



OFFICE OF THE PRINCIPAL

Government Degree College Mattan

Mattan Anantnag (J&K)-192125



Website: www.gdcmattan.ac.in

Cell: +91-9419056413

Email: principalgdcmattan@gmail.com

No:- DCM/24/ *Re-tend/597-601*

Dated: - *17.10.2024*


Subject: Notice inviting e-tender for Empanelment of Book Suppliers for the supply of Books / References / Journals to the library of GDC Mattan for the financial year **2024-25** on the basis of "**Expression of Interest**".

E-NIT No: DCM/MTN/24/03

Dated: *17.10.2024*

Principal, Govt. Degree College Mattan on behalf of the Hon'ble Lt. Governor of Union Territory of Jammu & Kashmir, invites e-Tender for "Empanelment of Vendors to supply of Library Books/References/Journals to the College Library" for the **financial year 2024-25** on the basis of "**Expression of Interest**" from the reputed Booksellers/vendors/suppliers/ agents and distributors in India as per the details given in the EOI documents. The bidding document can be downloaded from the college website www.gdcmattan.ac.in and www.jktenders.gov.in as per the schedule of dates given below:

1.	Date of Issue of Tender Notice	17/10/2024
2.	Period of Downloading of Bidding Document	17/10/2024 to 30/10/2024
3.	Bid Submission Start Date	17/10/2024 (5:00 PM)
4.	Bid Submission End Date	30/10/2024 (4:00 PM)
5.	Date & Time of Opening of Online Bid	31/10/2024 (11:00 A.M)


PRINCIPAL
Govt. Degree College
Mattan

Copy to:

1. Joint Director Information J&K with the request for publication in two leading dailies.
2. Convener Library for information.
3. I/C College Website for uploading.
4. College Accountant for information.
5. Office record



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No:- DCM/24/**FD/597-601**
Re-Inv

Dated: - 17-10-24

E-NIT No: DCM/MTN/24/03

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Tender Document & Technical Specification

Name of Work	Empanelment for Supply of Library Books / References / Journals to the College for the session 2024-25.
Tender Invited by	Principal Govt. Degree College Mattan
Earnest Money Deposit	Rs.10000.00 (Rupees Ten Thousand Only) in the shape of CDR pledged to Principal Govt. Degree College Mattan, valid up to 31-03-2025 . No MSME certificate will be entertained and will be rejected without any further notice.
Tender Fee	The fee has been fixed as Rs.300/-to be deposited in J&K UT Government Treasury Under Head 0202-Other Receipt , Higher Education, which must clearly indicate the name of the firm (depositor) and on whose behalf (Principal Govt. Degree College Mattan) money is paid. Scanned copy of the e-challan or Treasury challan receipt be uploaded with the offer. Offers without stipulated tender fee and in the form of Demand Drafts shall be rejected. The cost of tender documents is non-refundable and non-transferable.
Documents to be uploaded	Scanned Copy of: 1. Earnest Money Deposit (CDR) 2. Tender fee (Challan) 3. PAN Card. 4. AADHAAR Card 5. Registration Certificate issued by All India Booksellers & Publishers Association/ Federation of Publishers and Booksellers Association of India valid up to 31/03/2025. 6. Scanned Copy of ITR for last 3 years duly authenticated by a Chartered Accountant with his Original Rubber stamp and ink signed signature. 7. Application Form 8. Self-declaration of an affidavit raised on non-judicial stamp paper of Rs.100 (Rupees hundred only). 9. BOQ (to be uploaded in electronic format only)
Discount	The discount should be started from 15% and less than 15% discounted bids will be rejected.
Bid Validity	From the date of opening the bid to the closer of financial year 2024-25.

[Signature]
Convener Library

[Signature]
PRINCIPAL
Govt. Degree College
Mattan

I. Eligibility Criteria for Empanelment

Suppliers who apply for empanelment must fulfil the following conditions for eligibility:

- a) Suppliers should be Registered Members of All India Booksellers & Publishers Association/ Federation of Publishers and Booksellers Association of India. Registration Certificate issued by Federation of Publishers and Book Sellers Association of India in favor of firm/s shall be verified by Tender Inviting Authority (Principal Govt. Degree College Mattan).
- b) The suppliers should not have been debarred / blacklisted during the last three years by any university/institute/college/government organization. Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).

