



# OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE, MARH

DHATERYAL, JAMMU- 181206 (J&K UT)-INDIA

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## TERMS AND CONNDITIONS FOR EMPANELMENT OF REPUTED BOOK PUBLISHERS/ SUPPLIERS/ VENDORS FOR SUPPLY OF BOOKS, JOURNALS, PERIODICALS/ MAGAZINES 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, Print Journals (UGC APPROVED), Periodicals/ Magazines (NATIONAL LEVEL) to College Library for the session , in the interest of students.**

As you may be aware, College Library, Government Degree College Marh is an esteemed library for teaching and learning for students and faulty

We are in the process of empanelment of Book suppliers/Publishers/Vendors for the period financial year 2023-24

In this regards, Government Degree College, Marh 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 and 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 last three consecutive years.

***Note: The applicant should read all terms and conditions properly before submitting the application for empanelment.***

**General Terms and conditions:-**

1. The application 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 Govt. Degree College Marh 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 on 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 a minimum discount of 20% on all types of books, journal, periodicals, magazines except Govt. Publications. 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 documents/Good Office Committee (GOC) conversion rates for foreign books.
3. **EDITIONS OF BOOKS:-** Only latest editions shall be supplied.
4. **ORDER ACKNOWLEDGE:-** The order shall be acknowledge within 7 days from the date of order.
5. **PAPERBACK/HARDBACK:-** If paperback edition is not available, then consult library/ Principal office, 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 nonsupply 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 books are not supplied or no report as to availability or otherwise is receive 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. 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/damaged 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 Marh (Jammu)".
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 Marh 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 Convenor, college Library Committee 7006012684/ 9419768608 with in working hours or send an e mail on [gdc.marh@gmail.com](mailto:gdc.marh@gmail.com)
17. **UGC approved print journals listed in ugc care list will be accepted only. Periodicals/Magazines of national level is required in hindi, English and Dogri for the whole session.**

**All the vendors who accepts the above terms and conditions may submit their Expression of Interest (Eoi) on best discount rate (MINIMUM 20%) for supply of books in a sealed envelope at mailing address: -**

  
Principal 15/9/2023

Government Degree College

Marh (Dhateryal)  
(District Jammu)  
PIN CODE: - 181206

**within 7 days after publishing of tender notice in the newspaper with subject "Expression of Interest for empanelment for Supply of Books/Periodical/Journal/Magazine to College Library, GDC, Marh" 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 (ANNEXTURE - I) will be rejected without assigning any reason.**

**ANNEXURE - I**  
**(ON OFFICE LETTER HEAD)**

**Application form for empanelment as book supplier for Financial Year 2023-2024**

**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.**

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**4. Name of Partner (if any).**

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**5. Date of Establishment of Firm.**

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**6. PAN/TAN/GST No. of the Firm.**

\_\_\_\_\_ (Attach a Copy)

**7. Address.**

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**8. Phone No.** \_\_\_\_\_ **Fax.** \_\_\_\_\_

**Website (if any)** \_\_\_\_\_ **Cellie No. of contact Person/s**

\_\_\_\_\_ **Email 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 the Bank \_\_\_\_\_

b) Branch \_\_\_\_\_

c) Account No. \_\_\_\_\_

d) IFSC Code \_\_\_\_\_

**11. Discount Rate Offered ..... (MENTION IN BOTH WORD AND DIGIT)**

**Declaration:**

**I/we 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 .....**