



**योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**  
**School of Planning and Architecture, Vijayawada**  
An Institute of National Importance, Ministry of Education Gov. of India

18/SPAV/CL/EMPL/NOT/2025-26

29/08/2025

**CALL FOR EMPANELMENT OF VENDORS/SUPPLIERS**

Central Library (CL) of School of Planning and Architecture Vijayawada (SPAV) intends to empanel vendors/suppliers to supply books, periodicals and other materials in the fields of Architecture, Planning and Allied Sciences, etc.

The interested firms are requested to submit their financial credentials, membership details, experiences, etc., as mentioned below:

1. **Company Profile** – Include company address, PAN/TAN number, and contact details.
2. **Client List** – Details of libraries supplied with books or periodicals in the last 3 years.
3. **Publisher/Distributor List** – List of active and reputed publishers/distributors. (*Items 1, 2, and 3 must be submitted on the company's official letterhead*).
4. **Financial Turnover** – Audit statements showing annual turnover for the years 2019–22, 2023–24, and 2024–25. The turnover must be at least ₹30 lakhs for each year.
5. **Membership Certificates** – Valid and recent membership from FPBAI or any affiliated association.
6. **Undertaking** – A authorised signatory signed and stamped declaration stating that the firm has not been blacklisted by any University, Educational Institution, or Government Department.
7. **Performance Certificates** – Issued by at least three Universities, CFTIs, or Government Research Organizations within the last 5 years.

**Instructions for Vendors/Applicants**

- a) Incomplete or conditional applications will be rejected.
- b) Applications submitted after the due date/time will not be accepted.
- c) All submitted documents as required and mentioned above, must be presented in company letter head and should be signed by the authorized signatory of the firm. The full name, designation, and official seal should be clearly mentioned below the signature in every page containing information related to Sl. No 1 to 7 as above.

Duration of empanelment of vendors/suppliers is for **Two Years**.

**Note:** Interested vendors/suppliers are requested to review the SPAV book acquisition policy and minimum discounts details on the SPAV website. (<https://www.spav.ac.in/pdf/LibraryManual2020.pdf>)

All required documents (hard copies) should reach the undersigned latest by **September 21, 2025**.

**Mr. Viswanath G.S**  
Librarian In-charge  
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