



# Govt of Jammu & Kashmir Office of the Principal Amar Singh College

Cluster University of Srinagar  
Gogji Bagh, Srinagar-190008 (J & K)  
NAAC ACCREDITED B



E-mail: [principal@amarsinghcollege.ac.in](mailto:principal@amarsinghcollege.ac.in)

Tel No: 0194-2310227

Website: [www.amarsinghcollege.ac.in](http://www.amarsinghcollege.ac.in)

No: ASC/EDU/25/ 508  
Dated: 29-04-2025

## Expression of Interest for Empanelment of Booksellers/Publishers/Suppliers for the FY 2025-26

For and on behalf of the LT Governor of J&K Union Territory, Expression of Interest is invited from the reputed Booksellers/Publishers, registered with Book Federation of India/Book Association of India for supply of books and references, as per the BoQ, quoting therein maximum discount for empanelment process for the year 2025-26. The Highest discount percentage quoted in the bid shall be the benchmark for empanelment of the book suppliers for the year 2025-26. The allied documents along with terms and conditions of the EOI can be downloaded from the official website of the college [www.amarsinghcollege.ac.in](http://www.amarsinghcollege.ac.in) or from [www.jktenders.gov.in](http://www.jktenders.gov.in).

The Empanelment shall remain in force for the Financial Year 2025-26. The undersigned reserve the right to accept or reject any or all offers or cancel the EOI at any stage without assigning any reason thereof.

### Complete details for submission and opening of e-Tender are as detailed below: -

Date of issue of E-NIT	29/04/25
Date of Publication of E-NIT	30/04/25
Downloading of Documents/ Offer submission Start Date	30/04/25 (10:00 AM)
Last Date for Submission of Offer	14/05/2025 (05:00 PM)
Technical Opening (Online)	15/05/2025 (11:30 AM)
Financial Opening (Online)	17/05/2025 (11:30 AM)

### Technical Documents to be uploaded (Only valid documents should be uploaded)

- Registration Certificate from Federation of Publishers' and Booksellers' Association in India and/or Association of Indian Publishers and Booksellers.
- Scanned copy of CDR/FDR mentioned in T&C.
- PAN Card in the name of the firm or in the name of the supplier/vendor.
- Shops and Establishments Registration Certificate (Form C) of the firm from the concerned competent authority or Registration as Firm with State/ UT/ central Govt.
- ITR of the firm of the supplier/vendor for the last two years.
- Declaration on prescribed format (EOI Acceptance Letter)
- MSME Registration certificate (for suppliers as mentioned in T&C at S. No 6)
- Tender Fee, non-refundable, in form of CDR/Demand Draft pledged to Principal, Amar Singh College, Srinagar payable at Srinagar for an amount of Rs.590 (Five Hundred and Ninety Rupees Only) inclusive of GST.
- Earnest Money Deposit in form of CDR/FDR/Demand Draft pledged to Principal, Amar Singh College, Srinagar payable at Srinagar for an amount of Rs10,000 (Ten Thousand Only), refundable.

**The financial Bid is required to be uploaded online as per the bill of quantities (BOQ) of e-NIT**

*My*

*[Handwritten signatures]*





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## Terms and Conditions

1. The Suppliers/Vendors, intending to participate in the empanelment process should be registered with the "*Federation of Publishers' and Booksellers' Association in India and/or Association of Indian Publishers and Booksellers.*"
2. The Highest discount percentage quoted in the bid shall be the benchmark for empanelment of the book suppliers for the year 2025-26.
3. The period of empanelment shall be the current financial year (2025-26).
4. The supporting documents to be uploaded should be properly signed by an authorised signatory with official seal of the firm, clearly mentioning his/her name and designation thereto.
5. The Suppliers/ Vendors shall have to upload scanned copy of Earnest Money Deposit in the form of CDR/FDR, in favour of Principal Amar Singh College Srinagar (J&K) for an amount of **Rs. 10,000 (Ten Thousand only)**, The original of same has to be deposited in the college and shall be retained by the college as performance security amount till the empanelment period is over.
6. The Book Suppliers who would seek exemption from depositing the EMD and Tender Fee (MSME registered suppliers) shall have to submit the Performance Security Deposit which is governed by the Rule 171 of GFR 2017, if the supplier is declared to be successfully empanelled by the College. The performance security amount shall be **Rs. 10,000/- (Ten Thousand only)**, in form of FDR/CDR, and shall be retained by the College till the empanelment period is over.
7. The CDR/FDR of those bidders who don't become part of the empanelment shall be released after culmination of empanelment process.
8. The suppliers/vendors shall have to submit the above-mentioned documents in physical form in original after opening of the offers, which shall be scrutinised by the Collège Library Committee and College Purchase Committee.
9. The EOI offers, incomplete in any manner, shall be summarily and out rightly rejected, and no claims whatsoever shall be entertained in this regard.
10. At any given point of time, if any of the document/s and/or information furnished by the suppliers/ vendors is/ are found to be false/ fabricated, it would be deemed to be the breach of terms of contract, making the concerned firm liable for legal action, besides termination of the empanelment in favour of that firm and blacklisting of the firm, and forfeiture of CDR/FDR.
11. In case the supplier/ vendor doesn't perform satisfactorily vis-a-vis, supply of ordered books, the College will not be bound to place the next supply order/s with the vendor. The placement of supply orders shall also be subject to the requirements of the College Library and also the availability of the funds.
12. Hard bound titles shall not be ordinarily acceptable to the College. However, in case of the requisitioned books not being published in the Paper back form, the Hard bound titles may be accepted, with the condition that the cost of hard bound titles shall not exceed 20% of the total net amount of each bill.
13. The supplier shall have to supply a minimum of 70% of the ordered books within a period of 15 days (for Indian Publications) and 21 days (for foreign publications). For any kind of delay in supplying books, the Supplier/ Vendor must take permission from the College and if the

