



Office of the Principal

GOVT DEGREE COLLEGE, THINDIM, KREERI.

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Phone No 9469512452

No. GDC/2024/Lib/ 114


Dated : 11/06/2024

EXPRESSION OF INTEREST

The Government Degree college Thindim Kreeri invites expression of interest from Book suppliers/vendors/publishers for the empanelment with the college for the financial year 2024-25 for the supply of text books/references/journals quoting therein the rates of discount and quality. Interested vendors/distributors/library suppliers may submit the applications along with one copy each of the requisite documents to "Principal Government Degree college Thindim Kreeri". The successful vendors shall deposit CDR of Rs. 5000/ (Rupees five thousand only) as security deposit drawn from any national Bank in favor of Principal Govt Degree College Thindim Kreeri,

Incomplete or conditional application or those received after the due date would be summarily rejected. The college reserves the right to cancel any or all application without assigning any reason thereof. The detailed expression of interest with terms and conditions will be available in the office of principal and on the college website-www.gdctk.edu.in.

Last date for submission of applications along with necessary documents/CDR shall be 20-06-2024 (Thursday) till 2:30 PM.


Principal
Govt. Degree College
Thindim Kreeri

Copy to the:

1. Deputy Director Information and Public Relation Kashmir
2. Office record

***Sub: Empanelment of Vendors for Supply of Books (Print) and other documents
Government Degree college Thindim Kreeri***

Government Degree college Thindim Kreeri invites an Expression of interest for "Empanelment of Vendors for the Supply of Books (Print) and other documents such as CDs/DVDs/Audio-Visual Materials" in the prescribed format from reputed vendors/distributors/library suppliers in India, to this library.

Instructions for applicants, detailed terms and conditions, application proforma are as follows

Eligible Bidder

The book seller who applies for the empanelment should fulfil following conditions for eligibility.


- a) Should have an average annual financial gross turnover of Rs 5.00 lac during the last three years verified with reference to annual accounts and income tax return.***
- b) PAN issued by the income tax department.***
- c) Shall attach proof of up to date income tax clearance certificate of the last three consecutive years.***
- d). Registration of Association of Indian Publishers and book Suppliers (AIPBS).***

Note: Without the proof of above Documents the tenderer /the supplier is not eligible for the empanelment.

The applications of vendors will be scrutinized and shortlisted for empanelment by the Library committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.

The short-listed vendor(s)/distributors(s)/library supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books (Print) "as stipulated hereunder. The period of empanelment will be for the financial year 2024-25, which can be extended on the decision of the college purchasing committee.

Last date of Submission: - 20 /06/2024.



GENERAL TERMS AND CONDITIONS

1. The participating firm is expected to examine all the instructions, terms and conditions as specified in the expression of interest document. Failure to furnish all information required by this office for consideration of the offer, the firm shall substantially be treated non responsive to the conditions laid down in the expression of interest documents.
2. The application received after the due date will not be considered by the college.
3. Security deposit will be returned to the supplier after the expiry of the empanelment period. However, in case unsatisfactory performance is reflected during the empanelment period security deposit will be forfeited.
4. All pages of empanelment document are to be signed and stamped by the firm and to be submitted along with application.
5. The college reserves the right to cancel any offer by the tenderer without assigning any reason thereof.
6. The college reserves the right to relax any condition enumerated or arising out of this notice without assigning any reason/thereof.
7. For any clarification contact the college in charge librarian.

SPECIAL TERMS AND CONDITIONS

1. ***Edition Specifications:***
 - a) Only paperback, Latest and low-cost Editions of the Book/document are to be supplied wherever available. Unless specified, latest editions only shall be supplied.
 - b) Orders placed by the college will be usually valid for only 2 months from the date of dispatch.
 - c) Defective titles should be replaced at the supplier's cost.
 - d) If two supply orders are not honoured within the stipulated time, the approval for the supply will be cancelled automatically and the firm will not be addressed any further.
 - e) Any Manufacturer/Supplier/Dealer/Contractor who has been declared ineligible by Government of J&K shall not be eligible to participate in this bid.
 - f) Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification.
2. ***Purchase Orders***
3. ***Discount:***

Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by the institute's competent authorities shall remain in force during the currency of empanelment.

 - a) The library will place purchase orders with the empanelled vendor(s) who offers the best and prompt services and will try to distribute purchase orders as per supply and demand basis.
 - b) Supply of books has to be made strictly against the purchase orders only.
 - c) Sending an acknowledgment of the purchase order's receipt, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
 - d) Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

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e) The library may place an order/re-order the unsupplied book to those vendors who respond promptly on willingness to supply and took minimum time to deliver the books and other documents.

f) Publishers price will be charged & price proof should be enclosed with the bill.

g) Only good office committee (GOC) conversion rates should be followed by the foreign books.

h) It may be specifically noted that no changes in the accepted rates shall be allowed during the currency of empanelment

i) The cost of packing freight charges, loading, unloading etc. at the end is inclusive and shall be borne by the book sellers

4. *Time-frame for supply*

a) 15 days (maximum) - for Indian/Foreign titles (if available in India).

b) 30 days (maximum) - for foreign titles (if not available in India).

c) The Books should be consigned to The Principal Govt. Degree College Thindim Kreeri

d) If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.

e) In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

f) In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

g) Suppose the provided reason for the delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest. In that case, the librarian/In-Charge may consider extending the supply time as may deem fit. However, this should not exceed five (05) weeks from the original supply due date.

f) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity, and price.

5. *Termination of Empanelment;*

A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

c) At any given point of time, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the firm concerned liable for legal action besides termination of empanelment.

c) In case of breach or any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.

d) If at any time, found that the empanelled vendor's information in any form about publications, services, and related matters are incorrect and result in losses in any form to the Institute.


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6. Other Terms and Conditions:

- a) Library Committee reserves the right to modify the terms and conditions of the contract at any time during the contract at its sole discretion and without assigning any reason
- b) Suppose the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s). Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) on its blacklist after providing them an opportunity to represent their side.
- c) The decision of accepting supply of cancelled titles is at the sole discretion of the Institute, and the decision of the competent authority of the Institute shall be final in this regard.
 - a) Affidavit shall be attached by the supplier for not having been black listed by any institution during last three years.
 - b) The college shall provide opportunity to all the empanelment vendors to supply the books. In case, the vendor fails to supply books within stipulated time he shall cease the opportunity to get another supply order.
 - c) The bill should be for the Principal Government Degree college Thindim, Kreeri.
 - d) The bill shall be accepted in triplicate only.
 - e) All the payments will be made in Indian Rupees and payment will be released after the supply and acceptance of books by the college.
 - f) In case 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 Kreeri will have the jurisdiction to adjudicate upon the matter.
 - g) Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communication should be made with the library. In case failing to maintain this discipline, the applicants are liable to be black-listed by the institute.


Place: Thindim Kreeri

Date: 11-06-2024



No

Dated

1. Name of the supplier _____

2. Address with telephone _____

3. Security (to be deposited along with the document)

a) CDR No _____

b) Date _____

c) For Rs _____

d) Drawn on _____

Handwritten marks:
A small scribble above a signature.
A signature below the scribble.

**APPLICATION FORM FOR EMPANELMENT AS BOOK SUPPLIER FOR
FINANCIAL YEAR 2023-24**

1. Name of the firm _____
2. Registration number of Federation of Publishers and Book Sellers Association of India(FPBAI) _____ (enclose the copy of the registration certificate)
3. Name of the Proprietor _____
4. Name of the partner (if any) _____
5. Date of establishment of the firm _____
6. PAN/TAN of the firm _____ (attach a copy)
7. Address _____
8. Phone no _____ Fax _____
9. Website _____ e-mail _____
10. Cell No _____
11. List of the reputed clients among the institutions of higher learning like universities/colleges/IITS/IIMs/NITs etc you have served as a book supplier. The copies of the satisfactory performance certificate from at least 3 such institutes to be attached. The certificate of the satisfactory performance should be for last three financial years.

- A)
B)
C)
D)

12. Whether the firm is Income Tax payer _____ (yes/No), if yes enclose a copy of the up to date Income Tax clearance certificate of last 03 consecutive years.

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.

Date: _____

Signature of partners / proprietors with seal

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[Signature]

DECLARATION FORM

1. I / We.....(Names of proprietor(s) / partners or shareholders)
hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

2. I / We also hereby declare that all matters related to Library shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr./Ms..... whose signatures are appearing below, is / are the Authorized representative(s) of the Firm.

4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / We assure that if empanelled, the Firm will serve the Institute for a minimum period of one Year.
6. I / We have read and understood all the "Terms and Conditions" of Central Library Of This Institute as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors:

Place:

Signature of Authorized representative of the firm:

Date (with Firm's Seal):

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Authorized Signature of Vendor/Supplier with Date and Stamp