



GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE PRINCIPAL

GOVT DEGREE COLLEGE PATTAN
BARAMULLA, J&K



WEBSITE: WWW.GDCPATTAN.EDU.IN | EMAIL: principal.pattan@gmail.com | PHONE: 9419663720

No.: GDCP/24/ 95

DATED: 31-12-2024

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF BOOKS /
PERIODICALS / REFERENCE BOOKS TO GDC PATTAN**

E-NIT NO.: 01 OF 2024

DATED : 31-12-2024

Principal, Govt. Degree College Pattan, 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 Pattan as per the details given in the EOI documents (EOI Notice, Terms and Conditions of EOI Form).

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 and www.gdcpattan.edu.in as per schedule of dates given below:-

01	Date of issue of EOI Notice	31-12-2024
02	Period of downloading of EOI documents	01-01-2025 to 10-01-2025
03	EOI Bid Submission start date	01-01-2025 (10:00 AM)
04	EOI Bid Submission end date	10-01-2025 (4:00 PM)
05	Date of opening of EOI Bid online	13-01-2025 (11:00 AM)
06	Last date of submission of Hard Copies	15-01-2025 (upto 3:00 PM)

Principal
GDC Pattan

Principal

GOVT. DEGREE COLLEGE
PATTAN, J&K

Copy to:

1. Joint Director Information with the request to publish the EOI at least in two leading newspapers of National / UT Level for wider publicity.
2. Librarian, Govt. Degree College Pattan for information
3. Convener, College Purchase Committee for information
4. I/C College website for uploading
5. College Accountant for information
6. Office Record



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EOI DCOUMENT AND TECHNICAL SPECIFICATIONS

Particulars of Work	Expression of Interest invited for Empanelment of Booksellers / Vendors / Publishers for supply of Books/ Periodicals / References to the College for the session 2024-25
EOI invited by	Principal, Govt. Degree College, Pattan, Baramulla
Earnest Money Deposit	<p>The Suppliers / Vendors shall have to submit Earnest Money Deposit in the form of CDR, in favour of Principal, Govt. Degree College Pattan (J&K) for an amount of Rs. 10,000 (Ten Thousand Only), which shall be retained by the College till the empanelment period is over.</p> <p>The Book Suppliers who would seek exemption from depositing the CDR under the rule 170 of GFR 2017 (MSME registered suppliers) shall have to submit the Performance Security Deposit which is governed by the Rule 171 of GFR 2017, if the Supplier is declared to be successfully empanelled by the College. The performance security amount shall be Rs. 10,000/- in the form of CDR, which shall be retained by the College till the empanelment period is over. No interest shall be paid by the College on any amount during the said period.</p> <p>Offers without CDR shall be rejected</p>
EOI fee	EOI application fee of Rs 200 to be deposited in the Govt . Treasury under Head 0202 (Other Receipt Higher education which must clearly indicate the name of firm, EOI No. Date and on name on whose behalf the amount is deposited i.e Principal Govt. Degree College Pattan (Scanned copy of 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
Documents to be uploaded	<p>Upload scanned copies and furnish hard copies in the office of the principal with sign & seal of Firm</p> <ol style="list-style-type: none">1) Registration certificate of Federation of Publishers and book Sellers Association of India (FPBAI) or Association of Indian publishers and booksellers (AIPB)2) GST clearance certificate from competent authority /ITR return of last three years duly authenticated by Chartered accountant.3) Proof of being in the trade for last three years with satisfactory record4) Affidavit from IST class judicial magistrate as per annexure A.5) Satisfactory performance certificates from three reputed govt departments /organisations.6) Shops And Establishments certificate (Form c) from competent authority. Firm registration certificate7) Pan card /GSTIN No.8) MSME certificate (if applicable)9) Id Proof /Aadhar card of proprietor/ partners10) CDR/security deposit



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	11) EOI application Form with fees receipt 12) BOQ (upload electronic format)
Discount	The discount percentage offered should be given separately for hard bound and paper back on the application format.
Bill Validity	90 days from the date of opening the bid.


Principal
GOVT. DEGREE COLLEGE
PATTAN, J&K
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**Terms and conditions for Expression of Interest for Book Purchase for
year 2024-25**

Eligibility of Suppliers/firms for participating in Expression of interest

1. Must be a member of Federation of Publishers and book Sellers Association of India (FPBAI) or Association of Indian publishers and booksellers (AIPB)
2. Should have GST and Income tax clearance certificate as on ending 31.3.2024
3. Should be involved in the trade of bookselling and supplying for minimum last consecutive three years
4. Should not have been debarred/ blacklisted by any of the government departments/ institute. Should not have any vigilance or audit / Departmental case pending against it.
5. Should have satisfactory performance of supplying minimum 75 percent of ordered titles from three organisations

Documents to be attached with the bid/offer (Upload scanned copies and furnish hard copies in the office of the principal with sign & seal of Firm)

