

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

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..

As you may be aware, College Library, Government Degree College Ghagwal 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..

In this regards, Government Degree College, Ghagwal 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 CDR of Rs. 5000/- (five thousand) as security deposit drawn from any Nationalized Bank in favour of Principal Govt. Degree College Ghagwal

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 Ghagwal”.
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 Ghagwal 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 at 9419285320 with in working hours or send an e mail on gdcghagwal2019@gmail.com*

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 Ghagwal written on it.

**Principal
Government Degree College
Ghagwal
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, Ghagwal" 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.

Sd/-
PRINCIPAL

ANNEXURE – 1
(ON OFFICE LETTER HEAD)

Application Form for empanelment as book supplier for Financial Year 2023-24.

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. _____
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 _____
10. 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.

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

Date.....

No: GDCG/23/302

Dated: 21-08-2023

Invitation for Expression of Interest (EOI)

Subject: EOI is empanelment of reputed Book Sellers/Publishers/Suppliers/Vendors of supply of Books/Text Books / Reference Books to Govt. Degree College Ghagwal.

Principal, Govt. Degree College Ghagwal invites Expression of Interest (EOI) for empanelment of reputed Book Sellers/ Publishers/Suppliers/Vendors registered as members with Association of Indian Publishers and Book Suppliers for supply of Books/ Text Books /Reference Books to the College for the financial year 2023-24.

Application accompanied with CDR of Rs 5000/-(Five Thousand only) pledged in favour of Principal, Govt. Degree College Ghagwal should reached in the office of the Principal within ten days positively from the date of publication of EOI in the newspaper. Eligibility Criteria, Terms & Conditions and Application form shall be obtained from the College Campus or from College website (www.gdcghagwal.co.in).

In case tenth day happens to Sunday or Gazetted Holiday, Applications can be received during the next working day. Application form along with other necessary documents shall be received in physical mode or through speed registered post only.

Sd/-

**Principal
Govt. Degree College
Ghagwal**