

TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

The bidder must:

1. Be registered with a recognised Federation of Publishers/Booksellers Association in India (FPBAI).
2. Possess valid PAN and GST registration.
3. Have experience in supplying books to Colleges, Universities, Libraries or Government Institutions of Higher Education.
4. Not have been blacklisted by any Government Department, University or Public Institution.
5. Be capable of supplying Indian and Foreign publications.

DOCUMENTS TO BE SUBMITTED

The following documents must accompany the bid:

1. Registration Certificate of FPBAI.
2. PAN Card.
3. GST Registration Certificate.
4. Experience Certificate(s).
5. Non-Blacklisting Declaration on Company Letter Head **(Notary Attested)**.
6. Performance Security Deposit (CDR of ₹5,000).
7. Duly Signed and Stamped copy of all the EOI Terms and Conditions.
8. Duly Filled and Signed EOI Application Form and Declaration Form.

EMPANELMENT CRITERIA

1. The highest discount offered by any technically qualified bidder shall constitute the benchmark discount. The minimum Discount rate should not be less than 25%, as decided by the College Committee.
2. The College reserves the right to empanel one or more suppliers.
3. Eligible bidders willing to match the benchmark discount may also be empanelled.
4. The decision of the College regarding empanelment shall be final and binding.



PERFORMANCE SECURITY DEPOSIT

1. Every bidder shall furnish a Performance Security Deposit of ₹5,000 (Rupees Five Thousand only) in the form of a Call Deposit Receipt (CDR) pledged in favour of the Principal, Government Degree College Sidhra, J&K.
2. The Performance Security Deposit shall be submitted along with the EOI documents and shall remain valid throughout the period of empanelment.

BLACKLISTING

The vendor must provide a non blacklisting declaration on the company letter head, attested by Notary. Any supplier found guilty of submitting forged documents, supplying pirated books, charging excess prices, or violating EOI/Tender conditions shall be liable for:

- Cancellation of empanelment.
- Forfeiture of Performance Security.
- Blacklisting from future business with the College.

FORCE MAJEURE

Neither party will be held responsible if they fail or delay in fulfilling their duties due to unexpected events which are completely out of their control such as natural calamities/disasters, government restrictions, war, strikes or other force majeure events.

ARBITRATION AND JURISDICTION

Any dispute arising out of this EOI and empanelment shall be referred to arbitration by the College Committee followed by the Nodal Principal Jammu or any person nominated by him/her. The decision shall be final and binding upon both parties.

The District Courts at Jammu shall have exclusive jurisdiction over all legal matters arising from this EOI/Tender.

RIGHT TO SEEK DISCOUNT REVISION

The College reserves the right to negotiate with empanelled suppliers and seek a higher discount than the benchmark discount at the time of placing supply orders. The decision of the College in this regard shall be final and binding on all empanelled suppliers.

OTHER CONDITIONS

1. The period of empanelment shall be one year from the date of approval.
2. The Performance Security Deposit shall remain valid throughout the empanelment period.
3. False or misleading information shall result in rejection, cancellation of empanelment, forfeiture of security deposit and blacklisting.
4. Only the latest editions shall be supplied unless otherwise specified.
5. Paperback editions must be supplied unless asked otherwise.

6. No Damaged or Defective books shall be entertained and such supply/bills will be rejected.
7. The damaged or defective books supplied shall have to be replaced by the vendor within 30 days else such books will be treated as gifts/donations to the College Library.
8. Supply order and rest of the communications, notifications and updates shall be made through the e-mail of the College Library only, i.e., librarygdcshidhra@gmail.com.
9. The supplier shall provide 70% of the total supply order within the stipulated time. Maximum time limit for supplying the order is 15 days for Indian Publications and 30 days for Foreign Publications, from the date of receiving the order.
10. Delay beyond the stipulated period without written approval may result in cancellation of orders, blacklisting and other penal action.
11. Price proof shall be supported by:
 - o Publisher's catalogue;
 - o Publisher's website;
 - o Price printed on the book; or
 - o Publisher invoice.
12. Conversion rates for foreign currencies shall be as recommended by GOC, New Delhi.
13. The lowest-priced Indian/Paperback edition must be supplied wherever available unless specifically requested otherwise.
14. The supplier shall inform the Library regarding the availability of cheaper or newer editions before supply.
15. All transportation, freight, insurance and incidental charges shall be borne by the supplier.
16. GST invoices shall be submitted wherever applicable (in triplicate).
17. Payment shall be released only after satisfactory verification by the Librarian and concerned HOD(s), subject to the availability of funds.
18. Final payment will be made in Indian Rupees/Currency through Government Treasury.
19. No price escalation claim shall be entertained during the period of empanelment.
20. The College reserves the right to accept or reject any or all bids without assigning any reason. Further, to change, modify or delete any terms and conditions prior to and after the empanelment.


Principal
Govt. Degree College
Sidhra, Jammu

APPLICATION FORM

(EOI for Supply of Books to College Library)

1.	Name of the Firm
2.	Registration No. of the Federation of Publishers and Booksellers Association of India (FPBAI) (Enclose a copy of the registration certificate)
3.	Name of the Proprietor/s
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.
9.	Fax No.
10.	Website (if any)
11.	Mobile No. of contact person/s
12.	Email Address

Security Deposit Details (to be printed along with the document)

CDR No.	
Dated	
Rs.	
Drawn on	

Bank Account Details (attach a document proof)

Name of the Bank	
Branch	
Account No.	
IFSC Code	

Discount Rate Offered: _____ % (in figures)

DECLARATION

I/We have carefully read and understood all terms and conditions of this EOI and agree to abide by them unconditionally.

Name:

Place:

Date:

SEAL OF FIRM