

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

**For**

**Empanelment of Vendors for supply of Books to Library,  
GOVT. COLLEGE FOR WOMEN, UDHAMPUR  
(Affiliated to University of Jammu)**



**GOVT. COLLEGE FOR WOMEN UDHAMPUR  
NAAC ACCREDITED  
(Affiliated to University of Jammu)  
Kallar Himmati, Battal Ballian Road. Udhampur (J&K 182101)**



**OFFICE OF THE PRINCIPAL  
GOVT. COLLEGE FOR WOMEN UDHAMPUR  
NAAC ACCREDITED**

Located at: Kallar Himmati, Battal Ballian Road. Udhampur (J&K 182101)  
Affiliated to University of Jammu, Jammu

College Website: [www.gcwudhampur.in](http://www.gcwudhampur.in)  
Email ID: [gcwudhampur@gmail.com](mailto:gcwudhampur@gmail.com)  
Mob: 9419160907

No:- WCU/2025-2026/  
Dated:-

---

**EXPRESSION OF INTREST  
FOR EMPANELMENT OF REPUTED BOOK SELLERS/ SUPPLIERS/  
VENDORS FOR FINANCIAL YEAR 2025-26**

Dear Sir/Madam,

SUBJECT: Call for the Expression of Interest for empanelment of reputed books  
Publishers/suppliers/vendors for supply/procurement of books to College Library for the year 2025-26.

College Library, Government College for Women Udhampur is an esteemed library for teaching and learning for students and faculty.

We are in the process of empanelment of books from Suppliers/Publishers/Vendors for the period of financial year 2025-26

In this regard, Government College for Women Udhampur intends to submit your "Expression of Interest

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 publisher/vendor/supplier ineligible for the 'empanelment:

1. Book Publisher/Supplier/"Vendor must be a regular service provider to at least three premium Government Institute of Jammu Kashmir UT for higher education.
2. Registration of Federation of Publishers and Booksellers Association in India (FPBA\)
3. Permanent Account No. (PAN) issued by the Income Tax Department
4. Evidence of income tax clearance certificate of last three consecutive years
5. Form "C" should be attached with application form at the time of submission of EO

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

#### General Terms and Conditions:

1. The applications 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 CDR of Rs. 5000/- (Rupees Five Thousand only) as security deposit drawn from Jammu Kashmir Bank Ltd. in favour of Principal Govt.College for women Udhampur 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 reserve the right to reject or accept any offer without assigning any reason or 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 to extend a Uniform discount on all types of books except Govt. Publications. In case of identical discounts preference will be given according to alphabetical order. All the empaneled book sellers/publishers/vendors shall be given share from time to time as decided by the College library committee. Further vendor should not compromise with quantity and quality in view of giving maximization of discount.
2. **CONVERSION RATES:** The supplier should submit necessary supporting documents/good office committee (GOC) conversion rates for foreign books.
3. **EDITION OF BOOKS:** Only latest editions shall be supplied
4. **ORDER ACKNOWLEDGE:** The order should be acknowledged within 10 days from the date of order.
5. **PAPERBACK/HARDBACK:** If paperback editions are not available, then consult the library beforehand if you intend to supply hardback editions
6. **BOOK SUPPLY TIME:** The maximum time limit for supplying Indian Book is 15 days and foreign books are 30 days
7. **BLACK LISTING VENDOR:** In case of non supply 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 the books are not supplied or no report as to availability of otherwise is received within this period
9. **PRICE PROOF:** The supplier shall provide "Publishers 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. 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
12. **REPLACEMENT COPY:** In case of books, if any, received in mutilated/torn condition shall be replaced with a fresh copy.
13. **BILLING ADDRESS:** The bills) is/are to be addressed in the name of "Principal. Govt.College for women Udhampur.
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 Jammu 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 college librarian within working hours or send an email on [librariangewudhampur@gmail.com](mailto:librariangewudhampur@gmail.com)

17.Any loss /damage caused to the supplied consignment during transit shall be the sole responsibility of the supplier.

18.Order will be placed by Principal & it will be the discretion of his /her to place order to any empanelled supplier.There will be no objection from other empanelled suppliers in this regard.

All the vendors who accept the above terms and conditions may submit their Expression of Interest (EOI) through Annexure-1 on uniform discount for supply of books in a sealed envelope at mailing address:

Principal  
Govt.College for Women Udhampur.  
Pin No. 182101

Within 10 days after publishing of tender notice in the newspaper with the subject, “Expression of interest for empanelment for the supply of books to College library, Govt.College for women Udhampur written on it

Markup Signature



**OFFICE OF THE PRINCIPAL  
GOVT. COLLEGE FOR WOMEN UDHAMPUR  
NAAC ACCREDITED**

Located at: Kallar Himmati, Battal Ballian Road. Udhampur (J&K 182101)  
Affiliated to University of Jammu, Jammu

College Website: [www.gcwudhampur.in](http://www.gcwudhampur.in)  
Email ID: [gcwudhampur@gmail.com](mailto:gcwudhampur@gmail.com)  
Mob: 9419160907

No:- WCU/2025-2026/  
Dated:-

Enclosures:

**ANNEXURE-1**

**Application Form for Empanelment as book supplier for financial year 2025-26**

1. Name of the Firm: \_\_\_\_\_
  2. Registration No of Federation of Publishers and Booksellers Association of India (FPBAI). \_\_\_\_\_  
(Please enclose a copy of 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: \_\_\_\_\_
  7. Address: \_\_\_\_\_
  8. Phone No. \_\_\_\_\_ Fax: \_\_\_\_\_  
Website (if any): \_\_\_\_\_ Address: \_\_\_\_\_
  - Cell No. Of contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
  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 Bank: \_\_\_\_\_
    - b. Branch: \_\_\_\_\_
    - c. Account No.: \_\_\_\_\_
    - d. IFSC Code: \_\_\_\_\_
  11. Discount Rate Offered \_\_\_\_\_ (Mention in Both Words and Digit)
  12. Past experience of books supplied along with proof: \_\_\_\_\_
  13. Any other productive details of firm (if any): \_\_\_\_\_
- Note:- Cutting in writing is not acceptable

**Declaration:**

I/We do hereby declare that entries made in this application form are true to the best of my/our knowledge and belief and the above terms and conditions are acceptable to me/us in latter and spirit.

**Signature of Partners/Proprietors with Seal**

