

[www.skcgdcpoonch.ac.in](http://www.skcgdcpoonch.ac.in)

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**OFFICE OF THE PRINCIPAL**  
**SHRI KRISHAN CHANDER GOVERNMENT DEGREE COLLEGE POONCH**  
(NAAC Accredited 'A' Grade)

NO: GDCP/25/1063

Dated: 07/11/2025

**Invitation for Expression of Interest (EOI)**

**Subject: EOI for empanelment of reputed books sellers/publishers/suppliers/vendors for supply of books/textbooks/reference books to SKC Govt. Degree College Poonch.**


Principal SKC Govt. Degree College Poonch invites Expression of Interest (EOI) for empanelment of reputed books sellers/publishers/suppliers/vendors registered as members with Association of Indian Publishers and book suppliers for supply of books/textbooks/reference books to the college Library for the Financial Year 2025-26.

Application accompanied with CDR of Rs 10,000/- (Rupees Ten Thousand only) pledged in favour of Principal SKC Govt. Degree College Poonch should reach the office of Principal within ten days from the date of publication of this EOI.

Eligibility criteria, Terms and Conditions and Application form shall be obtained from the college campus or from the college website ([http:// www.skcgdcpoonch.ac.in](http://www.skcgdcpoonch.ac.in))

In Case the tenth day happens to be Sunday or Gazetted holiday. Applications can be received during the next working day. Application form alongwith other necessary documents shall be received in physical mode or through speed/registered post only.

Dated: 07/11/2025

  
Principal  
SKC Govt. Degree College  
Poonch  
**Principal**  
**S.K.C. Govt. Degree College**  
**Poonch**



**OFFICE OF THE PRINCIPAL  
SHRI KRISHAN CHANDER GOVERNMENT DEGREE COLLEGE POONCH**

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF REPUTED BOOK PUBLISHERS/SUPPLIERS/VENDORS  
FOR FINANCIAL YEAR 2025-26.**

The Principal of SKC Govt. Degree College Poonch invites 'Expression of Interest' for Empanelment of reputed book publishers / Suppliers / Vendors for the procurement /supply of books, journals and periodicals to the college for the financial year 2025-2026.

The eligibility criteria, terms and condition to be followed by interested parties are as under:

**ELIGIBILITY CRITERIA**

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

1. Book Publisher/Supplier/Vendors must be a regular service provider to at least one premium government institute of Jammu & Kashmir UT for Higher Education.
2. Registration of Federation of Publishers' and Booksellers' Association in India (FPBAI).
3. Permanent Account No (PAN) issued by the Income Tax Department/GST. No.
4. Evidence of Income Tax clearance certificate of least three consecutive years.
5. Book sellers should be sole proprietorship Certificate.

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

**GENERAL TERMS AND CONDITIONS**

1. The applications 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. 10000/- (Ten Thousand) as security deposit drawn from any Nationalized Bank in favour of Principal SKC Govt. Degree College Poonch and Security deposit will be returned to the Supplier after the expiry of the empanelment period. However, in case unsatisfactory performance during the empanelment period, security deposit will be forfeited.

*Handwritten signature*



**OFFICE OF THE PRINCIPAL  
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**SPECIAL TERMS AND CONDITIONS**

You are required to adhere to the below mentioned terms and conditions:

1. Discount: The supplier/Vendor is expected to extend a maximum discount on all types of books. In case, the rate of discount varies then the highest discount offered will be applicable to all the eligible book suppliers/vendors. However, if anyone disagrees the firm can be withdrawn from the empanelment.
2. Conversion Rates: The supplier should submit necessary supporting document/s Good Office Committee (GOC) conversion rates for foreign books.
3. Editions of Books: Only latest editions shall be supplied.
4. Order Acknowledge: The order should be acknowledged within 7 days from the date of order.
5. Paperback / Hardback: If paperback edition is not available, then consult library beforehand if you intend to supply hardback editions.
6. Book Supply Time: The maximum time limit for supplying Indian books is 15 days and foreign books is 30 days.
7. Black Listing Vendor: In case of non-supply of books within the stipulated time for successively three times, 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 as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
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 with No Transportation charges and No other/extra charges are admissible.
11. Payment: The final payment shall be made in Indian Rupees within **STIPULATED TIME** from 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.
12. Replacement Copy: In case of books, if any, received in mutilated/ torn condition shall be replaced with a fresh copy.
13. Billing Address: The bill(s) is/are to be addressed in the name of "SKC Principal, Govt. Degree College Poonch".



14. Arbitration: In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate court at Haveli Poonch will have the jurisdiction to adjudicate upon the matter.

15. Modifications: The College reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.

16. CONTACT: For any query contact the Principal / Convener Library Committee at 9419601920 within working hours (10.00 am to 3.00 pm) or send an e-mail on [degreecollegepoonch@gmail.com](mailto:degreecollegepoonch@gmail.com),

*All the vendors who accepts the above terms and conditions may submit their Expression of Interest (Eoi) on best discount rate (MINIMUM 10%) for supply of books in a sealed envelope at mailing address within 07 days after publishing of tender notice in the newspaper with the subject, "Expression of Interest" for empanelment for supply of books to College Library, SKC Govt. Degree College Poonch.*

*Written on it. Entries received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned EOI or the EOI not in prescribed format (ANNEXURE 1) will be rejected without assigning any reason.*

Signature along with  
Stamp of the firm.

  
Principal  
SKC Govt. Degree College  
Poonch  
Principal  
S.K.C. Govt. Degree College  
Poonch

Email: [degreecollegepoonch@gmail.com](mailto:degreecollegepoonch@gmail.com)  
Mob. No: 9419601920



# Application Form for empanelment as book supplier for Financial Year 2025-26

1. Name of the Firm.

\_\_\_\_\_

2. Registration No of Federation of Publishers and Booksellers Association of 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. \_\_\_\_\_  
Website (if any) \_\_\_\_\_ Cell No. of contact Person/s \_\_\_\_\_  
E-mail address \_\_\_\_\_

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

a. CDR No. \_\_\_\_\_  
b. Dated \_\_\_\_\_  
c. Rs. \_\_\_\_\_  
d. Drawn on \_\_\_\_\_

10. Bank Account Details (Attach a documentary proof)

a. Name of Bank \_\_\_\_\_  
b. Branch \_\_\_\_\_  
c. Account No. \_\_\_\_\_  
d. IFSC Code \_\_\_\_\_

11. Discount Rate Offered..... (MENTION IN BOTH WORDS AND DIGIT)

## Declaration:

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

.....

Signature of Partners/ Proprietors with Seal

Date.....