- 13) Registration certificate of Federation of Publishers and book Sellers Association of India (FPBAI) or Association of Indian publishers and booksellers (AIPB)
- 14) GST clearance certificate from competent authority /ITR return of last three years duly authenticated by Chartered accountant.
- 15) Proof of being in the trade for last three years with satisfactory record
- 16) Affidavit from IST class judicial magistrate as per annexure A.
- 17) Satisfactory performance certificates from three reputed govt departments /organisations.
- 18) Shops And Establishments certificate (Form c) from competent authority. Firm registration certificate
- 19) Pan card /GSTIN No.
- 20) MSME certificate (if applicable)
- 21) Id Proof /Aadhar card of proprietor/ partners
- 22) CDR/security deposit
- 23) EOI application Form with fees receipt
- 24) BOQ (upload electronic format)

Billing process

1. The bill should be computer printed in triplicate with (affixed revenue stamp) bearing no. and date with sign and seal having account details for payment.
2. That the bills in triplicate should be raised on the name of Principal Government Degree College Pattan, mentioning the order number and date, giving ISBN (if available), author, title, edition, name of publishers, year of publication and price
3. In addition to hard copy, soft copy of the bill in Ms. Word format is to be mailed at gdcpattanlibrary@gmail.com
4. The firm shall raise a separate bill for the individual order and listing of books should be in same order as mentioned in supply order.
5. **No handwritten and incomplete bills shall be accepted**
6. All the payment will be made in Indian currency



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7. 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 Catalogue/publisher's invoice duly signed by them/ printout of prices mentioned on their websites with supplier's seal and sign No other documents such as copy of Books in Print, non-publisher website price, printed non publisher Catalogues price, price proof issued by the local book suppliers or distributors will be entertained.
8. The following certificates should be recorded on the bill:
 - a. Only original/latest editions of the books have been supplied.
 - b. The actual price of the publisher has been charged.
 - c. The Indian/low priced editions of the publications are supplied for foreign titles (if available).
 - d. The books are not remaindered titles
9. Single bill for single supply order will be entertained no partial bills/ multiple bills of one supply order will be entertained.
10. GOC rate list must be attached with foreign titles
11. Supply order should be attached with the bill
12. The books of which prices are defaced, erased or changed with pasting of printed labels will not be entertained
13. The payment will be done after completing all codal procedures and as per funds position. Supplier may have to wait for the payment in case the fund position warrants so and for that college will not pay any surcharge, interest etc whatsoever called.

Fees for participating in EOI

- 1) CDR of INR 10,000 pledged to the name of the principal Government Degree College Pattan
- 1) EOI application fee of Rs 200 to be deposited in the Govt. Treasury under Head 0202 (Other Receipt Higher education which must clearly indicate the name of firm, EOI No. Date and on name on whose behalf the amount is deposited i.e, Principal Govt. Degree College Pattan
- 2) Vendors seeking exemption from CDR etc under rule 170 of GFR 2017 have to submit Performance security deposit of Rs. 10000 if declared successfully empanelled under rule 171 of GFR rules which will be retained till empanelment is over.

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GENERAL TERMS AND CONDITIONS

1. The Expression of interest is valid for the financial year 2024-25
2. The vendors should read and understand the terms and conditions before participating.
3. The vendors should satisfy the eligibility conditions for the EOI
4. The vendor has to bear all the handling postage transportation loading unloading etc charges. The supply has to be FOR the college library.
5. The supply has to be made within 15 days for Indian books and 30 days for foreign or rare books. In case the supplier is unable to supply partially or fully due to reasons beyond his control. he has to inform of such inability within 7 days of receiving the supply order else it will be considered lapse or misconduct on his part and he will be responsible for arising consequences.
6. The supplier has to supply minimum 75 percent of the books of the supply order and has to produce proof of non-availability of unsupplied titles from publisher /distributor. Supply of supplier choice-based books and omission of others is not accepted.
7. The books should be in paperback and Indian print. Hardbound and foreign books are not allowed unless specifically mentioned. If a title is having many variants or published by many publishers then the title with the cheapest price will be accepted.
8. The College reserves the right to fix the discount percentage above offered discounts
9. In case some of the titles are not available same should be communicated within five days of receiving the supply order. So that supply order can be placed to another vendor or booklist can be modified.
10. The supplier shall confirm the availability of the required books within a period of 7 days through a Proforma Bill/email so that in case all the books are not arranged alternate titles can be explored.
11. The cost of packing, freight charges, loading, unloading etc. at the ends is inclusive and shall be borne by book suppliers.
12. If at any point of time it is found that submitted information / documents are not true or are fabricated. It will be deemed cheating and breach of contract which will be dealt with legal action, cancellation of empanelment, blacklisting, penalty forfeiture of CDR etc whichever will be deemed proper by college authorities
13. The vendor has to obey terms and conditions of the supply order issued. If the vendor does not supply books within stipulated time period and is neither given extension his supply order will be deemed cancelled Ab initio and no more supply orders will be issued to him. The CDR / security deposit will be forfeited.
14. The supply has to be made as per provided bibliographic details. If any title is having many variants the variant with minimum price and matching details will be accepted.
15. The list of the books attached with the EOI is tentative and can be modified, elongated, shortened or altogether cancelled by the college.
16. Mere successful empanelment of the vendor and participation in EOI does not confer any right for supply order. The placement of supply order will be as per availability of funds and performance of vendor and as per choice of the college. The college reserves the right to distribute the orders (amount, subject) among empanelled suppliers. The suppliers are not allowed to ask for details like amount subject, other details etc of other vendors.



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17. The college reserves the right to accept the highest discount offered with or without any further negotiation. The college can call all the participating vendors for open negotiations in a face-to-face meeting for common highest discount or college can place all the supply orders to one highest discount offering vendor without all vendors' negotiation.
18. The books supplied in violation of supply order and not accepted by the college need to be lifted back within 15 days after delivery after which they will be taken over be deemed as gifted by the vendor.
19. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 30 days failing which appropriate courts at Baramulla will have the jurisdiction to adjudicate upon the matter.
20. The College reserves the right to relax /modify /add any condition enumerated or arising out of this EOI notice, without assigning any reason/s thereof.
21. In the event of deviation on any of the aforementioned counts, the college shall be free to cancel the empanelment and/ or blacklist the supplier and it may also result in the forfeiture of the security deposit of the supplier.
22. 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 Library Committee.
23. The College Principal's decision in all the matters of procurement of books shall be final and binding on all concerned
24. 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
25. 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.
26. 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.
27. The firm will not sublet the placed supply order, otherwise penalty as the college administration deems fit, shall be imposed
28. The supplier needs to be available for the college on phone, online or physically as and when required for book supply regarding.
29. *The Book lists attached with this EOI is tentative. The college reserves the right to change all of them, their title, quantity, etc. Mere figuring in the list does not guarantee that the title will be purchased. Further the college has the right to purchase books that are not in the list. The college can order books out of the subjects not covered in the lists.*

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Government Degree College Pattan
National Highway Pattan - J&K 193121

Application Form for Empanelment as Book Supplier year 2024-25

Name of the Firm (Block Letters) _____

Name of the Firm owner: _____

Name of the Manager: _____

Name of Partner/s (if any): _____

PBAI/AIPB Registration No.: _____

PAN Number (Attach a copy): _____

TAN Number (Attach a copy): _____

GSTN Number (Attach a copy): _____

Address of firm /shop/office _____

District _____ State _____ Pin Code _____

Phone Number: _____ Alternate Phone Number: _____

Residence Phone Number: _____

Primary Email (official) _____ Alternate E-mail _____

Application Fee /CDR Details:

Application Fee Rs. 200 paid vide Voucher / Challan No. _____ Dated: _____

_____ Treasury Name _____

CDR Rs. 10000 drawn vide CDR No. _____ Dated: _____ Bank name _____

_____ Branch _____ state _____

Discount Offered in percentage

Hardbound _____ **Paperback** _____ (in figures)

Hardbound _____ **Paperback** _____ (in words)

Seal and Sign of Firm



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Declaration

• 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. The enclosures and documents are true and genuine.

• That I/we, am/have not been 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 expression of interest for supply of books to the College and agree to abide by them all

Place

Date

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.

11. PAN Card number

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Annexure A

An oath in the form of judicial affidavit duly attested by the judicial ist class magistrate to the effect that

1. That i/we have read and understood the terms and conditions of the expression of interest and will abide by them all
2. i/ we are authorised on behalf of the firm _____ (name of firm) to offer / enter in agreement / sign documents / take decisions / communicate/ have business transactions etc with the college.
3. the firm is not blacklisted/ debarred by any govt. authority or department till date and in case so happens in future we will intimate the college in writing immediately
4. The documents / enclosures supplied with the offer /bid are genuine and true to our best of knowledge. No fact or information has been concealed / misrepresented
5. The firm is in the trade of book supply for at least last three years
6. There is no vigilance/ departmental case /inquiry pending at present against the firm or its proprietors.

Name & address of deponents

Stamp of the firm

Deponent

(10)



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INSTRUCTION TO BIDDERS REGARDING E-EOI PROCESS

1. Complete EOI bidding process will be online. (Price bid not to be submitted in physical form).
2. The College will not be held responsible for any delay.
3. The details of documents, EMD specified in the tender documents should be same as submitted online (scanned copies) otherwise bid will not be accepted.
4. The interested bidder can download the NIT/EOI bidding document from the website <http://jktenders.gov.in>
5. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per InformationTechnologyAct-2000, to participate in online EOI bidding. This certificate will be required for digitally signing the bid. Bidders can get abovementioned 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.
6. The EOI bidders have to submit their EOI bids online in electronic format with Digital Signature.
7. The bids cannot be uploaded without Digital Signature. Bids will be opened online as per time schedule mentioned in the NIT.
8. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid. The department will not be responsible for delay in online submission of bids, whatsoever reasons maybe.
9. All the required information for bid must be filled and submitted online.
10. 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.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in>, in e-tendering portal to store important documents like Balance sheet, VAT registration Certificate/ Sales Tax

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12. Clearance Certificate, ITR, Service Tax Registration certificate (TIN number), and other related
13. Document etc., and attach these certificates as Non Statutory documents while submitting their bids.
14. Bidders are advised to scan their documents at 100DPI (Dots per inch) resolutions with Black and White, PDF Scanned properly.
15. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>