



**OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE RAMNAGAR**

Dr Bhavnaish Chand, Principal

(NAAC Accredited)

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No.: GDC/RGR/

Dated: -04-2025

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF REPUTED  
BOOKSELLERS/PUBLISHERS/SUPPLIERS/VENDORS FOR FY 2025-26**

**Eligibility criteria**

**Proof of following mentioned supporting documents must be enclosed in support of the eligibility criteria and absence of any of them will render the vendor/supplier ineligible for empanelment.**

1. Book seller/Vendor/Publisher must be a regular service provider to at least three premium institutes of higher education of J&K UT during the last three years.
2. Registration with Federation of Publishers and Booksellers Association of India (FPBAI).
3. Permanent Account no. (PAN) issued by the Income Tax Department.
4. Evidence of Income Tax clearance certificate for the last three years (FY 2023-24, 2022-23, 2021-22)

**TERMS AND CONDITIONS**

The firm/vendor which applies for empanelment should fulfil following conditions:

1. The period of empanelment shall be only for the financial year 2025-26.
2. The seller/vendor has to supply books to the college offering a-uniform discount rate that shall be communicated once vendor is empanelled by the College.
3. The books without price proof shall not be accepted.
4. Rates printed/written on stickers shall not be accepted. Books with printed price shall only be accepted.
5. The latest edition of books shall only be accepted.
6. Any loss/damage caused to the supplied consignment during transit shall be the sole responsibility of the supplier. The cost of packing/freight charges/loading/unloading etc. at the ends shall be borne by the supplier.
7. Payment of books shall be made after proper verification of each title and author by the concerned HOD/Teacher/Librarian.
8. Security deposit in the form CDR amounting to Rs 10,000/only should be pledged to the Principal Government Degree College Ramnagar. Security deposit in the shape of Cheque/Cash shall not be accepted.
9. **The supply order is to be completed within 10 days from the date of issuance of supply order failing which firm may be penalized by the College and supply order will be cancelled ab-initio.**
10. The entire supply order to a vendor should be delivered in one go and supply of books will not be accepted in piecemeals, in any case.

11. Conversion rate for the foreign currencies as recommended/approved by Goods Office Committee, New Delhi shall be enforced.
12. Orders will be placed by Principal and it will be discretion of his/her to place order to any empanelled supplier. There will be no objection from other empanelled suppliers in this regard.
13. All the pages of the empanelment documents are to be signed and stamped by the firm and to be submitted along with the application form and self-attested copies of documentary proof.
14. The bill in triplicate should be raised in the name of Principal, Govt. Degree College Ramnagar.
15. The College reserves the right to modify any condition enumerated or arising out of this notice without assigning any reason thereof.
- 16. The college will accept only paperback editions.**
17. All legal disputes are subject to the jurisdiction of District Court Udhampur
18. Late receiving of EOI from a Bookseller/firm/vendor after the prescribed date due to delay in postal delivery or otherwise shall not be accepted in any case.

**Note:**

- ❖ Absence of any of the above-mentioned documents shall render the supplier ineligible for the empanelment.
- ❖ All the vendors who are ready to accept the above term and conditions may submit their Expression of Interest (EOI) through Annexure -I on uniform rate of discount for supply of books in a sealed envelope in bold letters EXPRESSION OF INTEREST at mailing address of college.

**Undertaking**

I/We solemnly declare and affirm that we will follow and abide by the above laid down terms and conditions and shall not claim my right in case of violation of any single term & condition

**Signature along with  
Stamp of the vendor**

**Mailing Address:  
Principal Govt Degree College  
Ramnagar  
PIN 182122**



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Website: [www.gdcramnagar.in](http://www.gdcramnagar.in)

**Annexure-I**

**APPLICATION FORM**

*Empanelment of Vendors for supply of Books, Periodicals/Publications for the year 2025-26*

1. Name of the Firm/Vendor: \_\_\_\_\_
2. FPBAI Registration No.: \_\_\_\_\_
3. Name of the Proprietor: \_\_\_\_\_
4. Name of the Partner (if any): \_\_\_\_\_
5. PAN/GST No. of the Firm/Vendor: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. Mobile No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

8. Name of the three reputed clients among the institutions of the higher learning like College, Universities etc. served by the vendor as book supplier during last three years.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

(Copies to the satisfactory performance certificates from the above-mentioned institutions need to be attached)

9. Security deposit details:
  - a) CDR No. \_\_\_\_\_
  - b) Dated \_\_\_\_\_
  - c) Rs \_\_\_\_\_
  - d) Drawn on \_\_\_\_\_
10. Bank Details:
  - a) Name of the Bank \_\_\_\_\_
  - b) Branch \_\_\_\_\_
  - c) Account Number \_\_\_\_\_
  - d) IFSC Code \_\_\_\_\_

11. Discount Offered: \_\_\_\_\_ (Both in figures and words)

**NOTE:** Cutting in writing is not acceptable.

**Declaration:**

I/We do hereby declare that entries made in this application form are correct and true to the best of my/our knowledge and belief. Further, we accept all the terms and conditions of empanelment.

Date: \_\_\_\_\_

Seal & Signature of the Firm/Vendor

Enclosures:

