of Ayurveda, MAMC, Vardhman Mahavir Medical colleges, AIIMS ICMR, NIA, CCRAS, BHU, Gujrat Ayurved University, Central/State universities, etc) with whom you are already empaneled/registered.	:
13.	Have you supplied the books to the Library of National reputed for the last three financial years? If so, attach a copy of the purchase orders along with bills of the last three FY.	:
14.	Are you having an account with the reputed publishers mentioned in Annexure-F. If so, attach detail information	:
15.	The annual turnover of the firm with documentary evidence. (Audited copy of annual turnover of the last three financial years)	:

Declarations

I/We _____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted authority.

I/we also hereby declare that all matters related to CBPACS shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

Mr. _____ (name and designation) is an authorized representative of this firm. 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:-.....

Signature of Partners/Proprietors
(With Firm's Seal)

Annexure-E

TERMS & CONDITIONS OF EMPANELMENT & SUPPLY OF BOOKS

Eligibility conditions for Empanelment

- A) The Book supplier shall be a member of registered National/State Book Suppliers Association (e.g. AIPB, FPBAI, DSBPA, etc)
- B) The Book supplier shall have supplied books to the library of University/ affiliated teaching institutes/Organization for the last three Financial Year
- C) Book supplier shall have a minimum turnover of Rs 10 lakh per annum in respect to sales of books in the last three financial years.
- D) Book supplier shall have submitted the ITR of the last three financial years.
- E) Book supplier shall have PAN Card, TIN, and GST number.
- F) Book supplier shall not have been black listed/debarred by any public or private institution/organization

Terms and Conditions of book supply

1. (a) CBPACS does not bind to empanel any of the Book Suppliers.
(b) CBPACS does not bind to place the supply order/orders to any of the books suppliers.
2. Incomplete or wrong information will disqualify the Supplier's request at any time (2025-2028)
3. Empanelment is valid initially for a period of three financial years (2024-2027), which may be extended for period of maximum two (02) financial years on the same terms and conditions.
4. The CBPACS reserves the right to recommend or reject any or all book suppliers for consideration of the Director-Principal, CBPACS. The decision of Director-Principal will be final in all cases in respect of acceptance/ rejection/arbitration.
5. The "Supply Order" consists of supply of publications as per the bibliographic details mentioned there in and all other components (CD's etc.); those which come bundled with should automatically be provided by the supplier.
6. Price
 - i. Price shall be charged as per publisher's invoice (Publishers/Importers) and latest catalogue.
 - ii. (ii) Proof in support of the price charged shall be attached along with the bills.
(1.Foreign edition: Publisher's invoice and catalogue 2. Indian edition: - Publisher's catalogue).
 - iii. Price shall be for ex site (CBPACS, Delhi)
 - iv. Any taxes leviable shall clearly be indicated.
 - v. RBI conversion Rate (selling) prevalent at the time of billing shall be applicable and a copy of the same shall be attached with the bills.
7. The acceptance letter of the supply order specifying the titles of the books, accepted/not accepted, shall be submitted by the empanelled agency within seven days of dispatch of the supply order. In case of failure, the supply order will stand cancelled and order may be given to another book supplier.
8. The supply of the accepted order shall be made by the due date (normally within 2 to 4 weeks for books available in the market and within 4-6 weeks for books which are to be imported). If small order (not more than two titles) is placed in conformity with the Book Supplier, the supply should be made within two days. If the supplier fails to supply the order by the due date, then the supply order may be cancelled at the discretion of the Director-Principal.

9. **A Penalty of 10% of the cost of the un-supplied items from the accepted orders shall be charged to the supplier.**
10. The books supplied shall be in good condition without any defects. Payment will be made only after inspection of the books by the Library or any other person authorized.
11. Unless otherwise mentioned only the latest edition of the publication shall be supplied (evidence of the currency of the edition published by the publisher must be supplied along with the bills)
12. The rejected items, if any, by the Library of CBPACS, shall be removed within 15 days by the Suppliers at their own risk and cost after which no responsibility shall be accepted by CBPACS.
13. Books of foreign edition shall not be supplied when an Indian edition/reprint has already been published.
14. Where low price editions are available, the lowest priced edition /Paperback shall only be supplied.
15. Pre-receipt bills shall be submitted in triplicate (3 copies). Revenue stamps shall be affixed on the original bill and shall be signed by authorized signatory.
16. (A) Bill(s) is/are to be addressed to the Director-Principal, CBPACS and shall be submitted to the Library for further processing.
(B) All correspondence shall be addressed to:
**The Director-Principal,
Ch. Brahm Prakash Ayurved Charak Sansthan,
Khera Dabar, Najafgarh,
New Delhi-110073**
17. All entries in the bill shall be typed or neatly handwritten in the format acceptable to the library
18. **The Supplier shall offer 30% discount on published/printed price for all books/Indian Titles/Indian imprint of Foreign Titles/Foreign Titles/Reports.**
19. In case of Government / Society Publication/Short Discount/No-discount categories the Supplier shall submit a separate Open Publisher's Invoice along with certificate to this effect.
20. The vendor will have to give the following certificate on the bills:-
(A). The Prices have been correctly charged in accordance with the Publisher's invoice and the Publisher's catalogue.
(B) Latest edition/ordered edition of the books have been supplied. No Remaindered title is supplied
(C). In case of foreign edition a certificate should be required stating that "Indian reprint/edition is not published."
(D). When low price editions/ Paperback editions are not supplied a certificate should be required stating that: No Low price editions/ Paperback editions for the books (mentioned at S.No ____) are published.
21. On being empanelled, a firm shall have to submit a Pay order/Demand Draft for an amount of Rs.20, 000/- (Rupees Twenty thousand only) of any Nationalized Bank in favour of the **Director-Principal, Ch. Brahm Prakash Ayurved Charak Sansthan**, as a security money for a period of 36 months to the Institute. Pay order/Demand Draft will be released at the end of the empanelment date and after satisfactory supply of books as per last supply order.
22. At any time, if it is found that the information provided by the supplier in any form about publications, services and related matter resulting losses in any form to the Institute, the Institute reserves the right to forfeit the same from the security money.
23. For any dispute/ arbitration the legal jurisdiction will be the judicial court at Delhi.

