

**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 are here as under:**

**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 Shaheed Ghanisham Govt. Degree College Doongi 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 However, if anyone disagrees the firm can be withdrawn from the empanelment.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 Rajouri 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 9697210407 with in working hours or send an e mail on [gdcdoongi@gmail.com](mailto:gdcdoongi@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 Shaheed Ghanisham Government Degree College Doongi, Rajouri (SG GDC Doongi, Rajouri) written on it *Principal, Government Degree College, Doongi, Rajouri, PIN 185151.*

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.

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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 \_\_\_\_\_

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.....**

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