

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

Empanelment of Booksellers/Vendors(s)/Supplier(s)/Distributor(s)

for supply of Books to Library for FY 2026-27

at

GOVERNMENT DEGREE COLLEGE FOR WOMEN

KATHUA

EOI No - 1 of 2026

Dated: - 23/05/2026



OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE FOR WOMEN
KATHUA-184101



(NAAC Accredited B+ Grade)

Prof. (Dr.) Jaipal Singh Ph. No. 01922-232647
Principal Mob. No. 94191-63028

College Website: www.gdcwkathua.in

Email: womencollege-kathua@jk.gov.in

No. GDCWK/ 521

Dated:- 23/05/2026

Subject: - Expression of Interest for Empanelment of Vendors(s) / Supplier(s) / Distributor(s) for supplying books to Government Degree College for Women Kathua Library

Government Degree College for Women Kathua invites sealed **Expression of Interest (EOI)** from vendor(s)/Supplier(s)/ distributor(s) who are registered with Book Seller's Federation (National/UT) for supplying books to the college library for the year 2026-27

Earnest Money Deposit (Refundable)	₹ 3000/- (Rupees Five Thousand only) in form of CDR from any Nationalized Bank in favor of <i>Principal Government Degree College for Women Kathua</i>
Address for Communication	Principal, Government Degree College for Women Kathua (184102) Jammu & Kashmir
Last Date of Receiving Application	10 Days after Date of Publishing of this EOI

Interested Booksellers/vendor(s)/Supplier(s)/ distributor(s) may submit "Expression of Interest" in a sealed envelope clearly super scripted as "Expression of Interest (EOI) for Empanelment of Vendors(s)/Supplier(s)/Distributor(s) for supplying books to Government Degree College for Women Kathua Library". The complete EOI document shall be available for download from **College Website: www.gdcwkathua.in**. Any corrigendum/addendum with regard to EOI shall only be published on the college website i.e www.gdcwkathua.in

Kindly read the instructions, eligibility criteria, general terms & conditions properly which are given below and see that eligibility criteria, general terms & conditions are fully understood and complied.

Sd/-

PRINCIPAL
GOVERNMENT DEGREE COLLEGE FOR WOMEN
KATHUA

A. Instructions

1. Interested Booksellers/vendor(s)/Supplier(s)/distributor(s) should submit their response in the prescribed format, in sealed envelope super scribing – Expression of Interest for supplying books to Government Degree College for Women Kathua Library.
2. The response should be signed by an authorized signatory of the vendor(s)/supplier(s)/distributor(s) 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 EOIs 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 Bookseller/vendor(s)/supplier(s)/distributor(s) 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 with the office or library shall be entertained and they are likely to be de-listed by the college.
6. The Bookseller/vendor(s)/supplier(s)/distributor(s), are required to agree to supply as per the college “General Terms & Conditions” for supply of books as stipulated here.
7. For any query pertaining to this document, correspondence may be made to:
womencollege-kathua@jk.gov.in
8. All the empaneled Bookseller/vendor(s)/supplier(s)/distributor(s) must submit all documents in physical form in original after opening the bids.
9. EOI submission address: (In person or by registered post)
The Principal
Govt. Degree College for Women
Kathua (184101)

B. Eligibility Criteria:

The Bookseller/vendor(s)/Supplier(s)/distributor(s)/, who want to submit EOI should meet the following minimum eligibility criteria:

Important: Vendor(s)/Supplier(s)/distributor(s)/, must submit the documentary proof in support of meeting the eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

Para A

Minimum Eligibility Criteria: (Please enclose documents in support for each of the following)

1. Vendor(s)/Supplier(s)/distributor(s)/, must be registered with the Book Seller's Federation (National/State) for minimum five years.
2. Must have experience of supplying books to educational institutions (Colleges) in J&K/ India.
3. Must have PAN Card.
4. Income tax return for the last three years (2023-24, 2024-25 and 2025-26) is to be enclosed.
5. Earnest money deposit CDR (Refundable) from any *Nationalized Bank in favor of Principal, Govt. Degree College for Women, Kathua* for an amount of Rs 3000/- (Rupees Three Thousand Only)
6. Filled in declaration as per the format enclosed.