II. Instructions

- a) The response should be signed by an authorized signatory of the vendor bearing their full name, status, and signature along with the official seal of the firm.
- b) Incomplete forms will not be considered for the empanelment of the vendor.
- c) The conditional tenders shall not be accepted.
- d) At any given point, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the concerned firm liable for legal action, besides termination of empanelment and forfeiture of security deposit/CDR.
- e) This empanelment will be valid initially for one year and may be extended depending upon the satisfactory performance of the empaneled book vendor at the sole discretion of the College.
- f) The highest discount offered by a supplier shall be applicable to all other suppliers for empanelment. In this regard the interested suppliers will have to sign an agreement with the Tender Inviting authority (Principal Govt. Degree College Mattan)..
- g) All the empaneled suppliers are to submit the EMD, original copy of tender fee challan / receipt and duly signed copies of uploaded ITRs of last 03 years in the office of the Tender Inviting Authority (Principal Govt. Degree College Mattan).

Terms & Conditions

I General

The Principal, Govt. Degree College Mattan reserves the right

- a) To approve or reject any or all the vendors, whose decision will be final in all cases regarding acceptance/rejection/arbitration.
- b) To place a purchase order(s) with any vendor(s) from its empaneled list or others at any time.

II Pre-order Inquiry

- a. The College authority will send a 'Pre-order Inquiry' by an email (principalgdcmtattan@gmail.com) to the empaneled vendors for the required titles, the number of copies and other details like:
 - i. Availability of books (In stock/procurable/whatever may be the availability condition)
 - ii. Shipping time (in days only)
 - iii. Unit Price (in Original Currency) &
 - iv. Discount %
- b. The empaneled vendors have to respond with the details as requested within **five (5)** working days from the receipt of the Pre-order Inquiry by email only.
- c. The pre-order inquiry must be valid for 30 minimum days.
- d. All the details inquired for, must be provided. If any field is left blank, the response will not be considered by College.

III Purchase Orders

- a) The Principal will place a purchase order with the empaneled vendor.
- b) The purchase order will be placed to the empaneled vendor(s) based on the pre-order Inquiry and the list of titles/copies to be purchased, as finalized by the College.
- c) The supply of books has to be made as per the purchase order only.
- d) Sending an acknowledgement of the receipt of a purchase order, which is taken as an Acceptance of the purchase order, is mandatory by email only.
- e) **Hard bound titles/Copies shall be acceptable if and only if paperback is not available for the title/Book AND ONLY 10% OF THE AMOUNT MENTIONED IN SUPPLY ORDER WILL BE ENTERTAINED after the prime approval of the college.**
- f) Any clarification/ query regarding the purchase order should be sought from the College within three (3) days of receipt of the order.

IV Time-frame for supply

- a) The College will provide opportunity to all the empaneled vendors to supply the books. In case any firm fails to supply the books within the stipulated time, the firm shall cease the opportunity to get another supply order.
- b) The maximum time frame for supplying the books will be 30 days for foreign publications and 15 days for Indian publications from the date of supply order. The delay in supply is not acceptable. In case of non-delivery of any book/reference, etc mentioned in the supply order the reason for non-delivery must be valid and logical, mere quoting of “**unavailable**” will lead to forfeiture of the CDR.
- c) If supplier is not able to make supply within thirteen days/fifteen days (as applicable) due to genuine reasons, he can ask for extension and consequently acceptance of the supply will depend on whether extension is granted or not.

V Place of Supply

Supply must be F.O.R. College premises, without any additional transportation/postal/courier/other charges.

VI Edition specifications

- a) The latest editions must be supplied. Remaindered editions will summarily be rejected. {Indian Editions, Low priced Editions, Economy Editions, South Asia Low Priced Editions of Foreign Books (if available) should be supplied}.
- b) Pirated Books are strictly prohibited. It leads immediate ban from empanelment and forfeiture of CDR.

VII Discount:

- a) All the books shall carry a discount as per the agreed terms. **Discount percentage shall be indicated both in figures as well in words.**
- b) In case of publications belonging to short discount or no discount categories (Government/society publications), a separate certificate to this effect should be given with the bill and original invoice should be kept with the bill.

VIII Invoicing procedure and Conversion Rates

- a) **The Invoice should bear the firm's PAN and GST No.**
- b) Bills must be submitted in **triplicate** and a revenue stamp should be affixed on the original bill and **signed by an authorized signatory.**
- c) An **invoice** should be raised favoring the **Principal, Govt. Degree College, Mattan**

- d) **Titles from different purchase orders should not be combined and should not be supplied in one Invoice.**
- e) The prices in the Invoice should be indicated in original currencies.
- f) In the case of foreign publications, the currency of the respective country of publication should be mentioned.
- g) The price of the book/document will be as printed on the books.
- h) In the case of foreign books and those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, the vendor shall submit supporting documents of the Publisher's Invoice and catalogue in support/proof for price verification. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign/Indian publications where price of the book(s) is not printed. Documents such as copy of Books in Print, website price (other than publisher's website), price list/price proof issued by the localbook suppliers or distributors will not be entertained.
- i) Only Goods Office Committee (GOC) conversion rates should be followed for foreign books.

