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OFFICE OF THE PRINCIPAL
GOVERNMENT DEGREE COLLEGE, KHOOR

Accredited by NAAC with B+ Grade

Ref. No. & Date GDC/KHR/2025/348 Dated:
06/08/2025

EXPRESSION OF INTEREST FOR EMPANELMENT FOR BOOKS SUPPLIERS

Applications are invited from reputed books Suppliers/Distributors/Publishers to seek empanelment as authorized vendors for supply of books to College Library, Government Degree College Khour for the financial year 2025-2026

| | |
|--|---|
| Application Fee (Refundable) | ₹10000/- (Rupees Ten Thousand only) in the form of CDR from Jammu & Kashmir Bank Ltd. in favour of Principal Government Degree College Khour. |
| Last Date and Time of receiving Applications | Within Fourteen Days of publication of this EOI (upto to 3 PM) |
| Scrutiny of Applications | Next Day after the last date of receiving the EOI (11:30 AM) |
| Address of Communication | Principal Government Degree College Khour Nai Basti Naryana, Khour |

Interested books suppliers/distributors/publishers may submit the application in a sealed envelope clearly superscripted as **"Expression of interest for supplying books to GDC Khour Library"** to Office of Principal Government Degree College Khour. The application form along with requisite documents including terms and conditions can be downloaded from the College website <https://gdckhour.com/college/> and/or may be collected from the College during office hours on working days. Any corrigendum/addendum with regard to EOI shall only be published on the College website i.e. <https://gdckhour.com/college/>

It is requested to provide the date, name and published material of the newspaper.

T. Maheshwari
06/08/2025
Principal
GDC Khour
Govt. Degree College
Khour



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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, Government Degree College Khour is an esteemed library for teaching and learning for students and faculty.

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

In this regard, Government Degree College, Khour 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. Book Publisher/Supplier/"Vendor must be a regular service provider to at least one premium Government Institute of Jammu Kashmir UT for higher education.
2. Certificate of 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 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 ₹ 10000/- (Rupees Ten Thousand only) as security deposit drawn from Jammu Kashmir Bank Ltd. in favour of Principal Govt. Degree College Khour 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 reserve 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 discounts 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 quantity and quality in view of giving maximization of discount.
2. **CONVERSION RATES:** The supplier 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. **BOOK SUPPLY TIME:** The maximum time limit for supplying Indian Book is 15 days and foreign books are 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 "Publishers 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, Government Degree College Khour".
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 Jammu 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 within working hours or send an email on gdckhourj@gmail.com

All the vendors who accept the above terms and conditions may submit their Expression of Interest (EOI) through **Annexure-1** on uniform discount for supply of books in a sealed envelope at mailing address:-

Principal
Govt. Degree College
Khour
Pin No. 181203



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ANNEXURE-1

Application 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. PhoneNo. _____ Fax _____
Website (if any) _____ Cell No. Of contact Person _____
Email Address: _____
9. Security deposit details (to be deposited along with the document)
 - a. CDR No.: _____
 - b. Dated: _____
 - c. Rupees(₹): _____
 - 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)
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 letter and spirit.

Signature of Partners/Proprietors with Seal