



ESTD. 2008

# OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE DHARMARI



M. No. 9419999805

**Dr. Preetpal Kour**  
(Principal)

E Mail: [gcdharmari2008@gmail.com](mailto:gcdharmari2008@gmail.com)

Website: [www.gcdharmari.co.in](http://www.gcdharmari.co.in)

No.: GDC/DR/2023-24/

Dated:

/2023

## INVITATION FOR EXPRESSION OF INTEREST

Principal Government Degree College Dharmari, Reasi invites Expression of Interest (EOI) for empanelment from registered members of Federation of Publishers and Book Sellers Association of India for the supply of Books/Textbooks/References to Government Degree College Dharmari, Reasi for the financial year 2023-24 as per the details given in the EOI documents (EOI Form, Terms & Conditions of EOI Notice).

Application form along with required documents, accompanied with CDR of Rs. 5,000/- (Rupees Five Thousand Only) pledged in favour of Principal Govt. Degree College Dharmari should reach the office of the Principal within seven days positively from the date of publication of this EOI in newspaper. The EOI documents consisting of qualifying information, eligibility criteria, and detailed terms and conditions of contract can be downloaded from the College website [www.gcdharmari.co.in](http://www.gcdharmari.co.in).

### PRINCIPAL

Government Degree College  
Dharmari

Copy to:

1. Convener Library Committee for information.
2. I/C College Website for uploading the notice on the College website
3. College Accountant for information.
4. Office records.

## EOI DOCUMENT AND TECHNICAL SPECIFICATIONS

**1. Particulars of Work:** Expression of Interest invited for Empanelment of Booksellers/Vendors/Publishers for supply of Books/Textbooks/References to the college for the session 2023-24.

**2. EOI invited by:** Government Degree College Dharmari.

**3. Earnest Money Deposit:** The intending firms will have to attach copy of Earnest Money Deposit in the shape of Call Deposit Receipt valid at call or FDR from any Nationalized Bank/UT Owned banks for an amount of Rs. 5,000/= (Rs. Five Thousand only) pledged to the Principal, Government Degree College Dharmari. However, the successful supplier(s) (with highest discount rate) would have to deposit the document of Earnest Money Deposit (EMD) in original, in the office of the Principal Government Degree College Dharmari before allotment of purchase order. The EMD of successful supplier(s) will be kept as security money, for due performance of the agreed contract/performance during the contract period and no interest shall be payable by the institute on the EMD deposited by the supplier.

**4. Documents to be attached/Eligibility Criteria:** Scanned copies of below mentioned documents shall be attached along with the Application Form

| S.No. | Documents   |
|-------|---|
| 1.    | Scanned copy of Registration certificate with J&K State Govt./Central Govt./Govt. University.   |
| 2.    | Latest "GST Clearance Certificate" issued by competent authority.   |
| 3.    | Copy of EMD in the shape of CDR   |
| 4.    | Scanned copy of PAN Card, TAN No. and AADHAR CARD   |
| 5.    | Certificate of member of the "Federation of Publishers & Book Sellers Association of India", valid for the year 2023-24.  |
| 6.    | Copy of ITR for last 3 years duly authenticated by the Chartered Accountant with his original rubber stamp and ink signed signatures.   |
| 7.    | Scanned Copy of an affidavit on Rs.50/-stamp paper duly attested by 1 <sup>st</sup> Class Judicial Magistrate, with the effect that:- <ul style="list-style-type: none"> <li>● The documents/catalogues etc. enclosed with the EOI are genuine and are not tampered or fabricated.</li> <li>● The firm has not been blacklisted in the past by any Govt. body/Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.</li> <li>● If anything is found wrong at any stage against the firm, i/we shall be responsible and deem to any legal action against me/us.</li> </ul> |
| 8.    | ● Satisfactory work certificate from the institutions served.   |
| 9.    | ● The offered discount should start from 10% and less than 10% discounted bids will be rejected in case of paperback and discount for hard bound books should start from 20% and less than 20% discounted bids will be rejected.  |

**Discount:** The suppliers will quote the discount rates under these two categories:

| S. No | Category  | Discount percentage | Condition   |
|-------|-----------|---------------------|---|
| 1     | Paperback |                     | -   |
| 2     | Hard Back |                     | Subject to non- availability of Paperback edition |

*Note: Only Paper Back (PB) books shall be supplied, however, if books from a particular subject are not available in PB format, HB format will be accepted once the supplier submits the formal communication regarding unavailability of the PB format.*

Sd/-

**PRINCIPAL**  
Government Degree College  
Dharmari

## **General Terms and Conditions**

1. The period of empanelment will be for the financial year 2023-24.
2. All the books shall carry a discount as per the agreed terms. Discount percentage shall be indicated both in figures as well in words.
3. Firm(s) should agree to supply all the books in all the subjects and languages taught in the College.
4. The college will provide opportunity to all the empanelled vendor/s to supply the books. In case any firm fails to supply the books within the stipulated time, the firm shall cease the opportunity to get another supply order. The College may empanel more than one Supplier and shall be free to purchase books through any one or more of them at the quoted/agreed/highest discount.
5. The college reserves the right not to empanel any supplier/distributor/publisher/vendor.
6. No Supplier/ distributor/ publisher shall have the sole right to supply books/publications. Notwithstanding the discount rates so decided, the College shall have the right to procure books/ publications at a higher rate(s) of discount. The College shall have the right to procure books directly from other suppliers/ distributors/ publishers on the terms and conditions decided by the Library Committee.
7. The College Principal's decision in all the matters of procurement of books shall be final and binding on all concerned.
8. The empanelment of registered firm will be terminated/dropped/black-listed and the EMD shall stand forfeited without any further notice to the tenderer, if;
  - a) The vendor fails to deliver 90% of the supply order (in terms of number of titles) during the year.
  - b) The tenderer indulges himself in any undesirable practice or malpractice.
  - c) If the vendor provides any wrong or distorted information to the library.
  - d) The tenderer does not convey his written acceptance within the specified time period.
  - e) The progress/ completion of work is unsatisfactory.
9. Vendors are bound to supply the books (Indian within 15 days & Foreign within 25 days) from the issuance of the supply order.
10. In the case of unsupplied titles, a certificate of non-availability of that title (s)/book(s) in the market from the Publisher/distributor/stockist of the Publisher should be enclosed/produced within one week to the Institute library.
11. Foreign publications, if available at special Indian/Asian price must be supplied at Indian/Asian price. The suppliers shall not supply any book for which an Indian/Asian edition is available.

12. Only Goods Office Committee conversion rates should be followed for foreign books.
13. Only the latest editions of the books should be supplied to the college, unless ordered otherwise.
14. Only paperback books shall be provided instead of hardbound. However, if books from a particular subject are not available in PB format, HB format will be accepted once the supplier submits formal communication regarding unavailability of PB format.
15. The vendor will have to give the following certificate on the bills:
  - a) In case of foreign edition, a certificate would be required stating that “Indian reprint/edition is not published”.
  - b) When low price editions/paperback edition are not supplied a certificate would be required stating that “No low-price editions/paperback edition for the books [mentioned at S. No. --, --, 1] are available.”
16. All orders shall be FOR College.
17. The books should be consigned to PRINCIPAL GOVERNMENT DEGREE COLLEGE DHARMARI by Speed Post Parcel/Registered Parcel/Courier/Person.
18. Intimation relating to the mode of dispatch should be e-mailed to [\\_gdcdharmari2008@gmail.com](mailto:gdcdharmari2008@gmail.com). Original dispatch documents should be forwarded to the College by Registered Post/Person.
19. The costs of packing/ flight charges/ loading/ unloading etc. at the ends are inclusive and shall be borne by the supplier.
20. The prices should be correctly charged in accordance with publishers imprinted/ distributor’s catalogue. The books of which prices are defaced, erased or changed with posting of printed labels will not be entertained.
21. The bills in triplicate should be raised in the name of **Principal Government Degree College Dharmari**, mentioning the order number and date, giving ISBN (if available), author, title, edition, name of publishers, year of publication and price.
22. For PB format, a maximum of 3 copies; and for HB format, only 1 copy will be accepted. However, deviations, if any, would be mentioned separately in the supply order/requisition list, keeping in view the student needs.
23. If a book supplied is a defective one or not as per order, it will be returned at supplier’s cost.
24. The certificate on the body of all invoices should be provided to the effect that “Certified that prices are according to the contract entered between the Suppliers and College”.