IX Undertaking

Every Invoice should certify the following:

- a) The prices charged in the Invoice are the actual, current Publisher's prices as billed to us; and are valid and correct.
- b) The prices charged are as per the publisher's latest catalogue.
- c) The latest editions have been supplied, and they are not remaindered titles.
- d) The books supplied against this purchase order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books/ CDs shall be replaced at the supply destination free of cost.

Note: Defective items or wrongly supplied book(s) & reverse pickup is the sole responsibility of the respective vendor, and the charges are to be borne by the same vendors only. Reverse pickup of the defective items must arrange within 15 days of receiving intimation from the College. Otherwise, the College will not be responsible for the same book(s).

X Termination of empanelment

The College shall be at liberty to terminate the empanelment of an empaneled Vendor(s)/ supplier(s) without any prior notice and drop the said firm from its panel, which will

result in forfeiture of the security deposit/CDR in case of occurrence of any of the following events:

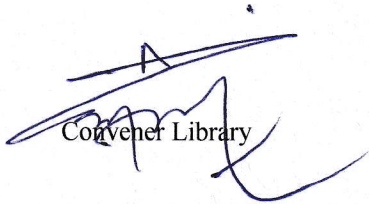
- a) In case of breach of any terms of an agreement on the part of the vendor.
- b) If the vendor fails to supply any book(s) after the pre-order inquiry, it may cause termination of the vendor's empanelment.
- c) At any time, the information provided by the empaneled vendor in any form about publications, services, and related matters is incorrect and results in losses in any form to the College. The College shall also reserve the right to claim the amount of loss incurred by the College based on the available invoices submitted by that empaneled vendor(s)/supplier(s).

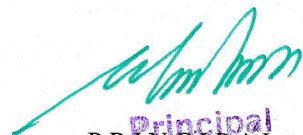
XI Force majeure:

Any failure or omission to carry out the provisions of this contract/supply order by the supplier shall not give rise to any claim by the supplier and the Institute, one against the other, if such failure or omission arises from the act of God, which shall include all acts of natural calamities such as fire, floods, civil strike, compliance with any statute regulations of the Govt., lockouts and strikes, riots, embargoes, or from any political or other reason beyond control of supplier and their Indian agent including war (whether declared or not) civil war or state of insurrection, provided notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of any event which could be attributed to Force Majeure conditions.

XII Others

- a) The College reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- b) In case of any dispute, the same shall be resolved initially by the mutual parties within a period of two months. In case of failure to resolve a dispute mutually, it will be subject to jurisdiction of Anantnag court only.


Convener Library


Principal
Govt. Degree College
Mattan

Application Form for Empanelment

S. No	Details	Response
	Name of the Firm	
	Date of Establishment (attach proof)	
	address (attach valid Proof)	
	Email	
	Mobile No	
	Telephone (Landline) No	
	Fax	
	Website (if any)	
	Constitution of Firm (Please tick)	Proprietor/Partnership/Directors/Managing directors of Company
	Name of the Owner (s)	
	Email	
	Mobile Number	
	If you are an authorized distributor of any Publisher, please provide the name(s) of the Publisher(s) whom You represent (attach Separate sheet)	If so, please submit the valid authorization letters issued by the Publishers
	Membership details of National or State Level Booksellers and Publishers Association (Attach proof)	1. 2. 3. 4. 5.
	Details of CDR	1. CDR No.: 2. For amount of Rupees: 3. Date of issue : 4. Bank and Branch :
	PAN / TAN (Copy Attached)	PAN TAN
	Bank details of vendors/suppliers/distributors	(a) Name of the Bank : (b) Address: (c) Bank Account Number : (d) Name of the Account Holder : (e) IFSC code :

		(f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving/Current)
	Do you have the direct import License?	If Yes, please attach a copy of the same
	Have your firm been debarred/blacklisted during the last three years by any University/institute/College/Government organization?	Please furnish self-declaration of an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees hundred only).
	Representative of the firm (if applicable)	1 2 (whose signatures are appearing below, is/are the authorized representative(s) of the firm)
	Attested Signature	1 2

DECLARATION BY THE SUPPLIERS

1. I/ We have thoroughly gone through the terms and conditions for supplying of library books/references/periodicals.
2. We accept all the laid down conditions and we will abide by them. Furthermore, all the terms and conditions that will be issued from time to time by the College will be acceptable to me/us.
3. I /We declare that the above information is true to the best of my/our knowledge and in case of any default
4. I/we shall be personally responsible.
5. I/We declare that I/we have not been blacklisted by any Government Department.

Place:

Date:

Seal and Signature.