



डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर (A State Funded University of Rajasthan)

08. दहमीकलां, जेडीए संस्थानिक योजना, बगरू, तहसील— सांगानेर, जिला— जयपुर—303007 (राजस्थान)

www.alujaipur.ac.in

Email: registrar@alujaipur.ac.in

No. F. 9375

Jaipur, Dated :- 01/08/2026

EMPANELMENT OF BOOK VENDORS/SUPPLIERS FOR THE SUPPLY OF BOOKS TO THE LIBRARY OF DR BHIMRAO AMBEDKAR LAW UNIVERSITY JAIPUR

Applications are invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorized vendor for supply of books to Dr Bhimrao Ambedkar Law University Jaipur for the for the year 2026-2027 and 2027-2028, and which may be extended for further three years. Prescribed application form along with the copy of terms and conditions can be downloaded from the University website

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Interested booksellers/vendors/suppliers/agents/distributors may respond in the prescribed format, given at the end of this document, along with one copy each of the requisite documents, through any mode, vis. Speed post/registered Post/Courier. The envelope enclosing the documents should be marked with 'Application for Empanelment of Vendors for the supply of printed books'. The duly filled application form along with necessary documents may be submitted latest by 12.08.2026 (5:00 P.M) to the following address:

Application fee (non-refundable)	Rs.1,000/- in the form of Demand Draft from any Nationalized/ Scheduled Bank in favours of the Registrar, Dr Bhimrao Ambedkar Law University Jaipur
Last date and time of receiving applications	12 th August 2026
Address of Communication	Dr Bhimrao Ambedkar Law University Jaipur

The complete acceptance letter in all respect should be submitted at this office. The envelop should be clearly mentioned with Empanelment of Book vendors for Supply of Books.



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Terms and Conditions for the Empanelment for Book vendors/Suppliers for the supply of books to the library of Dr. Bhimrao Ambedkar Law University, Jaipur.

A. Eligibility Criteria (Technical criteria):-

- 1) The Vendor/supplier must be registered with the Book Publisher & Book Seller's Association (National/State) AIPB, FPBA, DSBPA etc. The copy of membership registration shall be submitted.
- 2) The Vendor/supplier should have valid Registration with GST and Income Tax Dept. If exemption is available (attached declaration).
- 3) The Vendor/supplier should not be blacklisted by any State or Centre Government University/Institution in India.
- 4) The Vendor/supplier should submit the latest 5 copies of supply order issued by the govt institutions/Universities in the last three years.

B. General Conditions:-

1. Latest editions of books in good condition must be supplied.
2. Indian editions should be /supplied unless specified otherwise.
3. Wherever books are available in both hardbound and paperback, the price of paperback should be supplied.
4. For short/no discount titles (e.g., Central/State Government publications, Society publications), proof must be attached.
5. B A L U, Jaipur reserves the right to increase or decrease the quantity.
6. B A L U, Jaipur reserves the right to procure books wholly or partially and may split the order.
7. Partial supply may be accepted if books are in stock; remaining must be supplied within the stipulated time.
8. Any variation in author/title/edition requires prior approval from competent authority.
9. No change in terms and conditions will be accepted during evaluation of empenalment.

C. Discount: The following discount pattern should be followed:-

- a. A minimum of 25% discount will have to be offered on all Indian editions of books and multiple copies/ foreign publications
- b. A minimum of 30% discount will have to be offered on all Reference books / Encyclopedias of Latest Editions
- c. No discount on Govt/State/Societies Publication But 5% if any handling Charges



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D. Delivery:-

1. Supply must be completed within 30 Days.
2. Damaged/defective books must be replaced at supplier's cost.
3. Delivery shall be through registered post/courier/in person at supplier's risk. No extra charges (freight, insurance, etc.) will be paid.
4. Delivery Address:

"The Registrar (For Library)
Bhimrao Ambedkar Law University,
Jaipur. Plot No. 08, Dehmi Kalan,
JDA, Institutional Scheme Bagru,
Tehsil- Sanganer, Jaipur. 303007

E. Price Schedule and Payment Terms

1. Bills must be submitted in triplicate with supporting documents after completion.
2. Price proof (publisher catalogue/invoice) must be provided.
3. Foreign currency must be mentioned in invoice (if applicable).
4. For Invoicing, RBI/Nationalized Banks Currency Conversion rate on the date of purchase order should be used.
5. Certificate must be provided stating latest editions supplied and prices are correct.
6. No advance payment will be made.
7. The payment will be made within one month from the receipt of verified books and bills, as per the order.

The sealed envelope should reach the above address on or before 12th August 2026

(17:00 hrs). The letter received after this date will be summarily rejected.

Library (Consultant)

Bhimrao Ambedkar Law University,
Jaipur. Plot No. 08, Dehmi Kalan,
JDA, Institutional Scheme Bagru,
Tehsil- Sanganer, Jaipur. 303007

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APPLICATION FORM FOR THE EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS
TO THE LIBRARY OF DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR, RAJASTHAN.

S.No.	Particulars	Details (To be Filled by Firm)
1.	Name of the Firm	
2.	Address of head office and branch officers	
3.	Registration Number (Enclose copy)	
4.	Registration with Book Publisher & Book Seller's Association (Enclose copy)	
5.	If partners Name of the Partners	
6.	Firm Bank Account No.	
7.	Bank Branch Name:	
8.	IFSC Code:	
9.	Contact Numbers	
10.	GST Registration No. (Enclose copy)	
11.	PAN/TAN No. (Enclose copy)	
12.	Self-Declaration of Non-Blacklisting by any State or Centre Government University/Institution in India. (Enclose copy)	

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.

Signature of Partners/Proprietors:

Place:

Date (with Firm's Seal):



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DECLARATIONS

(On Firm's Letter head)

- (i) (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.
- (ii) I/We also hereby declare that all matters related to BALU shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. _____, whose signatures 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.
- (v) I / We can supply minimum of 70% of titles, as per the quoted discounted rates, for the book list provided in the supply order.
- (vi) I/We confirm that we have not been Blacklisted by and State/Centre Public University/Institution in India.
- (vii) I / We have read and understood the terms and conditions of BALU as mentioned in the document and consciously agree to abide by them.

Yours faithfully,

Signature of Partners/Proprietors:

Date (with Firm's Seal):

