



OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE, MARH  
DHATERYAL, JAMMU- 181206 (J&K UT)-INDIA

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Affiliated to University of Jammu vide no-U-0195 AISHE: C- 62206(UGC 2E- 8-629/2202, 18<sup>th</sup> Aug 2023)

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GDCM/2025-26/805

Date: 21.11.2025

**TERMS AND CONDITIONS FOR EMPANELMENT OF REPUTED BOOK PUBLISHERS/SUPPLIERS/VENDORS FOR SUPPLY OF BOOKS, JOURNALS, PERIODICALS/MAGAZINES FOR FINANCIAL YEAR 2025-26**

Dear Sir/ Madam,

Subject: Terms and conditions for empanelment of reputed Book publishers/suppliers/vendors for supply/procurement of Books, Print Journals (UGC APPROVED), Periodical/Magazines (NATIONAL/ REGIONAL LEVEL) to College Library for the session 2024-25 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 faculty. We are in the process of empanelment of Book suppliers /Publishers/vendors for the period financial year 2025-26.

In this regard, Government Degree College, Marh intends to invite your responses.

Eligibility Criteria: Proof of the following mentioned supporting documents must be enclosed in support or the eligibility criteria and absence of any of them will render the vendor/ supplier's ineligible for empanelment:

- 1.Book Publisher/ Suppliers/ Vendors must be a regular service provider to at least one premium government institute or Jammu and Kashmir UT for higher education.
- 2.Registration of Federation or Publishers' and Booksellers' Association in India (FPBAI).
- 3.Permanent Account No (PAN) issued by the Income 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 nationalised 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 of unsatisfactory performance during the empanelment period, security deposit will be forfeited.
4. The college reserves the right to reject any offer without assigning any reason.

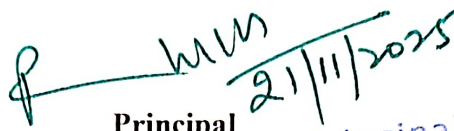


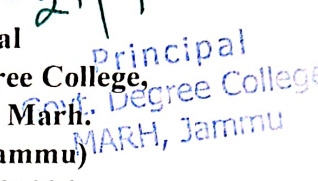
## **SPECIAL TERMS AND CONDITIONS:**

1. **DISCOUNT:-** The supplier/Vendor is expected a minimum discount of 20% or above on all types of books, journal, periodicals except Govt. Publications, In case, the rate of discount varies, then the highest discount offered will be accepted to maximum of three vendors in the descending order. The discount on the MIL books (Hindi,Dogri) shall be negotiable. 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 not exceeding Rs. 4000/per book.
3. **EDITIONS OF BOOKS: -** NEP latest editions or the books shall be supplied or as recommended by faculty.
4. **ORDER ACKNOWLEDGE: -** The order shall be acknowledge within 07 days from the date of order.
5. **PAPERBACK/HARDBACK: -** Only paperback edition is acceptable.
6. **BOOK SUPPLY TIME: -** The maximum time limit for supplying Indian books is 10 days and a foreign book is 15 days. The empanelled book suppliers / vendors shall have to provide all the books, strictly prescribed and recommended by faculty, otherwise the order shall not be accepted. The empanelled book suppliers shall inform the availability of books and list thereof within one day after empanelment in order to get books on time. If the empanelled three vendors's/ book suppliers fail to provide availability of books, the committee is authorized to procure books, etc from any source with already specified minimum discount or above.
7. **BLACK LISTING VENDOR: -** In case of non-supply of books within the stipulated time, 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 cancelled, if books are not supplied or no report as to availability or otherwise is receive within this period, before Dec.2025 in any case.
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 in the College campus within the college timings, with prior intimation to undersigned, no extra transportation charges and No other/ extra charges are admissible
11. **PAYMENT: -** The final payment shall be made in Indian Rupees within STIPULATED TIME from the 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. A copy of the specific page of GFR stating books are not included as goods shall also have to be submitted.
12. **RERPLACEMENT COPY: -** In case of BOOKS, if any received in torn condition shall be replaced with a fresh copy, in a week's time.
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 Library Committee of College shall have the powers to resolve the dispute and no legal procedure shall be a binding / accepted on college.
15. **MODIFICATIONS: -** The College reserves the right to modify/change/delete/add any further terms and conditions prior/ after the issue of empanelment.


16. CONTACT: - For any query Contact at 9419768608/ 9419241835 with in working hours or send an e-mail on [gdc.marh@gmail.com](mailto:gdc.marh@gmail.com), before final empanelment.
17. Only UGC approved print journals listed in UGC Care list will be accepted. Periodicals/Magazines of national/regional level is required Only in Hindi, English and Dogri for the whole session.
18. Orders reflecting no. of copies shall be placed as per the availability of funds, etc. from time to time.
19. In case of books, etc. requisition from any department has not been uploaded, the same shall be reflected later on.

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

  
Principal  
Govt. Degree College,  
Dhateryal, Marh:  
(District Jammu)  
Pincode- 181206



Within 07 days after publishing of EOI notice in the newspaper with subject "Expression or Interest for empanelment for Supply of Books 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 (Form attached) will be rejected without assigning reason.

  
DR. SHAKUN SHARMA  
CONVENOR  
COLLEGE LIB. COMMITTEE  
GDC MARH



**Application form for empanelment as book supplier for**  
**Financial Year 2025-2026**

1. Name or the Firm.

\_\_\_\_\_

2. Registration No of Federation of Publishers and Booksellers Association or 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 \_\_\_\_\_

9. Website (if any) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email address \_\_\_\_\_

10. Security Deposit Details (to be deposited along with the document)

a) CDR No.

b) Dated:

c) Rs.

d) Drawn on

11. Bank Account Details (Attach a documentary proof)

- a) Name of the Bank
- b) Branch
- c) Account No.
- d) IFSC Code

12. 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 all terms and conditions are acceptable to me/us in letter and spirit.

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Signature of Partners/ Proprietors with Seal

Date.....