



OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE KOTRANKA (RAJOURI), J&K  
(Estd. 2019)



Website: [www.gdckotranka.in](http://www.gdckotranka.in)  
Email Id: Pr- [kotranka@jk.gov.in](mailto:kotranka@jk.gov.in)

NO: GDCKO/2025/468  
Date: 28-11-2025

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

**Subject:** Expression of Interest for empanelment of reputed book sellers, vendors, suppliers/distributors for supply of books to Govt. Degree College Kotranka/Peeri, Library.

The Principal Govt. Degree College Kotranka/Peeri invites sealed "Expression of Interest (EOI)" for empanelment of reputed vendors/suppliers/distributors who are registered with the Book Seller's Federation (National/UT) for the procurement/supply of books to the college library for financial years 2025-26, 2026-27 & 2027-28.

Interested vendors/suppliers/distributors with requisite experiences, as mentioned in the "Expression of Interest" notification on the college website, are requested to submit their EOI with relevant supporting documents. All necessary details, including eligibility criteria, terms and conditions, and application form (Annexure-I) are available at the college campus or website.

EOI from eligible parties in sealed envelopes clearly super scribed as "Invitation for Expression of Interest (EOI) for empanelment for supply of books to Govt. Degree College Kotranka/Peeri Library" should reach the office within 15 days of publishing of this notice in the newspaper.

Principal  
Govt. Degree College  
Kotranka



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**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF REPUTED BOOK PUBLISHERS/SUPPLIERS/VENDORS  
FOR FINANCIAL YEAR 2025-2026, 2026-2027 & 2027-28.**

The Principal Govt. Degree College Kotranka/Peeri invites "Expression of Interest" for empanelment of reputed book publishers/suppliers/vendors for supply of books for financial years 2025-26, 2026-27 & 2027-28.

The eligibility criteria, terms, and conditions 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 the absence of any will lead to rejection:

1. Book publisher /Supplier/vendors must be a regular service provider to at least one premium government institute of J&K UT for Higher Education.
2. Registration with the Federation of Publishers' and Booksellers' Association in India (FPBAI).
3. Permanent Account Number (PAN) issued by the Income Tax Department.
4. Evidence of Income Tax clearance certificate of at least the last three consecutive years.
5. Book sellers should be sole proprietorship certificate holders.

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

**GENERAL TERMS AND CONDITIONS**

1. Applications received after the due date/time will not be accepted.
2. All pages of the Empanelment documents must be signed and stamped by the firm.
3. Application must be submitted with DD of ₹5000 as security deposit in favour of the Principal Govt. Degree College Kotranka/Peeri. & the Security deposit will be returned after the expiry of the empanelment period. However, in case of unsatisfactory performance during the empanelment period, security deposit will be forfeited.
4. The college reserves the right to accept/reject any offer without assigning reasons.

**SPECIAL 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 apply to all the eligible book suppliers/vendors. However, if anyone disagrees, the firm can be withdrawn from the empanelment.

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2. **Conversion Rates:** The Supplier should submit the necessary supporting documents/Good Office Committee (GOC) conversion rates for foreign books.
3. **Editions of Books:** Only the latest editions to be supplied.
4. **Order Acknowledge:** Orders must be acknowledged within 7 days from the date of the Order.
5. **Paperback/Hardback:** If a paperback edition is not available, the supplier must consult before supplying a hardback edition.
6. **Book Supply Time:** The Maximum time limit for supplying Indian books is 15 days, and for foreign books is 30 days.
7. **Blacklisting:** Non-supply within the stipulated time for 3 consecutive times leads to blacklisting unless a valid reason is provided.
8. **Order Cancel:** Orders would be treated as cancelled if the books are not supplied or no report as to the availability or otherwise is received within the stipulated time.
9. **Price Proof:** The supplier shall provide the publisher's price proof/publisher's catalogue along with the supply of books in support of the price not printed on the books.
10. **Transportation:** Books must be supplied to the library with no extra transportation charges, and no extra/other charges are admissible.
11. **Payment:** The final Payment shall be made in Indian Rupees within the stipulated time from the date of receipt of the invoice. The final invoice/'s in triplicate shall be submitted along with a photocopy of your agency PAN card/GST details/Bank Account details for the payment.
12. **Replacement Copy:** Torn/Damaged books must be replaced with fresh copies.
13. **Billing Address:** Bill(s) are to be addressed to "Principal, Govt. Degree College Kotranka.
14. **Arbitration:** In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within 60 days, failing which the appropriate court at Rajouri will have the jurisdiction to adjudicate upon the matter.
15. **Modifications:** The College reserves the right to modify/change/delete/add any terms and conditions before issue of the agreement.
16. **Contact:** For any query contact the Principal/In-charge Librarian at 7780892712 (9 am to 3 pm) Email: PR-Kotranka@Jk.gov.in/Gdckotranka@gmail.com.

All the vendors who accept the above terms and conditions may submit their Expression of Interest (EOI) on best **discount rate (MINIMUM 10%)** for supply of books at mailing address within 15 days after publishing of tender notice in the newspaper with subject "Expression of Interest for empanelment for supply of books to College Library, Govt. Degree College Kotranka, Rajouri" written on it.

**Note:** Application Form (Annexure-I) for empanelment as book supplier for Financial Year 2025-26, 2026-27 & 2027-28 is available on college website ([www.gdckotranka.in](http://www.gdckotranka.in))

Principal  
Govt. Degree College  
Kotranka

## ANNEXURE-I

### (ON OFFICE LETTER HEAD)

Application Form for empanelment as book supplier for Financial Year 2025-26, 2026-27 & 2027-28

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 No. \_\_\_\_\_
- 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)

### 12. 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: \_\_\_\_\_