

RAIGANJ UNIVERSITY
(Expression of Interest (EoI) for Publication of Books)

Expression of Interest (EOI) is invited from reputed publishers to publish a book for History Department of the Raiganj University.

The terms and conditions are as follows:

1. The publisher will be responsible for the printing, distribution, marketing and selling of these books.
2. Publishers engaged in the publication of academic books with an annual turnover of more than Rs. 50 lakhs per annum in the last three years can apply, offering their terms and conditions. The publisher has to ensure high quality publication in terms of quality of paper, printing, binding, book jacket, design, proof reading and overall book layout as per Raiganj University norms.
3. The publication of such books shall be in the name of the University and the copyright shall be retained by '**Raiganj University**'. The publisher shall be the collaborator 'Publishing House'. The publisher has to also ensure publication adhering to the deadlines specified by the University.
4. The EoI must be submitted in two sealed envelopes, containing a brief proposal clearly indicating the profile of the publisher, its organizational structure along with the availability of in-house facilities for undertaking the task, its experience in publishing academic books, details of the projects undertaken in past ten years, qualifications and experience of the team that will be undertaking the task, and other details elaborating on its capacity to undertake the work. The envelope No. 1 will be super scribed as '**Technical Bid**' (**Annexure I**). The other envelope No. 2 will be super scribed as '**Financial Bid**' (**Annexure II**) and shall contain the financial terms and conditions for publishing these monographs / books / journals / publications as well as the percentage of royalty offered to the University.

Important Dates:

1.	Date of commencement of EoI	09.08.2021 (11:00 A.M.)
2.	Last date and time for receipt of EoI	23.08.2021 (04:00 P.M.)

The following procedure need to be followed for submission of the Eol:

- a. The Eol for printing 250 copies of a book, [containing 200 pages (approx) per book] in the prescribed format, complete in all respects, duly sealed and signed by authorized signatory, must be submitted on/before **23.08.2021**
- b. The Eol shall be submitted in two sealed envelopes as specified earlier.
- c. All envelopes shall be addressed to 'The Registrar, Raiganj University, College para, Raiganj, Uttar Dinajpur'
- d. The last date to submit the Eol in all respects, duly sealed and signed by the authorized signatory to the office of the 'The Registrar, Raiganj University,' College para, Raiganj, Uttar Dinajpur' on / before **23.08.2021** through Regd. / Speed Post / Courier only.
- e. The University will not be responsible for postal or any other delays in receipt of Eols.
- f. Eols received after due date will not be considered.
- g. No overwriting, corrections or cutting is permitted in the Eol.
- h. Unsealed envelopes or unsigned Eols will not be considered.
- i. The University reserves the right to reject any or all Eols at any stage as well as the right to add/delete/modify any one or more of the terms and conditions with reasons to be recorded in writing.
- j. No TA/DA or out of pocket expenses will be admissible to attend any meeting, submission of offer or during completion of job.
- k. Interested publishers are advised to keep a watch on the University website for any related information in this regard.
- l. The Eols will be opened on - **27.08.2021**

Date: 07/08/2021


Registrar

Raiganj University
DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134

**EXPRESSION OF INTEREST
FOR
PUBLICATION OF UNIVERSITY BOOKS
AT**

**Raiganj University
College para, Raiganj
UttarDinajpur
733134**

Expression of Interest submitted by:

Expression of Interest (Eoi): Technical Bid

SL.	DETAILS	
1.	Name of the Publisher	
2.	Complete Address	
3.	Telephone Number	
4.	Fax Number	
5.	Email Address	
6.	Details of the Contact Person of the Publisher	Name:
		Designation:
		E-mail:
		Telephone Number:
		Mobile Number:
		Fax Number:
7.	Income Tax PAN No. (<i>copy to be enclosed</i>)	
8.	Service Tax Registration No. (<i>copy to be enclosed</i>)	
9.	Audited financial statements for last three years (<i>copies to be enclosed</i>)	
10.	Details of the experience in publishing academic books in the last ten years (<i>attach separate sheets</i>)	
11.	Organizational structure	
12.	Details of in-house facilities available for undertaking the task	
13.	Details of staff to be dedicated for this task (<i>attach details of qualifications and experience of each staff</i>)	
14.	Membership of any registered trade agency/ organisation	
15.	Other details elaborating on the capacity to execute the work (<i>attach separate sheets</i>)	
16.	Affidavit to the effect that the publisher has not been blacklisted/debarred by any Govt. Institutions/Agency.	
17.	Any other information	

I agree to abide by the terms and conditions.

Date:.....

Place:.....

Signature and Seal of the Authorized Signatory

Full Name:

Designation:

Expression of Interest (EoI): Financial Bid

SL.	DETAILS		
1.	Minimum number of books to be ordered or published		
2.	Percentage of royalty to be offered to Raiganj University		
3.	Number of complimentary copies to be offered to Raiganj University		
4.	Time of payment of royalty to Raiganj University		
5.	Percentage discount to be offered to Raiganj University on purchase of additional copies		
6.	Please specify price on the following parameters	Parameter	Price (Rs.)
		Paper Material (e.g. woodfree/rag, etc.)	
		Paper Type (in GSM)	
		Laminated Book Jacket (Hard bound/Paperback)	
		Black and white printing (per page)	
		Colour printing (per page)	
		Photographs (per page)	
		Glossy Paper (per page)	
		Proof reading	
		Binding	
		Packing and Transportation	
		Taxes, if applicable	

I agree to abide by the terms and conditions.

Date:.....

Place:.....

Signature and Seal of the Authorized Signatory

Full Name:

Designation: