

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

For

Empanelment of Vendors(s)/Supplier(s)/Distributor(s)

for supply of Books to Library for FY 2024-25

at

GOVERNMENT DEGREE COLLEGE FOR WOMEN

KATHUA

EOI No. :- 010F2024

Dated:- 21-10-2024



**GOVT. DEGREE COLLEGE FOR WOMEN**  
**KATHUA- 184101**  
**(NAAC Accredited B+ Grade)**

Dr. Savi Behl  
Principal  
College Website: [www.gdcwkathua.in](http://www.gdcwkathua.in)

Ph. No.01922-232647  
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No. GDCWK/24/1853

Dated: 21/10/23

**Subject:-Expression of Interest for Empanelment of Vendors(s)/Supplier(s)/Distributor(s) for supplying of Library books to Government Degree College for Women Kathua**

Government Degree College for Women Kathua invites sealed Expression of Interest (EOI) from vendor(s)/Supplier(s)/ distributor(s) who are registered with Book Seller's Federation (National/UT) for supplying books to the college library for the year 2024-25.

Application Fee (Non-refundable)	Treasury Challan of ₹100/- (Rupees One Hundred only) to be deposited in M.H. 0202.
Earnest Money Deposit (Refundable)	₹ 5000/- (Rupees Five Thousand only) in form of CDR from any Nationalized Bank in favor of <i>Principal Government Degree College for Women Kathua</i>
Address for Communication	Principal, Government Degree College for Women Kathua (184102) Jammu & Kashmir
Last Date of Receiving Application	Within 10 days of publishing this EOI

Interested vendor(s)/Supplier(s)/ distributor(s) may submit "Expression of Interest" in a sealed envelope clearly super scripted as "Expression of Interest (EOI) for Empanelment of Vendors(s)/Supplier(s)/Distributor(s) for supplying books to Government Degree College for Women Kathua Library". The complete EOI document shall be available for download from **College Website: [www.gdcwkathua.in](http://www.gdcwkathua.in)**. Any corrigendum/addendum with regard to EOI shall only be published on the college website i.e. [www.gdcwkathua.in](http://www.gdcwkathua.in) Kindly read the instructions, eligibility criteria, general terms & conditions properly which are given below and see that eligibility criteria, general terms & conditions are fully understood and complied.

Sd/-

PRINCIPAL

GOVERNMENT DEGREE COLLEGE FOR WOMEN, KATHUA

## A. Instructions

1. Interested vendor(s)/Supplier(s)/distributor(s) should submit their response in the prescribed format, in sealed envelope superscribing – Expression of Interest for supplying books to Government Degree College for Women Kathua Library.
2. The response should be signed by an authorized signatory of the vendor(s)/supplier(s)/distributor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. Incomplete EOI responses will not be considered. EOIs not in proper format or EOIs without appropriate and supporting documents and EOIs received after last date of submission will be summarily rejected.
4. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s)/distributor(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of its contract.
5. No canvassing or repeated communication with the office or library shall be entertained and they are likely to be de-listed by the college.
6. The vendor(s)/supplier(s)/distributor(s), are required to agree to supply as per the college “General Terms & Conditions for supply of books as stipulated here.
7. For any query pertaining to this document, correspondence may be made to:

[womencollegekathua@gmail.com](mailto:womencollegekathua@gmail.com)

8. All the empaneled vendor(s)/supplier(s)/distributor(s) have to submit all documents in physical form in original after opening the bids.
9. EOI submission address: (In person or by registered post)

*The Principal*

*Govt. Degree College for Women*

*Kathua (184101)*

## B. Eligibility Criteria:

The vendor(s)/Supplier(s)/distributor(s)/, who want to submit EOI should meet the following minimum eligibility criteria:

**Important:** *Vendor(s)/Supplier(s)/distributor(s)/, must submit the documentary proof in support of meeting the eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.*

**Para A**

**Minimum Eligibility Criteria:** (Please enclose documents in support for each of the following)

1. Vendor(s)/Supplier(s)/distributor(s)/, must be registered with the Book Seller's Federation (National/State) for minimum five years.
2. Must have experience of supplying books to educational institutions (Colleges) in J&K/ India.
3. Must have PAN Card , GST Registration Certificate.
4. Income tax return for the last three years (2021-22, 2022-23& 2023-24) duly authenticated by Chartered Accountant is to be enclosed.
5. Receipt of cost of application form paid.
6. Earnest money deposit CDR (Refundable) from any *Nationalized Bank in favor of Principal, Govt. Degree College for Women, Kathua* for an amount of Rs 5000/- (Rupees Five Thousands Only)
7. Filled in declaration as per the format enclosed.

**C. General Terms & Conditions:**

1. Principal, Government Degree College for Women Kathua or the committee constituted for scrutiny and short listing, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
2. On the basis of the EOI received from the vendor(s)/Supplier(s)/distributor(s) few of them will be shortlisted on the basis of eligibility criteria listed in **Para A**. Further the eligible vendor(s)/Supplier(s)/distributor(s)/ shall be empaneled for supplying books on the basis of maximum discount offered by the vendor(s)/ Supplier(s)/distributor(s)/etc.
3. The college may empanel more than one vendor/supplier/distributor, provided such vendor/supplier/distributor is ready to supply on the maximum discount offered and shall be free to purchase books from any one of them.
4. The college will finalize the Vendor(s)/ supplier(s)/distributor(s) etc. on the basis of maximum discount offered. However, in any case the minimum discount shall not be less than 10%.
5. The registration/empanelment as College approved Vendor does not ensure ordering of books. This will depend upon the requirement of the college, availability of Grants & confirmation of supply by the vendor/supplier/distributor as and when requested by the library.
6. The purchase orders will be sent through e-mail only. The college shall provide an opportunity to all the empaneled vendor(s) to supply books to the college. The vendor(s)/supplier(s)/distributor(s) has to supply at least 75% of the titles mentioned in the supply order, failing which no supply shall be entertained and no further orders for supply of book shall be placed with the concerned vendor(s).

The vendor(s) has to give a certificate that the books those could not be supplied are not available with the respective publishers/distributors. Any deviation or misinformation shall lead to blacklisting of the vendor(s).

7. Exchange rate for foreign currency shall be calculated as per GOC Rate declared from time to time provided by **The Federation of Publishers' and Booksellers' Associations in India, DaryaGanj, New Delhi- 110 002**. In exceptional case, Bank rate declared by RBI will be applicable. The vendor(s)/Supplier(s)/distributor(s)/, shall supply books/other items to Govt. Degree College for Women Kathua library on F.O.R destination inclusive of postage, packing and forwarding charges if any. All orders are time bound and should be supplied within the period specified below:

Indian Publication : Two Weeks

Foreign Publication : Four Weeks

Print on Demand Book : As per publisher's acceptance.

For any kind of delay in supplying orders the vendor(s)/supplier(s)/distributor(s) must take permission from the library office and if the reason is found satisfactory the period may be extended by the office. Failing to supply any order within the specific time frame the particular order will be cancelled if felt necessary.

9. Bills with GSTIN Number should be in triplicate and in the name of Principal Govt. Degree College for Women Kathua . The supply order number and date must be mentioned against all submitted bills. If the price of the book is not printed on the book/s the vendor(s)/Supplier(s)/distributor(s) has to attach signed and stamped price proof of the book from the publisher's catalogue. Also, the bill must contain the item serial number of the order against the title supplied.

10. The college shall not make any advance or part/installment payment to the vendor(s)/Supplier(s)/distributor(s) for the orders made by the college. The payments shall be released by the college against the bill(s) received from the vendor(s)/Supplier(s)/distributor(s) after having received the books in brand new and good state with satisfaction of the college concerned subject teacher and Library Committee within a reasonable time i.e., 30 days.

