INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

Empanelment of Booksellers/Vendors(s)/ Supplier(s)/ Distributor(s) for supply of Books to library for FY 2026-27

At

GOVT. DEGREE COLLEGE CHENANI

UDHAMPUR

OFFICE OF THE PRINCIPAL
GOVT.DEGREE COLLEGE, CHENANI.

website:www.gdcchenani.co.in
Email:Principal-chenani@jk.gov.in
Prof.Raj Kumar Gupta
Principal

CONTACT: 9469406244
No: CDC/2026-27/ 599
Date: 24/10/2026

EXPRESSION OF INTEREST(EOI)

FOR SUPPLYING BOOKS TO LIBRARY OF GOVT. DEGREE COLLEGE CHENANI, UDHAMPUR

The Principal, GOVT. DEGREE COLLEGE CHENANI, UDHAMPUR invites sealed Expression of Interest (EOI) from reputed local/ National vendor(s)/Supplier(s)/distributor(s) for supplying of books to the institute library for the financial year 2026-27

All the necessary information including Instructions, Eligibility Criteria, General Terms & Conditions, and Applications, Forms & Certificates to be filled by the vendor(s)/Supplier(s)/distributor(s) may be downloaded from College Website **www.gdcchenani.co.in** or personally obtained from college campus.

Interested vendor(s)/Supplier(s)/Distributor(s) of having requisite experience and eligibility may submit "Expression of Interest" along with relevant supporting documents to this college in a sealed envelope clearly superscripted as:

"Expression of Interest (EOI) for supplying books to Library" within 10 days of publishing of this notice in the newspaper. Any corrigendum/addendum shall only be published on the institute website. It is bidders' responsibility to check for any amendment/corrigendum on the website of GOVT. DEGREE COLLEGE CHENANI, UDHAMPUR before or after submitting their duly completed bids. The undersigned has the right to reject/accept any EOI without prior notice to the concerned.

Earnest Money: Rs. 5,000/- in form of CDR from any National Bank pledged in favor of Principal, GOVT. DEGREE COLLEGE CHENANI, UDHAMPUR (refundable).

Kindly read the instructions, eligibility criteria, general terms & conditions available on college website properly and see that eligibility criteria, general terms & conditions are fully understood and complied.

Sd/-
Principal
GDC Chenani

Principal
Govt. Degree College
Chenani

A. INSTRUCTIONS

1. Interested vendor(s)/Supplier(s)/distributor(s) should submit their response in the prescribed format, in sealed envelope super scribing: "Expression of Interest (EOI) for supplying books to Library, GOVT. DEGREE COLLEGE CHENANI, UDHAMPUR

2. The response should be signed by an authorized signatory of the vendor(s)/Supplier(s)/distributor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.

3. Incomplete EOI responses will not be considered. EOIs not in proper format or EOIs without appropriate and supporting documents and EOIs received after last date of submission will be summarily rejected.

4. At any given point of time, if any of the documents furnished by the vendor(s) /Supplier(s)/distributor(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of its contract.

5. No canvassing or repeated communication should be made with the office, failing which may attract punitive action and will become liable to be de-listed by the Institute.

6. The vendor(s) /supplier(s)/distributor(s) are required to agree to supply as per the institute "General Terms & Conditions" for supply of books as stipulated here.

For any query pertaining to this document, correspondence may be made to:principal-chenani@jk.gov.in

EOI Submission Address:

The Principal
Govt. Degree College Chenani
Udhampur
District Udhampur (J&K)-182141

B. ELIGIBILITY CRITERIA

The vendor(s)/supplier(s) /distributor who want to submit EOI, should meet the following minimum eligibility criteria:

Important: Any vendor(s)/supplier(s)/distributor(s) must submit documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose.

Minimum Eligibility Criteria:

(Please enclose documents in support for each of the following)

1. Publisher(s) /Supplier(s) /distributor(s)/Vendor(s) of Supplier(s) must be a Regular Service Provider to at least three premium Government Institute of higher education of UT of Jammu & Kashmir or other State.

2. Publisher(s) /Supplier(s) /distributor(s) must be registered member of any the Federation of Publishers and Booksellers Association of India (FPBAI).

3. Must have PAN Card, GST Registration Certificate issued by Income Tax Department.

4. Income Tax Return for last three years is to be enclosed.

5. Filled in declaration as per the format enclosed.

6. Rates should be FOR.

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C. GENERAL TERMS & CONDITIONS