San

[Signature]

[Signature] 21/08/24
[Signature]

[Signature]
21/8/24

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24. The supplier will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for New Publications.
25. The empanelled books supplier will be terminated/dropped/black-listed from the list of registered empanelled supplier of CBPACS.
 - A. If the supplier fails to deliver even the 50% of the supply order (in terms of numbers of titles) during the financial year.
 - B. If the supplier does not cater the intellectual requirement of the faculty members as mentioned at point 24 above.
 - C. If the supplier provides any wrong or distorted information to the library either as per point 22 or otherwise.
 - D. Any other matter identified by the authority of CBPACS.
26. Defaulting book supplier will be black listed for the remaining panel time.
27. CBPACS reserves the right to give supply order simultaneously to one or more empaneled supplier at a time.
28. An empaneled Book Suppliers/Vendor should organize at least one book exhibition per year at CBPACS in consultation with the Library.
29. A Supplier should not exhibit a book published more than three years ago except in special circumstances

Place
Date

Director-Principal

CBPACS
Director-Principal

n. Brahmi Prakash Ayurved Charak Sansthar,
(Govt. of NCT of Delhi)
Khera Dabar, Najafgarh, New Delhi-73

Declarations

I/We..... have gone through the terms and conditions from para 01 to para 29 and here by declared that all the terms and conditions are acceptable and I/We would abide them.

Place
Date

Signature of Partners/Proprietors
(with Firm's Seal)

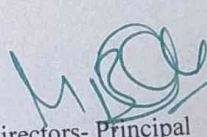
[Handwritten signatures and dates]
 31.08.24
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Annexure-FList of Publishers

S. No.	Publisher
	Springer
	CRC Press
	Wiley
	Elsevier Science
	Jay Pee Brother
	CBS Publication
	I.K. International
	Taylor & Francis
	Wolters Kulwar India Pvt. Ltd. Delhi
	Mc Graw Hill
	Oxford University Press
	Kluwer Academic Publication
	Thomson wads worth, USA; 11. Viva Books/e-books
	Butterworth
	Black Well
	Arya Vaidhashala, kottakkal, karala
	Bhartiya Kala Prakashan
	John willey and son
	Ayurved Mudranalya
	Ayurved for you
	B. Jain Publishers Ltd.
	CCRAS, New Delhi
	Eastern Book Corportion
	Government Publication
	ICMR, New Delhi
	Kendriya Ayurved evam Siddh Anusandhan
	Human Press
	Lotus Press

Modern Publisher
Sri Satguru publication Indological and oriented publisher
Alok Uppadhyay, Jaipur
Anmol Prakashan
Chaukhamba, Orientalia
Chaukhamba, Sanskrit Prakashan
Chaukhamba, Publishing House
Chaukhamba, Sanskrit Ayurved Bawan
Motilal Banarsi Dass
National Academy of Ayurveda (RAV)
Hari sree Hospital
Publication and Information Directorate
Sarada amhadewa Iyer Ayurvedic educational and charitable trust
Other publications


 22/9/24
 Directors- Principal
 CBPACS
 Director Principal
 Ch. Brahm Prakash Ayurved Charak Sansthan
 (Govt. of NCT of Delhi)
 Khera Dabar, Najafgarh, New Delhi-73

245/c

Press Note
Annexure-A

ISO Certified 9001:2015
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
(AUTONOMOUS INSTITUTION UNDER GOVERNMENT OF NCT DELHI)
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F2 (538)/2019-20/CBPACS/PRIN./Lib/Emp. Book Supp./ 8/86

Date:- 18/03/2025

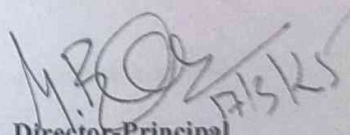
Empanelment of Book Suppliers

The Director-Principal, CBPACS on behalf of the Sansthan, invited applications from the eligible reputed Indian Book Suppliers, already registered with State/National book suppliers association, in prescribed format for empanelment to supply scientific/ technical/ medical /AYUSH Books and reports of Indian and foreign suppliers for a period of three financial years w.e.f 2025 on the terms and conditions of CBPACS.

Date of release of application with terms and conditions	24.03.2025
Pre application conference	01.04.2025, 11:00 AM in the office of Additional Director (Academics)
Last date & time for submission of application with supportive documents	07.04.2025. 2:30PM in the office of Additional Director (Academics)
Opening of applications	07.04.2025, 03:00 PM in the office of Additional Director (Academics)

The application form, eligibility condition of empanelment, terms and conditions etc. are available and can be downloaded from the Institute website – www.cbpacs.delhi.gov.in

The website may please be checked from time to time.


Director-Principal
CBPACS

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