

OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE RAJOURI (J&K)

(A Post-Graduate College with Potential for Excellence) NAAC Accredited Grade "B"

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Principal

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No: GDC/RAJ/2025/ 2231

Dated: 05/12/2025

EXPRESSION OF INTEREST [EOI]

FOR SUPPLYING BOOKS TO COLLEGE LIBRARY

Govt. Degree College, Rajouri invites Expression of interest (EOI) from reputed local Books Publishers / Suppliers / Distributors of J&K UT for empanelment as authorized vendors for supplying books to the College Library for the financial year 2025-26.

All necessary information including instructions, Eligibility Criteria, Terms and Conditions and Application Form can be downloaded from the college website www.gpgcollegerajouri.ac.in or can be collected from the office of the Library.

Interested parties may submit their EOI with relevant supporting documents in a sealed envelope clearly super scribed as "Expression of Interest for supplying books to Govt. Degree College Rajouri", so as to reach this office within 05 days of date of publishing of this notice in the newspaper.

The undersigned reserves the right to accept or reject any EOI without prior notice to the concerned.

Principal
Govt. Degree College
Rajouri

**EXPRESSION OF INTEREST
FOR EMPANELMENT OF REPUTED BOOK
PUBLISHERS / SUPPLIERS / VENDORS FOR FINANCIAL YEAR 2025-26**

Dear Sir/Madam,

SUBJECT: Call for the Expression of Interest for empanelment of reputed books Publishers/Suppliers/Vendors for supply/procurement of books to College Library for the year 2025-26.

College Library, Govt. Degree College Rajouri is an established library for teaching and learning for students and faculty.

We are in the process of empanelment of books from Suppliers/Publishers/Vendors of the period of financial year 2025-26 from local vendors of UT.

In this regard, Govt. Degree College Rajouri intends to invite your "Expression of Interest"

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 publisher/vendor/supplier ineligible for the empanelment.

1. Books Publishers/Supplier/Vendor must be a regular service provider to at least one premium Govt. 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 clearness certificate of last three consecutive years.
5. Form 'C' should be attached with application form at the time of submission of EOI.

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 CDR of Rs. 3000/- (Three Thousand only) as security deposit drawn from J&K Bank Ltd. in favour of Principal Govt. Degree College Rajouri and security deposit will be returned to the supplier after the expiry of the empanelment period. However, in case of 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 uniform discount on all types of books except Govt. Publications. In case of identical discount preference will be given according to alphabetical order. All the empanelled book sellers/publishers/vendors shall be given share from time to time as decided by the college library committee. Further vendor should not compromise with quality in view of giving maximization of discount.
2. **Conversion Rates:** The suppliers should submit necessary supporting documents/good office committee (GOC) conversion rates for foreign books.
3. **Edition of Books:** Only latest editions shall be supplied.
4. **Order Acknowledge:** The order should be acknowledged within 10 days from the date of order.
5. **Paperback/Hardback:** If paperback editions are not available, then consult the library beforehand if you intend to supply hardback editions.
6. **Books Supply Time:** The maximum time limit for supplying books is 10 days.
7. **Blacks 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 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 Rupee within stipulated time from date of receipt of the Invoice, through Online Mode as per invoice. The final invoice 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 Rajouri".
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 Rajouri will have the jurisdiction to adjudicate upon the matter.



15. **Modification:** 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 librarian within working hours or send an email on gdcrajouri@gmail.com

All the vendors who accept the above terms and conditions may submit their Expression of Interest (EOI) through Annexure-I on uniform discount for supply of books. EOI will be received within 05 days after publishing of tender notice in the newspaper and must be mailed on the following address in a sealed envelope (with EOI for empanelment of books written on it).



Principal
Govt. Degree College
Rajouri (J&K) Pin 185133

Annexure-1

Applications Form for Empanelment as book supplier for financial year 2025-26.

1. Name of the Firm: _____
2. Registration No. of Federation of Publishers and Booksellers Association of India (FPBAI)
_____ (Please enclose a copy of 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: _____
7. Address: _____

8. Phone No. _____ Fax _____
Website (If any) _____
Email Address: _____ Cell No. of Contact Person _____
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: _____

f. Discount Rate Offered (percentage in Figures): _____

(in words): _____

12. Past experience of books supplied along with Proof: _____

13. Any other productive details of firm (if any) _____

Declaration:

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

Signature of Partners/ Proprietors with Seal

Enclosures: