



OFFICE OF THE PRINCIPAL  
**GOVT. DEGREE COLLEGE FOR WOMEN**  
**BARAMULLA KASHMIR-193101**  
NAAC Accredited



Visit: [www.gdcwbla.edu.in](http://www.gdcwbla.edu.in)

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No: GDCWB /2022/540-44

Dated: 11/06/2022

**EMPANELMENT FOR BOOKS/REFERENCE FOR**  
**COLLEGE LIBRARY**

**E-NIT NO: ET\_GDCWB\_05 of 2022 Dated: 11-06-2022**

Principal, Govt. Degree College for Women, Baramulla on behalf of Hon'ble Lt. Governor of U T of Jammu & Kashmir invites Online Expression of Interest (EOI) from registered Members of Federation of Publishers and Book Sellers Association of India for the "Procurement of Books/References/Periodicals" at Govt. Degree College for Women, Baramulla as per the details given in the EOI documents (EOI Form, Terms & Conditions of EOI Notice).

The EOI documents consisting of qualifying information, eligibility criteria, and detailed terms and conditions of contract can be seen/downloaded from the website [www.jktenders.gov.in](http://www.jktenders.gov.in) or [www.gdcwbla.edu.in](http://www.gdcwbla.edu.in) as per schedule of dates given below:-

1.	Date of Publication	<b>11/ 06/2022.</b>
2.	Period of downloading of EOI documents:	<b>13/06/2022 to 22/06/2022.</b>
3.	EOI Bid Submission start date	<b>13 /06 /2022.</b>
4.	EOI Bid Submission end date	<b>23/06 /2022.</b>
5.	Date of opening of EOI Bid online	<b>25/06/2022.</b>

S/d

**Principal**

**Govt. Degree College for Women, Baramulla**

Copy to:

1. Joint Director, Information Department for information and with the request to publish the EOI at least in two leading newspapers of National level and UT level for wider publicity and send the copy for confirmation.
2. Librarian, Govt. Degree College for Women, Baramulla
3. I/C College website for information for uploading.
4. College Accountant for information.
5. Office Record

## EOI DOCUMENT AND TECHNICAL SPECIFICATIONS

<b>Particulars of Work</b>	Expression of Interest invited for Empanelment of Booksellers/Vendors/Publishers for supply of Books/ Periodicals/ Journals to the college for the session 2022-23.
<b>EOI invited by</b>	Govt. Degree College for Women, Baramulla.
<b>Earnest Money Deposit</b>	<p>The intending tenderers will have to upload copy of Earnest Money Deposit in the shape of Call Deposit Receipt valid at call or FDR from any Nationalized Bank/UT Owned banks for an amount of Rs. 10,000/= (Rs. Ten Thousand only) Pledged to the Principal, Govt. Degree College for Women, Baramulla with the EOI offer.</p> <p>However, the successful bidders(s) (with highest discount rate) would have to deposit the document of Earnest Money Deposit (EMD) in original, in the office of the Principal, Govt. Degree College for Women, Baramulla before allotment of purchase order. The EMD of successful bidder (s) will be kept as security money, for due performance of the agreed contract/performance during the contract period and no interest shall be payable by the institute on the EMD deposited by the supplier.</p> <p><b><i>Offers without EMD shall be rejected.</i></b></p>
<b>Tender Fee</b>	<p>The EOI fee has been fixed as Rs.200/-to be deposited in J&amp;K UT Government Treasury Under Head 0202-Other Receipt, Higher Education, which must clearly indicate the name of the firm (depositor), EOI No. and on whose behalf (Principal, Govt. Degree College for Women, Baramulla) money is paid. Scanned copy of the e-challan or Treasury challan/receipt be uploaded with the offer. Offers without stipulated tender fee shall be rejected. The cost of EOI fee is non- refundable and non-transferable.</p>
<b>Documents to be uploaded</b>	<p>Scanned copies of below mentioned documents shall be uploaded in My Document area for bidders.</p> <ol style="list-style-type: none"> <li>1. Scanned copy of EOI document Fee and EMD.</li> <li>2.Scanned copy of PAN Card/TAN No.</li> <li>3.Certificate of registration issued by the “Federation of Publishers &amp; Book Sellers Association of India”</li> <li>4. Scanned copy of shop/ establishment registration certificate.</li> <li>5. Latest “SalesTax/VAT Clearance Certificate “issued by competent authority</li> <li>6.Copy of ITR for last 3 years duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures</li> <li>7. AADHAAR Card.</li> </ol>

	8. BOQ (to be uploaded in electronic format only)
<b>Discount</b>	The discount offered should be started from 25% for PB and 30% for HB. <i>Note: Only Paper Back (PB) books shall be supplied, However, if books from a particular subject are not available in PB format, HB format will be accepted once the supplier submits the formal communication regarding unavailability of the PB format.</i>
<b>Bid Validity</b>	270 days from the date of opening the bid

S/d

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Govt. Degree College for Women, Baramulla.