1. The Committee constituted for scrutiny and short listing, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
2. The Committee recommends that vendors(s) /suppliers(s) /distributor(s), shall offer maximum discount while applying for the said EOI.
3. On the basis of the EOI received from the vendors(s) /suppliers(s)/distributor(s), a comparative shall be prepared and in case any vendors(s)/suppliers(s)/distributor(s) shall offer highest discount and committee approves, if so, an opportunity may be given to all other eligible vendors(s)/suppliers(s)/distributor(s), to revise their earlier offered discount so for and negotiations on discount etc. will be done via e-mail or through examination local and short listed vendors(s) /suppliers(s)/distributor(s) will be invited for registration /empanelment as institute approved vendor.
4. The act of empanelment shall not prohibit the institute's right to purchase books directly from any other source without routing them through the empaneled vendors(s) /suppliers(s) /distributor(s).
5. The vendor(s)/Supplier(s) /distributor(s) has to supply at least 75% of the titles mentioned in the supply order, failing which no supply shall be entertained. The vendor(s) has to give a certificate that the books which could not be supplied are not available with respective publisher/distributors. Any deviation or misinformation shall lead to blacklisting of the vendor(s).
6. The institute will enter into the contract initially for a period of one Academic session till 31st March 2027, extendable to a further period depending on the performance in supplying if books and mutual agreement of the institute and vendors(s) /suppliers(s) /distributor(s), if felt necessary.
7. The registration/empanelment as institute approved vendor does not ensure ordering of books. This will depend upon requirement of the institute & confirmation of supply by the vendor/supplier/distributor as and when requested by the library.
8. The vendors(s) /suppliers(s) /distributor(s) must quote their offered rate of discount in Financial Proposal Form.
9. Exchange rate for foreign currency shall be calculated as per GOI Rate declared from time to time provided by The Federation of Publishers and Booksellers Associations in India, Darya Ganj, New Delhi - 110 002. In exceptional case, Bank Rate declared by RBI will be applicable.
10. The vendors(s)/suppliers(s) /distributor(s) shall supply books/other items free of postage, packing and forwarding charges to Govt. Degree College Chenani, Udhampur. All orders are time bound and should be supplied within the period specified in the supply order.
11. Failing to supply any order within the specific time frame, the particular order may be cancelled if felt required. For any kind of delay in supplying orders, the vendors(s)/suppliers(s)/distributor(s) must take permission from the Principal and if the reason is found satisfactory the period may be extended by the office.
12. Bill should be in triplicate and in the name of Principal, Govt. Degree College Chenani, Udhampur. The order number and date must be mentioned against all submitted bills. If the price of the book is not printed on the book/s, the vendors(s)/suppliers(s)/distributor(s) has to attach signed and stamped

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price proof of the book from the publishers' catalogue. Also the bill must contain the item serial number of the order against the title supplied.

13. The institute shall not make any advance or part/installment payment to the vendors(s) /suppliers(s) for the orders made by the institute. The payments shall be released by the institute against the bill(s) received from the vendors(s)/suppliers(s)/distributor(s) after having received the books in brand new and good state with satisfaction of the institute within a reasonable time.
14. All books supplied to the library should be as per the required bibliographic details. Any similar book/not as per the order/defective/damaged/specimen-copy etc. book will not be received at the library. The vendors(s)/suppliers(s) /distributor(s) has to take back such book/s from the library at their own cost within a period of 20 days from date of supply else such books will be treated as gifted/donated books from the vendors(s) /suppliers(s) /distributor(s) to the library.
15. The vendor shall be bound to supply the books in one go as per the supply order and not piece meals.

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DECLARATION FOR SUBMISSION OF EOI

From: [The name & address of the Vendor(s) /Supplier(s) /distributor(s)}]

To
The Principal
Govt. Degree College Chenani,
Udhampur.

Sub: Submission of Expression of Interest (EOI) for supplying books to Library at GOVT. DEGREE COLLEGE, CHENANI, UDHAMPUR.

Sir,

Having examined the details given in Notice/Advertisement and EOI document, available at your college website, for the above work, I/We hereby submit the expression of interest (EOJ) and other relevant information.

I. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.

Il. I/We have carefully read and understood all the eligibility criteria, general terms and conditions of the EOI document and hereby convey our acceptance for the same.

Ill. I/We shall accept the final decision of short-listing of Vendor(s)/supplier(s)/distributor(s) and will abide by the rules & regulations of the Institute in regard to the registration/empanelent process of the Vendor(s)/supplier(s) /distributor(s).

IV. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/documents furnished herewith are true and authentic to the best of my/our knowledge and belief.

V. I/We certify that books supplied by me/us do not contain any Anti Social/Anti National material.

VI. I/We also authorize the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.

VI. I am/we are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:
1. Technical Proposal
2. Financial Proposal

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TECHNICAL PROPOSAL

Reference EOI No.: Date:

S No	Particulars	Details to be furnished by the Bidder
1	Name of the Firm/Agency with complete Postal Address; Date of establishment, Name, Designation, Address, Tel. No. and E-mail ID of authorized person of Firm/Agency to deal with	
2	Please specify as to whether the Bidder is the Sole Proprietor/Partnership Firm /Pvt. Ltd. (Attach copy of PAN)	
3	Permanent Income Tax Account No. of the Firm with Circle/Ward and GST Registration Certificate (Duly attested photocopy to be attached)	
4	Name of the reputed National Level Institutions where you have supplied books in last five years. (Attach copies of purchase orders for each institution)	
5	Membership: FPBAI (Attach copy in support of this)	
6	Affidavit by the vendor/supplier for not having been blacklisted/debarred by any public organization / University /National Level Institution	
7	ITRs of last 3 financial years	
8	Bank Account Details	
9	Any other information Tenderer wants to provide in support of their experience	

Note: Self-attested photocopies of all supporting documents must be attached for verification of the information provided above.

Signature with Seal :

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Govt. Degree College
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FINANCIAL PROPOSAL

(The Financial Proposal is required to be submitted separately in a sealed cover.)

To
The Principal
GOVT. DEGREE COLLEGE CHENANI,
UDHAMPUR

Sub: Discount offered for below mentioned publications for "Supply of Books to the Library of GOVT. DEGREE COLLEGE CHENANI, UDHAMPUR for a period of one Financial year."

Dear Sir,

We are hereby submitting our offer of discounts below.

Percentage of Discount offered {to be mentioned both in figures and words)

	Discount (%) offered by the Vendor (In Figures)	**Discount (%) offered by the Vendor (In Words)**
Foreign Publications (both Text & Reference Books)		
Indian Publications (both Text & Reference Books)		

The discount percentage shall remain constant during the entire period of contract.

Place:

Date:

Telephone No.:

E-mail ID

Signature of the Bidder with Seal

Name, Address of the Bidder:

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CERTIFICATE

(To be provided on letterhead of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered /pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

Place:

Date:

Telephone No.:

E-mail ID:

Signature of the Bidder with Seal

Name, Address of the Bidder:

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