



Estd. 1989

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No. DCD/COL/23/-289



OFFICE OF THE PRINCIPAL

GOVT. DEGREE COLLEGE DODA

Jammu & Kashmir-182202

گورنمنٹ ڈگری کالج، ڈوڈہ جموں و کشمیر

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Dated: 15-08-2023

Invitation for Expression of Interest (EOI)

Subject: EOI for empanelment of Reputed book Publishers/Suppliers/Vendors for supply of books to Govt. Degree College, Doda library.

The Principal of degree College Doda invites "Expression of interest" for empanelment of reputed book publishers/Suppliers/Vendors for the procurement/supply of books to this college for the financial year 2023-24 and 2024-25.

Interested parties having requisite experience as mentioned in EOI notification at college website are requested to submit their EOI with relevant supporting documents to this college. The participants who so ever will provide maximum discount order shall be placed to that firm only. All necessary detail including eligibility criteria, terms and condition and application form (Annexure-I) shall be obtained from either college campus or college website.

EOI from eligible parties in sealed cover scribing the envelope with "Invitation for EOI for empanelment for supply of books to college library, Govt. Degree College Doda", should reach this office within 7 days of publishing of this notice in newspaper.


Principal
Govt. Degree College,
Doda.

**TERMS AND CONDITIONS FOR EMPANELMENT OF REPUTED BOOK
PUBLISHERS/SUPPLIERS/VENDORS FOR FINANCIAL YEAR 2023-
2024 & 2024-2025.**

DEAR SIR/MADAM,

**SUB: Terms and conditions for empanelment of reputed Book
publishers/suppliers/vendors for supply/procurement of books to College
Library for the session 2023-2024 & 2024-2025.**

**As you may be aware, College Library, Government Degree College Doda is
an esteemed library for teaching and learning for students and faculty**

**We are in the process of empanelment of Book
suppliers/Publishers/Vendors for the period financial year 2023-2024 &
2024-2025.**

**In this regards, Government Degree College, Doda intends to submit your
responses.**

**Eligibility Criteria: Proof of the following mentioned supporting documents
must be enclosed in support of the eligibility criteria and absence of any
of them will render the vendor/supplier's ineligible for empanelment:**

- 1. Book Publisher/Supplier/Vendors must be a regular service provider to
at least one premium government institute of Jammu Kashmir UT for
higher education.**
- 2. Registration of Federation of Publishers' and Booksellers' Association in
India (FPBAI).**
- 3. Permanent Account No (PAN) issued by the Income Tax Department.**
- 4. Evidence of income tax clearance certificate of least three consecutive
years.**
- 5. Book sellers should be sole proprietorship Certificate.**

***Note: The applicant should read all terms and conditions properly before
submitting the application for empanelment.***

General Terms and Conditions: -

- 1. The applications received after the due date and time will not be considered by the college.**
- 2. All the pages of empanelment documents are to be signed and stamped by the firm along with the application.**
- 3. The application must be submitted along with DD of Rs. 5000/- (five thousand) as security deposit drawn from any Nationalized Bank in favour of Principal Govt. Degree College Doda and Security deposit will be returned to the Supplier after the expiry of the empanelment period. However, in case unsatisfactory performance during the empanelment period, security deposit will be forfeited.**
- 4. The college reserves the right to reject or accept any offer without assigning any reason or cancel or withdraw the notice.**

SPECIAL TERMS AND CONDITIONS

You are required to adhere to the below mentioned terms and conditions:

- 1. DISCOUNT:** - The supplier/Vendor is expected to extend a maximum discount on all types of books. In case, the rate of discount varies then the highest discount offered will be applicable to all the eligible book suppliers/vendors. However, if anyone disagrees the firm can be withdrawn from the empanelment.
- 2. CONVERSION RATES:** - The supplier should submit necessary supporting document/s Good Office Committee (GOC) conversion rates for foreign books.
- 3. EDITIONS OF BOOKS:** - only latest editions shall be supplied.
- 4. ORDER ACKNOWLEDGE:** - The order should be acknowledged within 7 days from the date of order.
- 5. PAPERBACK/HARDBACK:** - If paperback edition is not available, then consult library beforehand if you intend to supply hardback editions.
- 6. BOOK SUPPLY TIME:** - The maximum time limit for supplying Indian books is 15 days and foreign books is 30 days.
- 7. BLACK LISTING VENDOR:** - In case of non supply of books within the stipulated time for successively three times, the vendor will be removed from the empanelment and blacklisted for future supply, unless the vendor communicates the reason for the delay in supply with valid proof.
- 8. ORDER CANCEL:** - Order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.

9. **PRICE PROOF:** - The supplier shall provide "Publisher's Price Proof/Publisher's Catalogue" along with the supply of books in support of the price not printed on books.
10. **TRANSPORTATION CHARGES:** - Books must be supplied to the Library with NO Transportation charges and No other/extra charges are admissible.
11. **PAYMENT:** - The final payment shall be made in Indian Rupees within STIPULATED TIME from date of receipt of the invoice, Through Online Mode in favour of your agency as per your invoice/s. The Final Invoice/s in triplicate shall be submitted along with a Photocopy of your agency's PAN card/GST details/Bank account details for the payment.
12. **REPLACEMENT COPY:** - In case of books, if any, received in mutilated/ torn condition shall be replaced with a fresh copy.
13. **BILLING ADDRESS:** - The bill(s) is/are to be addressed in the name of "Principal, Govt. Degree College Doda".
14. **ARBITRATION:** - In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate court at Doda will have the jurisdiction to adjudicate upon the matter.
15. **MODIFICATIONS:** - The college reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.
16. **CONTACT:** - For any query contact the college librarian at 7006618649 with in working hours or send an e mail on principalgdcdo@yahoo.in.

All the vendors who accepts the above terms and conditions may submit their Expression of Interest (EOI) on best discount rate (MINIMUM 10%) for supply of books in a sealed envelope at mailing address within 07 days after publishing of tender notice in the newspaper with the subject, "Expression of interest" for empanelment for supply of books to college library Govt. Degree College doda written on it.

Principal

Government Degree College

Doda
PIN 182202

Within 7 days after publishing of tender notice in the newspaper with subject "Expression of Interest for empanelment for Supply of Books to College Library, GDC, Doda" written on it. Entries received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned EOI or the EOI not in prescribed format (ANNEXURE - I) will be rejected without assigning any reason.

ANNEXURE – 1
(ON OFFICE LETTER HEAD)

**Application Form for empanelment as book supplier for Financial Year
2023-24 & 2025**

1. Name of the Firm.

**2. Registration No of Federation of Publishers and Booksellers Association
of India (FPBAI).**

_____ (Please enclose a copy of the Registration
Certificate)

**3. Name of the
Proprietor.**

4. Name of Partner (if any).

5. Date of Establishment of Firm.

6. PAN/ TAN/GST NO. of the Firm.

_____ (Attach a Copy)

7. Address.

8. Phone no. _____ **Fax.** _____

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Website (if any) _____ **Cell No. of contact Person/s**

E-mail address _____

9. Security Deposit Details (to be deposited along with the document)

a. CDR No. _____

b. Dated _____

c. Rs. _____

d. Drawn on _____

10. Bank Account Details (Attach a documentary proof)

a. Name of Bank _____

b. Branch _____

c. Account No. _____

d. IFSC Code _____

11. Discount Rate Offered..... (MENTION IN BOTH WORDS AND DIGIT)

Declaration:

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

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Signature of Partners/ Proprietors with Seal
Date.....