## GENERAL TERMS AND CONDITIONS

1. The period of empanelment will be for the financial year 2022-23.
2. All the books shall carry a discount as per the agreed terms. Discount Percentage shall be indicated both in figures as well in words.
3. Bidders shall quote a percentage (% age) Discount on the Publishers Catalogue Price/ Printed Book Price. Catalogue Price shall be verifiable. Tampering or misquoting of Catalogue Price in the bill shall render the supplier liable for blacklisting and other action as per rules.
4. Firm(s) should agree to supply all the books in all the subjects and languages taught in the college.
5. The college will provide opportunity to all the empanelled vendors to supply the books. In case, any firm fails to supply the books within the stipulated time, the firm shall cease the opportunity to get another supply order. The College may empanel more than one supplier and shall be free to purchase books through any one or more of them at the quoted/agreed/highest discount.
6. The EMD shall stand forfeited without any further notice to the tenderer, if
  - a. The tenderer indulges himself in any undesirable practice or malpractice.
  - b. The tenderer does not convey his written acceptance within the specified time period.
  - c. The progress/ completion of work is un- satisfactory.
7. Mere turning out in the empanelled list does not mean that the College is bound to place supply orders to the vendor but will be the sole discretion of the college and will also depend upon the requirement and availability of funds.
8. The college reserves the right not to empanel any supplier/ distributor/ publisher/ vendor.
9. No Supplier/ distributor/ publisher shall have the sole right to supply books/ publications. Notwithstanding the discount rates so decided, the College shall have the right to procure books/ publications at a higher rate(s) of discount. The College shall have the right to procure books directly from other suppliers/ distributors/ publishers on the terms and conditions decided by the College Purchase or College Library Committee.
10. The conditional tenders shall not be accepted.
11. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the supplier on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Principal, Govt. Degree College for Women, Baramulla and such reduction will be automatically applicable to the college.
12. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not ) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

13. The college reserves the right to select or reject any book without assigning any reason and the costly and very expensive titles shall invariably be obtained on competitive rates.
14. The college reserves the right to cancel an order at any time without assigning any reasons. The suppliers shall not be entitled to claim any compensation against any such termination.
15. The College reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
16. Any clarification required by the tenderers with regard to any point mentioned in the EOI can be obtained from the office of the EOI inviting authority (Principal, Govt. Degree College for Women, Baramulla) before the last date of the receipt of tenders.
17. In case of any dispute, the same shall be resolved initially by the mutual parties within a period of two months. In case of failure to resolve a dispute mutually, it will be subject to jurisdiction of Baramulla court only.
18. The College Principal's decision in all the matters of procurement of books shall be final and binding on all concerned.

S/d

Principal

Govt. Degree College for Women, Baramulla.

## SPECIAL TERMS AND CONDITIONS

1. All orders shall be FOR college. The transportation charges, cost of packing/ freight charges/ loading/ unloading etc shall be borne by the supplier.
2. Supply made in contravention to the terms and conditions including delayed supply will be treated rejected ab-initio. The responsibility of lifting back , safe keeping etc lies on supplier. The College or Library in no case will accept the custody of such books and is not bound to process them neither in the current year nor in coming years.
3. The bills should be raised in the name of “Principal, Govt. Degree College for Women, Baramulla.
4. The bills shall be accepted in triplicate only and a revenue stamp should be affixed on the original bill and duplicate copies should be signed/stamped by the authorised signatory.
5. The supply should be strictly as per the order and requisitioned list issued by the college. The college is not bound to make selections from the catalogues, lists supplied by the supplier.
6. The empanelment will be terminated/dropped/black-listed of registered firm: -
  - a) If the vendor fails to deliver the 75% of the supply order (in terms of number of titles from the list of books duly recommended by the concerned HOD/Subject expert) during the year.
  - b) If the vendor provides any wrong or distorted information to the library.
7. The empanelled firm (s) shall have to ensure the supply of books within 20 days from the date of receipt of the supply order from the college failing which the EOI inviting authority (Principal, Govt. Degree College for Women, Baramulla) shall forfeit its EMD.
8. The supplier shall supply all the titles of the requisitioned list in the quantity shown and as per the amount allotted. Supply of some titles and omission of some titles on the choice of supplier is not acceptable.
9. It will be mandatory for the empanelled vendor/supplier to supply ordered books within stipulated time. In case the supplier due to any reason finds inability to supply, the same should be communicated to the authority within 7 seven days from the issue of supply order. If no such intimation is received within the stipulated time, it will be considered that the firm has accepted the order.
10. Foreign publications, if available at special Indian/Asian price must be supplied at Indian/Asian price. The suppliers shall not supply any book for which an Indian/Asian edition is available.
11. Only Goods Office Committee conversion rates should be followed for foreign books.
12. Only the latest editions of the books should be supplied to the college, unless ordered otherwise.
13. Only paperback books shall be provided instead of hardbound. However, if books from a particular subject are not available in PB format or counter paperback is not available then proof from the publisher should be attached with the bill for acceptance.
14. The vendor will have to give the following certificate on the bills: -
  - a) In case of foreign edition, a certificate would be required stating that “Indian reprint/edition is not published”.
  - b) When low price editions/paperback edition are not supplied a certificate would be required stating that “No low-price editions/paperback edition for the books [mentioned at S. No. --, --, 1] are available.”