11. All books supplied to the library should be as per the required bibliographic details. Any similar book/not as per the order/defective /damaged/specimen-copy etc. book will not be received at the library. The vendor(s)/Supplier(s)/ distributor(s) has to take back such book/s from the library at their own cost within a period of 30 days from the date of supply else such books will be treated as gifted/donated books from the vendor(s)/Supplier(s)/distributor(s) to the library as CSR.

12. Economy edition of the books must be supplied.

13. Price proof of books should be submitted with Bill.

14. The Firm/Vendor(s)/Book Supplier(s) will furnish self declaration of an affidavit duly authenticated by 1<sup>st</sup> class magistrate that the Firm/Vendor(s)/Book Supplier(s) has not been debarred/blacklisted by any University/Institution/College/Government Organization.

15. The Firm/Vendor(s)/Book Supplier(s) shall sign all pages along with seal.

16. All disputes and differences arising out or concerning the work are subject to the jurisdiction Kathua Court only.

17. Arbitration All dispute and differences which may arise between the GDCW Kathua and the Book Supply Agency shall be referred to Principal, GDCW Kathua whose decision shall be binding on all concerned.

## DECLARATION FOR SUBMISSION OF EOI

**Note: To be printed on the letter head of the Vendor(s)/Supplier(s)/distributor(s) etc.**

From: The Name & Address of the Vendor(s)/Supplier(s)/distributor(s)

To: The Principal

Govt. Degree College for Women

Kathua

**Sub: Submission of expression of interest (EOI) for supplying books to Govt. Degree College for Women Kathua**

Sir,

Having examined the details given in Notice/Advertisement and EOI document for the above work, I/We hereby submit the expression of interest (EOI) and other relevant information.

- i. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
- ii. I/We have carefully read and understood all the eligibility criteria, general terms and conditions of the EOI document and hereby convey our acceptance for the same. I/We shall accept the final decision of short-listing of Vendor(s)/supplier(s)/distributor(s) and will abide by the rules & regulations of the university in regard to the registration/empanelment process of the vendor(s)/supplier(s)/distributor(s).
- iii. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished herewith are true and authentic to the best of my/our knowledge and belief.
- iv. I/We also authorize the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- v. I am/We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law and blacklisting of the firm for future business.

**(Signature of the Vendors(s)/Supplier(s)/Distributor(s)  
with full address, date and office seal)**

**Annexures:**

**1. Form – 'A' (For submission of EOI)**

**FORM 'A'**

1. Name & Address of the applicant with Telephone No. / Fax No. / Email (with Proof)

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2. a) Year of Establishment(with Proof): \_\_\_\_\_

b) Year of commencement of Business: \_\_\_\_\_

3. Legal status of the applicant (Tick and attach copies of original document defining the legal status)

- a) A proprietary firm
- b) A firm in partnership
- c) Any other

4. Particulars of registration with Book Seller's Federation or association (National/State)/ Government bodies and organizations (attach attested photo-copies):

Organization/Place of registration: \_\_\_\_\_

Registration No.: \_\_\_\_\_

5. Account Details:- Bank Name:  
Account No:  
IFSC Code:  
Branch Code:

6. Has the applicant or any constituent partner (In case of partnership firm), ever been Debarred/blacklisted for competing in any Institution at any time? If so, give details.

7. Has the applicant or any constituent partner ever been convicted by a court of law? If so, give details.



8. Details of GST registration (attach attested photocopy) & Income tax return of three years viz. 2021-22, 2022-23-2023-24, PAN details etc. (duly authenticated by Chartered Accountant).

9. Rate of discount offered for:

Indian Edition Books: -----%

Foreign Edition Books: -----%

Date: \_\_\_\_\_/\_\_\_\_\_/2024

**Signature of the Vendors(s)/Supplier(s)/Distributor(s)  
and office seal**