C. General Terms & Conditions:

1. Principal, Government Degree College for Women Kathua or the committee constituted for scrutiny and short listing, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
2. Based on the EOI received from the Bookseller/vendor(s)/Supplier(s)/distributor(s) few of them will be shortlisted on the basis of eligibility criteria listed in **Para A**. Further the eligible Bookseller/vendor(s)/Supplier(s)/distributor(s)/ shall be empaneled for supplying books based on maximum discount offered by the Bookseller/vendor(s)/ Supplier(s)/distributor(s)/etc.
3. The college may empanel more than one vendor/supplier/distributor, provided such vendor/supplier/distributor is ready to supply on the maximum discount offered and shall be free to purchase books from any one of them.
4. The college will finalize the Vendor(s)/ supplier(s)/distributor(s) etc. on the basis of maximum discount offered and past record. However, in any case the minimum discount shall not be less than 10%.
5. The Bookseller/Vendor(s)/ supplier(s)/distributor(s) is expected to extend a maximum discount on all type of books. In case the rate of discount varies then the highest discount offered will be applicable to all the eligible Bookseller/Vendor(s)/ supplier(s)/distributor(s). However, if anyone, disagrees the firm can be excluded from the empanelment. All other Bookseller/ Vendor(s)/ supplier(s)/distributor shall be given the share from time to time as decided by the college library committee. Further Bookseller/Vendor(s)/ supplier(s)/distributor(s) should not compromise the quantity and quality in the view of given maximization of the discount.
6. The registration/empanelment as College approved Bookseller/vendor/supplier/distributor(s) does not ensure ordering of books. This will depend upon the requirement of the college, availability of Grants & confirmation of supply by the Bookseller/vendor/supplier/distributor as and when requested by the library.

7. The purchase orders will be sent through e-mail only. The college shall provide an opportunity to all the empaneled vendor(s) to supply books to the college. The vendor(s)/supplier(s)/distributor(s) has to supply at least 75% of the titles mentioned in the supply order, failing which no supply shall be entertained and no further orders for supply of book shall be placed with the concerned vendor(s).

Any deviation or misinformation shall lead to blacklisting of the vendor(s).

8. For any kind of delay in supplying orders the vendor(s)/supplier(s)/distributor(s) must take permission from the library office and if the reason is found satisfactory the period may be extended by the office. Failing to supply any order within the specific time frame the particular order will be cancelled if felt necessary.

9. Bills with GSTIN Number should be in triplicate and in the name of Principal Govt. Degree College for Women Kathua. If the price of the book is not printed on the book/s the vendor(s)/Supplier(s)/distributor(s) has to attach signed and stamped price proof of the book from the publisher's catalogue.

10. The college shall not make any advance or part/installment payment to the vendor(s)/Supplier(s)/distributor(s) for the orders made by the college. The payments shall be released by the college against the bill(s) received from the Bookseller/vendor/supplier/distributor vendor(s)/Supplier(s)/distributor(s) after having received the books in brand new and good state with satisfaction of the college concerned subject teacher and Library Committee within a reasonable time

11. All disputes and differences arising out or concerning the work are subject to the jurisdiction Kathua Court only.

12. Arbitration All dispute and differences which may arise between the GDCW Kathua and the Book Supply Agency shall be referred to Principal, GDCW Kathua whose decision shall be binding on all concerned.

DECLARATION FOR SUBMISSION OF EOI

Note: To be printed on the letter head of the Vendor(s)/Supplier(s)/distributor(s) etc.

From: The Name & Address of the Vendor(s)/Supplier(s)/distributor(s)

To: The Principal

Govt. Degree College for Women

Kathua

Sub: Submission of expression of interest (EOI) for supplying books to Govt. Degree College for Women Kathua

Sir,

Having examined the details given in Notice/Advertisement and EOI document 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. 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 university regarding the registration/empanelment process of the vendor(s)/supplier(s)/distributor(s).

- iii. 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.
- iv. I/We also authorize the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- v. I am/We are well 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 and blacklisting of the firm for future business.

**(Signature of the Vendors(s)/Supplier(s)/Distributor(s)
with full address, date and office seal)**

Annexures:

1. Form – ‘A’ (For submission of EOI)

FORM ‘A’

1. Name & Address of the applicant with Telephone No. / Fax No. / Email (with Proof)

2. a) Year of Establishment (with Proof): _____

b) Year of commencement of Business: _____

3. Legal status of the applicant (Tick and attach copies of original document defining the legal status)

a) A proprietary firm

b) A firm in partnership

c) Any other

4. Particulars of registration with Book Seller’s Federation or association (National/State)/ Government bodies and organizations (attach attested photo-copies):

Organization/Place of registration: _____

Registration No.: _____

5. Account Details: - Bank Name:

Account No:

IFSC Code:

Branch Code:

6. Has the applicant or any constituent partner (In case of partnership firm), ever been Debarred/blacklisted for competing in any Institution at any time? If so, give details.

7. Has the applicant or any constituent partner ever been convicted by a court of law? If so, give details.

8. Rate of discount offered for:

Indian Edition Books: -----%

Foreign Edition Books: -----%

Date: ____/____/____

**Signature of the Vendors(s)/Supplier(s)/Distributor(s)
and office seal**

