

INVITATION FOR EXPRESSION OF INTEREST (EOI)
for
SUPPLY OF BOOKS TO LIBRARY GDC SIDHRA

Sub :- Expression of Interest for supplying books to Govt. Degree College Sidhra

Govt. Degree College Sidhra invites sealed Expression of Interest (EOI) from local vendor(s)/ Supplier(s)/distributor(s) who are registered with the Book Seller's Federation (National/State) for supplying books to the library for the year 2023-24.

Interested vendor(s)/Supplier(s)/distributor(s) may submit "Expression of Interest" in a sealed envelope clearly superscripted as "Expression of Interest (EOI) for supplying books to Govt. Degree College Sidhra within 10 working days of publication of this notice. Any corrigendum / addendum shall only be published separately

Kindly read the instructions, eligibility criteria, general terms & conditions properly which are given below and see that eligibility criteria, general terms & conditions are fully understood and complied.

**Sd/
PRINCIPAL
GDC SIDHRA**

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 for Supplying of Books to GDC Sidhra
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. For any query pertaining to this document, correspondence may be made to Convener College Library Committee.
5. EOI submission address: Govt. Degree College Sidhra (GLHS Bain Bajalta)

B. Eligibility Criteria:

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

Important: Any vendor(s)/ supplier(s)/ distributor(s)/, must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

Minimum Eligibility Criteria: (Please enclose documents in support for each of the following)

1. Vendor(s)/supplier(s)/distributor(s) must be registered with the Book Seller's Federation (National/State) for minimum five years.
2. Must have PAN Card, GST Registration Certificate.
3. Income Tax Return for last five years is to be enclosed.
4. The turnover of the vendor should be minimum one crore per annum.
5. Filled in declaration as per the format enclosed.

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. On the basis of the EOI received from the vendors(s)/suppliers(s)/distributor(s) the firm quoting the maximum discount in all the classified categories of books will be given the minimum prices for specified categories of books will be given the order to supply books to college.
3. The purchase orders will be sent through e-mail or by hand.
4. The vendors(s)/suppliers(s)/distributor(s) must quote their offered rate of discount in **Form-A**.
5. Exchange rate for foreign currency shall be calculated as per GOC Rate declared from time to time provided by The Federation of Publishers' and Booksellers' Associations in India , Darya

Ganj, New Delhi and local federation.

6. The vendors(s)/suppliers(s)/distributor(s) shall supply books/other items free of postage, packing and forwarding charges to GDC Sidhra. All orders are time bound and should be supplied within 10 days from the issuance of supply order 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 library committee of the college and if the reason is found satisfactory the period may be extended by the same.
7. Bill should be in triplicate and in the name of Principal Govt. Degree College Sidhra. 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 price proof of the book from the publisher's catalogue. Also the bill must contain the item serial number of the order against the title supplied.
8. The institute shall not make any advance or part/installment payment to the vendors(s)/suppliers(s)/distributor(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
9. 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 30 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.
10. Only latest editions to be supplied if available always paperback/Indian reprint edition will be supplied unless otherwise mentioned, if paperback edition is not available then consult before head if you intend to supply hardback edition.

Note: The EOI will be opened on **26/11/2023 at 02:00 PM.** in the office GDC Sidhra.

DECLARATION FOR SUBMISSION OF EOI

**The Principal
Govt. Degree College
Sidhra**

Sub: Submission of expression of interest (EOI) for supplying books to GDC Sidhra.

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

- i. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
- ii. 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. 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/ empanelment process of the Vendor(s)/ supplier(s) /distributor(s).
- iii. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished here with are true and authentic to the best of my / our knowledge and belief.
- iv. I/We also authorise the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- v. 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)

FORM - 'A' (For Submission of EOI)

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail.
- 2) a) Year of Establishment
b) Year of commencement of business
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
 - a) A proprietary firm
 - b) A firm in partnership
 - c) Any other
- 4) Particulars of registration with Book Seller's Federation or association (National/State)/ Government bodies and organizations(attach attested photo- copies)

Organization / Place of registration

Registration No.

- i)
- ii)
- iii)
- 5) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any institution at any time? If so, give details.
- 6) Has the applicant or any constituent partner ever been convicted by a court of law? If so, give details.
- 7) Details of GST registration & Income tax return, PAN details etc.
- 8) Other Registrations give details:
- 9) Rate of discount offer for:
 - (a) Indian Edition Books:
 - (b) Foreign Edition Books:-
 - (c) Text Books/and syllabus related books.

Date:

Signature with seal