15. The books should be consigned to PRINCIPAL, GOVT. DEGREE COLLEGE FOR WOMEN, BARAMULLA PIN:193101, by Speed Post Parcel/Registered Parcel/Courier/Person. Delivery by train is not accepted.
16. Intimation relating to the mode of dispatch should be e-mailed to [wcbaramulla@gmail.com](mailto:wcbaramulla@gmail.com) and original dispatch documents are forwarded to the College by Registered Post/Person.
17. The prices should be correctly charged in accordance with publishers imprinted/ distributor's catalogue. The books of which prices are defaced, erased or changed with posting of printed labels/stickers will not be entertained.
18. Only computerised printed Bills will be entertained.
19. Supply of no. of copies of titles should be strictly as per the requisition lists However, deviations, if any, would be mentioned separately in the supply order/requisition list, keeping in view the student need.
20. If a book supplied is a defective one or not as per order, it will be returned at supplier's cost.
21. No interest would be payable on amount paid by the subscription agent to the publisher of a journal on account of delay in payment by the institute.
22. The certificate on the body of all invoices should be provided "Certified that prices are according to the contract entered between the Suppliers and College".
23. The supply order shall be furnished as per the funds position in the college.
24. The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of prices charged. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign/Indian publications where price of the book(s) is not printed. No other documents such as copy of Books in Print, website price, printed Catalogues price list, price proof issued by the local book suppliers or distributors will be entertained.

**INSTRUCTION TO BIDDERS REGARDING ONLINE EOI PROCESS: -**

1. The hard copies of bid will be obtained from the bidder who will be declared L1 after opening of financial bids.
2. Complete EOI bidding process will be online. (Price bid not to be submitted in physical form).
3. The Committee/College will not be held responsible for any delay.
4. The details of cost of documents, EMD specified in the tender documents should be same as submitted online (scanned copies) otherwise bid will not be accepted.
5. The interested bidder can download the NIT/EOI bidding document from the website <http://jktenders.gov.in>
6. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online EOI bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.

7. The EOI bidders have to submit their EOI bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
8. Bids will be opened online as per time schedule mentioned in the NIT.
9. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid.
10. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
11. All the required information for bid must be filled and submitted online.
12. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the EOI documents. The original papers in respect of cost of documents, EMD and relevant documents be submitted to the EOI Inviting Authority by Registered post/courier as per time schedule specified.
13. The details about cost of documents, EMD specified in the EOI documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
14. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, VAT registration Certificate/SalesTax Clearance Certificate, ITR, Service Tax Registration certificate (TIN number), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
15. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
16. Bidders are advised to scan their documents at 100DPI (DotsperInch) resolutions with Black and White, PDF Scanned properly.
17. The Successful tenderer have to deposit original affidavit for Rs. 50/- stamp paper duly attested by first class Judicial Magistrate with the office of the Govt. Degree College for Women, Baramulla before the allotment of supply order with the effect that:
  - a) The documents/catalogues along with authority letter, etc enclosed with the Tender are genuine and are not tempered or fabricated.
  - b) The firm has not been blacklisted in the past by any Govt./Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.
  - c) If anything found wrong at any stage against me/firm, I shall be responsible and deem to any legal action.
18. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.

S/d

Principal

Govt. Degree College for Women, Baramulla.



**GOVT DEGREE COLLEGE FOR WOMEN, BARAMULLA**

**PROFORMA FOR SUPPLY OF BOOKS**

1. Name (Block Letters):
2. Name of the Firm:
3. PAN Number (Attach a copy):
4. TAN Number (Attach a copy):
5. GSTN Number (Attach a copy):
6. Annual turnover of the firm for the last 03 consecutive years with documentary evidence:
7. Address:
8. Phone Number:
9. Alternate Phone Number:
10. Residence Phone Number:
11. Email:
12. Details of Collaboration / Distributorship Agency of outstation & Foreign Publishers:
13. Current membership No.(DSBPA/FIPBA/National/ State level Associations) (mention membership numbers with documentary proof):
14. Important Subject areas:
15. Languages you are dealing with:

Declarations • I/We----- (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge. • That I/we, am/are not blacklisted by any Institution/Organization throughout India and abroad • Any change in the above information shall be intimated immediately. • I/We have carefully read the terms and conditions for registration and supply of books to the College and agree to supply books on the term and conditions prescribed by the College.

Dated:

Authorised Signatory with Stamp of the Firm

**BANK DETAILS FOR RECEIVING PAYMENT THROUGH ELECTRONIC MODE (TO BE FILLED IN CAPITAL LETTERS)**

1. Name of the Account Holder:

2. Complete Address with Pin Code:

3. Telephone Number (with STD Code):

4. Mobile Number:

5. Email:

6. Bank Name:

7. Bank Branch Name:

8. Bank Branch Address:

9. Bank Branch IFSC Code:

10. Complete Account Number