25. The supply order shall be furnished as per the funds position in the College.
26. The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of prices charged. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them/ prices mentioned on their websites for the price(s) proof in case of foreign/Indian publications where price of the book(s) is not printed. No other documents such as copy of Books in Print, website price, printed Catalogues price list, price proof issued by the local book suppliers or distributors will be entertained.
27. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause, i.e., if any item is offered by the supplier on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Principal, Government Degree College Dharmari and such reduction will be automatically applicable to the College.
28. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, , hurricane or any pestilence or from civil strikes, compliance with any stature and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not ) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to *force majeure* conditions.
29. The College reserves the right to select or reject any book without assigning any reason and the costly and very expensive titles shall invariably be obtained on competitive rates.
30. The College reserves the right to cancel an order at any time without assigning any reasons. The suppliers shall not be entitled to claim any compensation against any such termination.
31. In case of any dispute, the same shall be resolved initially by the mutual parties within a period of two months. In case of failure to resolve a dispute mutually, it will be subject to jurisdiction of Jammu Court only.
32. The College reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.

Note:

1. Absence of any of the mentioned documents shall render the supplier ineligible for empanelment.
2. All the vendors who accept the above mentioned terms and conditions may submit their EOI through the recommended format to the mailing address of the College, in a sealed envelope, clearly mentioning in Bold letters 'Expression of Interest'.

Authorised Signatory with Stamp of the Firm

**Mailing Address:**  
**PRINCIPAL**  
**Government Degree College**  
**Dharmari**  
**Pin Code: 182313**



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**(Principal)**

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**Website: www.gdcdharmari.co.in**

## PROFORMA FOR SUPPLY OF BOOKS

1. Name (Block Letters): \_\_\_\_\_

2. Name of the Firm: \_\_\_\_\_

3. PAN Number (Attach a copy): \_\_\_\_\_

4. TAN Number (Attach a copy): \_\_\_\_\_

5. GSTIN Number (Attach a copy): \_\_\_\_\_

6. Address: \_\_\_\_\_

7. Phone Number: \_\_\_\_\_

8. Alternate Phone Number: \_\_\_\_\_

9. Residence Phone Number: \_\_\_\_\_

10. Email (official and personal): \_\_\_\_\_

11. Details of Collaboration / Distributorship Agency of outstation & Foreign Publishers:

\_\_\_\_\_

12. Current membership No.(DSBPA/FIPBA/National/ State level Associations)  
(mention membership numbers with documentary proof): \_\_\_\_\_

13. Important Subject areas: \_\_\_\_\_

14. Languages you are dealing with: \_\_\_\_\_

15. Name of the three reputed clients among the institutions of Higher Learning served  
(attach Satisfactory Performance Certificates from the same)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

16. Security Deposit Details

a) CDR No. and Date: \_\_\_\_\_

b) Rupees: \_\_\_\_\_

c) Drawn on: \_\_\_\_\_



**Discount Offered:**

| S. No | Category  | Discount percentage | Condition   |
|-------|-----------|---------------------|---|
| 1     | Paperback |                     | -   |
| 2     | Hard Back |                     | Subject to non- availability of Paperback edition |

**BANK DETAILS FOR RECEIVING PAYMENT THROUGH ELECTRONIC MODE(***TO BE FILLED IN CAPITAL LETTERS***)**

1. Name of the Account Holder: \_\_\_\_\_
2. Complete Address with Pin Code: \_\_\_\_\_
3. Telephone Number (with STD Code): \_\_\_\_\_
4. Mobile Number: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Bank Name: \_\_\_\_\_
7. Bank Branch Name: \_\_\_\_\_
8. Bank Branch Address: \_\_\_\_\_
9. Bank Branch IFSC Code: \_\_\_\_\_
10. Complete Account Number: \_\_\_\_\_
11. PAN Card number: \_\_\_\_\_

**Declarations: (on letterhead of the firm)**

- 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.
- That I/we, am/are not blacklisted by any Institution/Organization throughout India and abroad (Copy attached)
- Any change in the above information shall be intimated immediately.
- I/We have carefully read the terms and conditions for registration and supply of books to the College and agree to supply books on the term and conditions prescribed by the College.

Date:

Authorised Signatory with Stamp of the Firm

**Enclosures:**