



OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE, MARH

DHATERYAL, JAMMU- 181206 (J&K UT)-INDIA

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Principal  
9419768608/ 01912990247  
GDCM/2025-26/ 842

Dated: 11/12/2025

REVISED TERMS AND CONDITIONS FOR EMPANELMENT OF REPUTED BOOK PUBLISHERS/  
SUPPLIERS/ VENDORS FOR SUPPLY OF BOOKS, JOURNALS, PERIODICALS/MAGAZINES FOR  
THE FINANCIAL YEAR 2025-26

Dear Sir/Madam,

Subject: Terms and conditions for empanelment of reputed Book publishers/suppliers/vendors for supply/procurement of Books, Print Journals (UGC APPROVED), Periodical/Magazines (NATIONAL/ REGIONAL LEVEL) to College Library for the session 2025-26 in the interest of students.

As you may be aware, the Library of Government Degree College, Marh is an esteemed library for teaching and learning for students and faculty. We are in the process for empanelment of Book suppliers /Publishers/vendors for the financial year 2025-26.

In this regards. Government Degree College, Marh intends to invite your responses.

Eligibility Criteria: Proof of the following mentioned supporting documents must be enclosed in support or the eligibility criteria and absence of any of them will render the vendor/ supplier's ineligible for empanelment:

- 1.Book Publishers/ Suppliers/Vendors must be a regular service provider to at least one premium government institute of Jammu and Kashmir (UT) for higher education.
- 2.Book Publishers/ Suppliers/Vendors must be a registered member of Federation of Publishers' and Booksellers' Association in India (FPBAI). A copy of the current membership must be submitted.
- 3.A self attested copy of the Permanent Account No (PAN) issued by the Income Department.
4. He/She must submit a valid Income Tax Certificate as a proof of tax compliance for the last three consecutive financial years.

*Note: The applicant should read all terms and conditions properly before submitting the application for empanelment.*

General Terms and conditions: -

1. The application received after the due date and time will not be considered by the college.
2. All the pages of empanelment documents are to be signed and stamped by the firm, along with the application.
3. The application must be submitted along with DD of Rs. 5000/- (five thousand) as security deposit drawn from any nationalised Bank in favour of Principal, Govt. Degree College Marh and security deposit will be returned to the supplier, after the expiry of the empanelment period. However, in case of unsatisfactory performance during the empanelment period, security deposit will be forfeited.
4. Incomplete and unsigned EOI or the EOI not in prescribed Format (Form attached) submitted by the book supplier/vendor shall be rejected without assigning any reason.





### **SPECIAL TERMS AND CONDITIONS:**


1. **DISCOUNT:** The supplier/Vendor is expected a minimum discount of 20% or above on all types of books, journal, periodicals except Govt. Publications. In case, the rate of discount varies, then the highest discount offered will be accepted to maximum of three vendors in the descending order. The discount on the MIL books (Hindi, Dogrj) shall be negotiable. However, if anyone disagrees, the firm can be withdrawn from the empanelment.
2. **CONVERSION RATES:** The supplier should submit necessary supporting documents/ Good Office Committee (GOC) conversion rates for foreign books not exceeding Rs. 4000/- per copy.
3. **EDITIONS OF BOOKS:** NEP latest editions of the books shall be supplied or as recommended by faculty.
4. **ORDER ACKNOWLEDGE:** The order shall be acknowledged by the book supplier/vendor within 05 days from the date of order.
5. **PAPERBACK/HARDBACK:** Only paperback edition is acceptable.
6. **BOOK SUPPLY TIME:** The maximum time limit for supplying Indian books is 10 days and foreign books is 15 days. The empanelled book suppliers / vendors shall have to provide all the books, strictly prescribed and recommended by faculty, otherwise the order shall not be accepted. The empanelled book suppliers shall inform the availability of books and list thereof within one day after empanelment in order to get books on time. If the empanelled three vendor's/ book suppliers fail to provide availability of books, the committee is authorized to procure books, etc. from any source with already specified minimum discount or above.
7. **BLACK LISTING VENDOR:** In case of non-supply of books/ any misinformation within the stipulated time, the vendor will be removed from the empanelment and blacklisted for future supply, unless the vendor communicates the reason for the delay in supply with valid proof.
8. **ORDER CANCEL:** Order would be treated cancelled, if books are not supplied or report of non-availability of books is not submitted to the college within timeline mentioned in the supply order.
9. **PRICE PROOF:** The supplier shall provide "Publisher's Price Proof/ Publisher's catalogue" along with the supply of books in support of the price not printed on books.
10. **TRANSPORTATION CHARGES:** Books must be supplied to the Library in the College campus within the college timings, with prior intimation to the undersigned, no extra transportation charges and no other extra charges are admissible.
11. **PAYMENT:** The final payment shall be made in Indian Rupees within STIPULATED TIME from the date of receipt of the invoice through online mode in favour of your agency as per your invoice/s. The final Invoice/s in triplicate shall be submitted along with a Photocopy of your agency's PAN card/ GST details/ Bank account details for the payment. A copy of the specific page of GFR stating books are not included as goods shall also have to be submitted.
12. **REPLACEMENT COPY:** In case of BOOKS, if any received in torn condition shall be replaced with a fresh copy, in a week's time.
13. **BILLING ADDRESS:** The bill(s) is/are to be addressed in the name of 'Principal. Govt. Degree College, Marh (Jammu).'
14. **MODIFICATIONS:** The College reserves the right to modify/change/delete/add any further terms and conditions prior or after the issue of empanelment notice. Any corrigendum/ addendum shall only be published on the website of the institution. It is vendor's responsibility to check the college website ([www.gdcmarh.co.in](http://www.gdcmarh.co.in)) before/ after submitting their duly completed EOI.



15. CONTACT: For any query Contact at 9419768608/ 9419241835 within working hours or send an e-mail on [gdc.marh@gmail.com](mailto:gdc.marh@gmail.com), before final empanelment.
16. Only UGC approved print journals listed in UGC Care list will be accepted. Periodicals/Magazines of national/regional level is required only in Hindi, English and Dogri for the whole session.
17. In case of books, etc. requisition from any department has not been uploaded, the same shall be reflected later on.
18. In case of any dispute, the Library Committee of College shall have the powers to resolve the dispute. Further, all legal matters are subject to the jurisdiction of Jammu district.

All the vendors who accept the above terms and conditions may submit their Expression of Interest (EOI) on best discount rate (MINIMUM 20% OR ABOVE) for supply of books in a sealed envelope at the mailing address (mentioned below), within 07 days after publishing of EOI notice with subject "Expression of Interest for Empanelment for Supply of Books to College Library, GDC, Marh" written on it.

 Principal   
Govt. Degree College  
Dhateryal, Marh  
(District Jammu), Jammu  
Pincode- 181206

  
DR. SHAKUN SHARMA  
CONVENOR, COLLEGE LIBRARY COMMITTEE  
GDC MARH.



**Application form for empanelment as book supplier for**  
**Financial Year 2025-2026**

1. Name of the Firm.

\_\_\_\_\_

2. Registration No of Federation of Publishers and Booksellers Association or India (FPBAI).  
\_\_\_\_\_ (Please enclose a copy of the Registration Certificate)

3. Name of the Proprietor.

\_\_\_\_\_

4. Name of Partner (if any).

\_\_\_\_\_

5. Date of Establishment of Firm.

\_\_\_\_\_

6. PAN/TAN/GST No. of the Firm.

\_\_\_\_\_ (Attach a Copy)

7. Address:

\_\_\_\_\_

8. Phone No. \_\_\_\_\_ Fax \_\_\_\_\_

9. Website (if any) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email address \_\_\_\_\_

10. Security Deposit Details (to be deposited along with the document)

a) CDRNo.

b) Dated:

c) Rs.

d) Drawn on

11. Bank Account Details (Attach a documentary proof)

a) Name of the Bank

b) Branch

c) Account No.

d) IFSCCode

12. Discount Rate Offered ..... (Mention in Both Word and Digit)

***Declaration:***

I/ we hereby declare that entries made in this application form are true to the best of my/our knowledge and belief Further the above all terms and conditions are acceptable to me/us in letter and spirit.

\_\_\_\_\_