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reason is found satisfactory, the time period may be extended by the College for up to 05 days. In case of failure to undertake the assignment, the supplier shall be liable to such action as blacklisting, debarring from having any business with this college, forfeiture of EMD/ security besides any other action as may be deemed appropriate by the college.

14. The books without price proof shall not be accepted. The price charged should be supported by authentic price proofs duly attested by the supplier. The price proofs may be submitted in the following form:

- (a) The price printed on the book.
- (b) Publisher's latest catalogues.
- (c) Publisher's price proof available on the Publisher's website
- (d) Purchase invoice from the Publisher.

15. The discount rate offers quoted by the bidders should be over and above the minimum discount rate @20% fixed by the College Library Committee.

16. Only latest editions of the books/periodicals/references shall be accepted.

17. Damaged defective copies shall not be accepted and shall be returned at the cost of the supplier.

18. In case of vagueness and discrepancy in the name of the author and title and place of origin/publishing, the same should be clarified from the Library Committee before supplying.

19. In the case of multivolume publications, complete sets are to be supplied.

20. Adherence to the GOC terms and conditions shall be binding upon the firm.

21. Conversion rates for foreign currencies as approved and recommended by the GOC, New Delhi will be enforced.

22. The lowest-priced/paperback/Indian edition should be supplied if such edition is available unless specified otherwise.

23. Any discrepancy such as charging of higher price, the supply of old edition, supply of foreign edition in place of the cheap edition, if detected at later stage shall have to be compensated by the supplier.

24. A Price Certificate should be incorporated in the bill stating that price quoted is correct. In case there are special discounted price offers by the publisher, the same should be communicated to the Library Committee and billed accordingly.

25. Books of the latest edition should be supplied, with intimation to that effect to the library, even though the Purchase Order may have specified an older edition. If a low-priced edition of a book is available then the supplier is bound to inform its availability to the Library Committee, supply the same and bill accordingly.

26. Actual quantities of books and references to be purchased will be worked out at the time of placing supply orders keeping in view the availability of funds.

27. The supplier has to supply books within allocated amount strictly as per priority of books from top to bottom in the list signed and stamped by HODs.

28. The supply(s) shall be F.O.R. Central Library, Amar Singh College. All the incidental charges like transportation/air freight loading/unloading, insurance etc. shall be borne by the supplier.

29. The supplier shall have to raise only GST bills/invoices (in triplicate), if applicable, for release of payment in its favour.

30. Payment of bills raised shall be made subject to the proper verification of each title by the concerned HOD/Librarian.



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31. No representation regarding increase/withdrawal of rates/discount, already approved by the college, of successful suppliers shall be considered and no price escalation claim shall be entertained at any stage during the financial year 2025-26.
32. The paper used in the books should be of standard quality as per publication norms presently in vogue.
33. Should there be any dispute between the bidder and Principal Amar Singh College, Srinagar the same shall be referred for arbitration to the Nodal Principal Kashmir or any other person duly nominated by them and the decision so taken shall be binding upon both the parties.
34. Jurisdiction for any legal proceedings shall be courts at Srinagar only.

  
PRINCIPAL

  
Copy to:-

01. Convener, College Purchase/College Library Committee for information.
02. College Accountant for information.
03. Office record.



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## ARBITRATION CLAUSE:

- i) Should there be any dispute between the bidder and Principal Amar Singh College, Srinagar the same shall be referred for arbitration to the Nodal Principal Kashmir or any other person duly nominated by them and the decision so taken shall be binding upon both the parties.
- ii) Jurisdiction for any legal proceedings shall be courts at Srinagar only.

### TO BE FILLED AND SIGNED WITH SEAL BY THE TENDERER

I /we have read the above terms and conditions (1-38) and accept them unconditionally.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

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

Name \_\_\_\_\_

Seal: \_\_\_\_\_

Capacity in which signing



EOI ACCEPTANCE LETTER  
(To be given on Company letter Head)

The Principal  
Government Amar Singh College  
Srinagar

**Sub: Acceptance of terms and conditions of EOI**

Reference No.: \_\_\_\_\_

Name of the work/supply: \_\_\_\_\_

Dear Sir

- 1) I/We have downloaded /obtained all the documents pertaining to the above-mentioned EOI from the College website/College.
- 2) I/We hereby certify that I/ we have read the entire terms and conditions of the EOI (including all allied documents attached with the EOI) and I/we shall abide hereby the terms/conditions/clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
- 4) I/We hereby unconditionally accept the tender conditions of above-mentioned EOI/corrigendum(s) in its totality/entirety.
- 5) I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking.
- 6) I/We certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

**Yours faithfully,**

**(Signature of the Supplier,  
with Official Seal)**