



Office of the Principal Govt. Polytechnic College Ganderbal

Hatbura, Ganderbal Kashmir, J&K. Pin 191131.

(AICTE Approved Polytechnic College) Visit: www.govtpolytechnicganderbal.edu.in

Email-Id's: Govtpolyganderbal@gmail.com/Govtpoly-ganderbal@jk.gov.in



A) Instructions:

1. Interested vendor(s)/Supplier(s)/distributor(s) of UT of J&K should submit their response in the prescribed format, in sealed envelope super scribing "Expression of Interest (EOI) for supplying books to Library, Government Polytechnic College Ganderbal
2. The response should be signed by an authorized signatory of the vendor(s)/Supplier(s)/distributor(s) of UT of J&K bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm
3. Incomplete EOI responses will not be considered. EOIs not in proper format or EOI without appropriate and supporting documents and EOIs received after last date of submission will be summarily rejected.
4. At any given point of time, if any of the documents furnished by the vendor(s)/Supplier(s)/distributor(s) of UT of J&K is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of its contract.
5. No canvassing or repeated communication should be made with the office, failing which may attract punitive action and will become liable to be delisted by the Institute
6. The vendor(s)/supplier(s)/ distributor(s) of UT of J&K are required to agree to supply as per the institute "General Terms & Conditions" for supply of books as stipulated here.
7. For any query pertaining to this document, correspondence may be made:
govtpolyganderbal@gmail.com
- 8 EOI submission address to

**The Principal
Government Polytechnic College
Ganderbal (J&K) 191131**



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B) Eligibility Criteria:

The vendor(s)/supplier(s)/distributor of UT of J&K, who want to submit EOI, should meet the following minimum eligibility criteria:

Important: Any vendor(s) / supplier(s) / distributor(s) of UT of J&K must submit the documentary proof in support of meeting the minimum eligibility criteria.

Simply an undertaking for any item of the criteria shall not suffice the purpose.

Minimum Eligibility Criteria:

(Please enclose documents in support for each of the following)

1. Publisher(s)/Supplier(s)/distributor(s)/Vendor(s) of UT of J&K Supplier(s) must be a Local Regular Service Provider to at least one premium Government Institute of the UT of Jammu & Kashmir.
2. Publisher(s)/Supplier(s)/distributor(s) of UT of J&K Supplier(s)/Vendor(s) must be registered member of any the Federation of Publishers and Book sellers Association of India (FPBAI).
3. Must have PAN Card, GST Registration Certificate issued by Income Tax Department
4. Income Tax Return latest to be enclosed.
5. Filled in declaration as per the format enclosed.
6. Rates should be FOR destination



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C) Terms & Conditions:

1. The institute will enter the contract initially for a period of one year from the date of award of contract, extendable to a further period depending on the performance in supplying of books and mutual agreement of the institute and vendors(s)/suppliers(s)/distributor(s) if felt necessary.
2. The vendors(s)/suppliers(s)/distributor(s) of UT of J&K must quote their maximum rate of discount in **Financial Proposal Form**.
3. The bidder /supplier of books shall be rejected if the earnest money (EMD) is not submitted along with EOI application.
4. Exchange rate for foreign currency shall be calculated as per GOC Rate declared from time to time provided by The Federation of Publishers" and Booksellers Associations in India, Darya Gang, New Delhi 110 002. In exceptional case, Bank Rate declared by RBI will be applicable.
5. Failing to supply any order within the specific time frame the order may be cancelled if felt required. For any kind of delay in supplying orders the vendors(s)/suppliers(s)/distributor(s) must take permission from the principal and if the reason is found satisfactory the period may be extended by the office. Bill should be submitted in triplicate and addressed to Principal, Government Polytechnic College Ganderbal. The order number and date must be mentioned against all submitted bills.
6. The vendors(s)/suppliers(s)/distributor(s) shall supply books/other items free of postage, packing and forwarding charges to Government Polytechnic College Ganderbal. All orders are time bound and should be supplied within the period specified in the supply order.
7. The supply of books must made within 21 days from the date of issuance of supply order.
8. Any similar book/not as per the order/ defective/ damaged/specimen-copy etc. book will not be received at the library. The vendors(s)/suppliers(s)/distributor(s) must take back such book/s from the library at their own cost within a period of 30 days from date of supply else such books will be treated as gifted/donated books from the vendors(s)/suppliers(s)/distributor(s) to the library.
9. If the price of the book is not printed on the book/s, the vendors(s)/suppliers(s)/distributor(s) must attach signed and stamped price proof of the book from the publishers' catalogue. Also, the bill must contain the item serial number of the order against the title supplied.
10. The institute shall not make any advance payment to the vendors(s)/suppliers(s)/distributor(s) for the orders made by the institute. The payments shall be released by the institute against the bill (s) received from the vendors(s)/suppliers(s)/distributor(s) after having received the books in brand new and good state, after verification by the institute committee.
11. The Institute/Committee constituted for scrutiny and short listing, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.



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DECLARATION FOR SUBMISSION OF EOI

From: [The name & address of the Vendor(s)/Supplier(s)/distributor(s)]

To

**The Principal
Government Polytechnic College
Ganderbal**

Subject: Submission of expression of interest (EOI) for supplying books to Library at Government Polytechnic College Ganderbal.

Sir.

Having examined the details given in Notice/Advertisement and EOI document, available at your college website, for the above work. I/We hereby submit the expression of interest (EOI) and other relevant information.

- I. I/We hereby certify that all the statements made, and information supplied and accompanying statements are true and correct.
- II. I/We have carefully read and understood all the eligibility criteria, general terms and conditions of the EOI document and hereby convey our acceptance for the same
- III. I/We shall accept the final decision of short-listing of Vendor(s)/ supplier(s) /distributor(s) and will abide by the rules && regulations of the Institute regarding the registration/empanelment process of the Vendor(s)/ supplier(s)/distributor(s)
- IV. I/We have furnished all information and details necessary for pre- qualification and have no further pertinent information to supply. The information/ documents furnished herewith are true and authentic to the best of my/our knowledge and belief.
- V. I/We also authorize the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- VI. I am/ we are aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure

- 1) Technical Proposal 2) Financial Proposal**



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TECHNICAL PROPOSAL

With reference to EOI No.: GPCG/Estt/2024/711

Dated: 12 /12/2024

1	Name of the Firm/Agency with complete Postal Address , Name, Designation, Address, Tel. No. Email ID of the authorized person of Firm/Agency to deal with		
2	Please specify as to whether the Bidder is the Sole proprietor /Partnership firm/ Pvt. Ltd (Attach copy of PAN)		
3	Earnest Money Details (Attach copy)		
4	Permanent Income Tax account No. of the Firm with circle /ward and GST Registration Certificate (duly attested photocopy to be attached)		
5	Past Experience: Name of the reputed National level Institute where you have supplied books (Attach copies of purchase orders for each institute.)		
6	Membership: Federation of Publishers and Book sellers Association of India (FPBAI)(Attach copy in support)		
7	Affidavit by Vendor/supplier for not having been blacklisted/debarred by any public organization/University/National Level/ Polytechnic sector		
8	Attested copy Latest ITR		
9	Attested copy GST of last three months		
10	Bank Account Details	Name of Bank	
		IFSC code	
		16- Digit Account number	
11	Any other information Tenderer wants to provide in support of their experience viz. Turn Over Certificate.		

(Self attest photo copies of all supporting documents must be attached for verification of the information provided above.)

Signature with Seal



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FINANCIAL PROPOSAL

(The financial Proposal is required to be submitted separately in sealed cover.)

To

**The Principal
Government Polytechnic College
Ganderbal**

Subject: Discount offered for below mentioned publications for Supply of Books to the Library of Principal Government Polytechnic College Ganderbal for a period of one year.

Dear Sir,

With reference to EOI No.: GPCG/Estt/2024/ 711 Dated: 12/12/2024 hereby submitting our offer of discounts below

Percentage of Discount offered (to be mentioned both in figures and words)

Publication	Discount (%) offered by the Vendor (In Figures)	Discount (%) offered by the Vendor (In Words)
Text Books of 3-year Diploma Courses as per the Syllabus of (Civil Engineering, Computer Engineering, Electrical Engineering)		
Reference Books (Indian)		
Reference Books (Foreign Publication)		

The discount percentage shall remain constant during the entire period of contract.

Place:

Signature of the Bidder with Seal

Date:

Name. Address of the Bidder:

Telephone N

E-mail ID



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CERTIFICATE

(To be provided on letterhead of the firm)

I hereby certify that the above firm neither blacklisted by any Central / State Government Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

Place

Date

Signature of the Bidder with Seal

Name, Address of the Bidder:

Telephone No.:

E-mail ID: