



Govt. of J&K (UT)
Higher Education Department
محکمہ اعلیٰ تعلیم उच्चतर शिक्षा विभाग



OFFICE OF THE PRINCIPAL
Shaheed Himayun Muzamil Memorial

Govt. Degree College Anantnag

Khanabal, Anantnag - 192101 (J&K) | NAAC Accredited Grade 'B' | CGPA: 2.53

No. 1007/Books-2026/16/2028

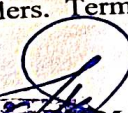
Dated: 17-8-2028

Expression of Interest for Empanelment of Book Suppliers

The College intends to purchase Books/Periodicals/References for the College Library in all subjects during the Financial Year 2026-2027. In this connection, Expression of Interest is invited from the Suppliers/Book Sellers/Publishers who are registered members of the Association of Indian Publishers and Book Suppliers (AIPBS). They are requested to offer maximum discount rates for empanelment.

Interested parties are informed to submit offers in sealed packets affixed with revenue stamp of Rs. 5/- along with a CDR of Rs. 10,000/- pledged in favour of Principal, Govt. Degree College, Anantnag, which should reach the office of the undersigned within seven days from the publication date.

The offers shall be opened on the next working day in the presence of the interested parties/Book Sellers. Terms and Conditions can be had from the office of the undersigned.


(Dr. ~~Shahid Hussain~~ ~~Chaudhary~~ Malik)
Shaheed Himayun Muzamil Memorial
Principal
Govt. Degree College Anantnag

Copy to :-

1. Office records.

Terms and Conditions

1. General

The Principal SHMM Government Degree College Anantnag reserves the right

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

2. Pre-order Inquiry

- a) The college librarian will send a “pre-order Inquiry” by an e-mail or any other medium to the empanelled Supplier/Firm/Vendor 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).
- b) The empanelled Supplier/Firm/Vendor shall respond with the details as asked within five (5) days from the receipt of the pre-order inquiry.
- c) The pre-order inquiry must be valid for 30 minimum days.
- d) All details inquired for, must be provided. If any field left blank, the response will not be considered by college.

3. Purchase Orders

- a) The principal will place a purchase order with the empanelled supplier/firm.
- b) The purchase order will be placed to the empanelled Supplier/Firm/Vendor based on the pre-order inquiry and the list of titles/copies to be purchased, as finalized by the college.
- c) The supply of the books related to the list recommended by the concerned subject expert shall be entertained.
- d) Sending an acknowledgement of the receipt of the purchase order, which is taken as an acceptance of the placed order, is mandatory.
- e) Any clarification/query regarding the purchase order should be sought from the college within three (3) days of the order.

4. Time frame for Supply

- a) The college will provide opportunity to all the empanelled supplier/firm to supply the books. In case any Supplier/Firm/Vendor fails to supply the books within the stipulated time, further no supply orders will be placed to the said Supplier/Firm/Vendor.

- b) The maximum time frame for the supply of books will be 15 days from the date of supply order. The delay in supply is not acceptable. In case of non-delivery of any title/book, mentioned in the supply order the reason for non-delivery must be valid and logical, mere quoting of **unavailable** will lead to forfeiture of CDR.

5. Place of Supply

- a) Supply must be F.O.R. college premises, without any additional transportation/postal/courier/other charges.

6. 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 for empanelment.

7. Discount

- a) Discount must be offered on all titles/books as per the agreed terms. Discount percentage shall be indicated both in figures and in words as well.
- b) Discount should be quoted on print rates inclusive of all taxes and FOR college premises.

8. Invoicing Procedure and Conversion Rates.

- a) The invoice should bear the Firm's GST and PAN no.
- b) Bills must be supplied in triplicate and revenue stamp should be affixed on the original bill and signed by the authority signatory.
- c) An invoice should be raised in favor of the Principal SHMM Government Degree College Anantnag.
- 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 case of foreign publication, the currency of the respective country of publication should be mentioned.
- g) The price of the book/title shall be as per print rates.
- h) In 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 supplier/firm shall submit supporting documents of the Publisher's invoice and catalogue in support/proof for the price verification. Supplier/Firm/Vendor has to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price proof in case of foreign/Indian publication where print rates are not available. Documents such as copy of books in print, website price (other than Publisher's website), and price list/price proof issued by the local book suppliers of distribution will not be entertained.

- i) Only Goods Office Committee (GOC) conversion rates should be followed for conversion of rates.

9. Undertaking

Every Invoice should certify the following:

- a) The prices charged in the Invoice are the actual and current Publisher's prices, valid and correct as billed.
- b) The prices charged are as per the Publisher's Latest Catalogue.
- c) The latest editions are supplied and the editions are not remaindered titles.
- d) The books supplied against the Supply Order have been checked. Defects in collation, binding and condition of accompanying material viz. CDs etc. and other physical conditions are checked prior to supply. If any supplied book does not conform to the specifications mentioned in supply/purchase order or if any book is not in good condition, the supplier shall have to take back that/those book(s) from the college library, at their own expenses and replace the same within 10 days, failing which college shall not be responsible for any loss or damage of such books.

10. Termination of Empanelment

The college shall be at the liberty to terminate the empanelment of an empanelled Supplier/Firm/Vendor without any prior notice and drop the said Supplier/Firm/Vendor from its panel, which will result in forfeiture of the security deposit/CDR in case of occurrence of any of the following event:

- a) In case of breach of any terms and conditions of an agreement on the part of the Supplier/Firm/Vendor.
- b) If the Supplier/Firm/Vendor fails to supply any book/title after the pre-order inquiry, it may cause termination of the Supplier/Firm/Vendor's empanelment.
- c) At any point, the information provided by the empanelled Supplier/Firm/Vendor in any form about publications, services and related matters found incorrect and result in loss in any form to the college. The college reserves the right to claim the amount of loss incurred by the college based on the available invoices submitted by that empanelled Supplier/Firm/Vendor.

11. Force Majeure

Any failure or omission to carry out the provisions of this contract/supply order by the Supplier/Firm/Vendor shall not give rise to any claim by the supplier and the college, one against the other, if such failure or omission arises from the act of God, including all natural calamities such as fire, floods, compliance with any statute regulations of the government, lockdown and civil strikes, 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.

12. Others

- a) The college reserves the right to change, modify, amend, or substitute any clauses(s) in the “Terms and Conditions”, if required.
- b) In case of any dispute, the same shall be resolved initially by the mutual parties within a period of two (2) months. In case of any failure to resolve a dispute mutually, it will be subject to jurisdiction of Anantnag court only.

**Sd/
PRINCIPAL**

EXPRESSION OF INTEREST (EOI)

Tender for Quotation of Books

Supplier / Firm Details

Name of Firm / Supplier	
Date	
Address	
Contact Person	
Mobile No.	
Email	
GST No.	
Softcover Discount (%)	
Hardcover Discount (%)	
Remarks	

Declaration: I/We hereby confirm that the above information is true and correct to the best of my/our knowledge, and I/We agree to the terms and conditions of this tender/EOI for supply of books.

Authorized Signatory

Signature & Seal