



**OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC SAMBA**

Village Pangwal, Sumb Road Samba (J&K)

Email:govtpolytechnicsamba@gmail.com

Website: www.govtpolytechnicsamba.org

**Annexure-I**

**1. SCOPE OF OFFER:-**

Government Polytechnic Samba intend to receive EOI for empanelment of Book Suppliers for a period of **two (02) years( FY 2024-25 & 2025-26)**, extendable by one more year subject to the approval of the competent authority, for supply of books in office of Principal Government Polytechnic Samba.

**2. 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/suppliers ineligible for empanelment:

- Book Publisher/Supplier/Vendors must be a regular service provider to at least one premium Government Institute of Education/Polytechnic, UT of Jammu & Kashmir.
- The vendor should be a member of the Federation of Publishers & Book sellers Association in India (FPBAI). Original Certificate is to be produced during evaluation of documents.
- The applicant(s) should have an up-to-date Registration certificate, Establishment Certificate as per Shops and Establishments Act of J&K and other similar registration acts of India.
- The applicants shall submit attested ITR return acknowledgements by Chartered Accountant(CA) of last three years.
- The applicant(s) should have an up-to-date PAN card issued by the concerned department.
- The applicant should have not been debarred/blacklisted/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bid and an affidavit duly notarized shall be submitted for the same.
- In absence of such requisite documents, the Principal Government Polytechnic Samba reserves the right to reject the without any reference to the applicant.

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

**3. Terms and Conditions for Supply of Books**

- Supply of books (F.O.R Govt. Polytechnic samba) will be made by registered post/courier or authorized messenger at the cost of the firm/Agency.
- A minimum discount for the purchase of books has been fixed as 15% on the publisher's price for Indian Author and 12% on Foreign Authors except Govt./Society/Institutional publication. The Supplier/Vendor is expected to provide maximum discount rate. In case the discount rate varies then the highest discount offered will be applicable to all the books. If any firm disagrees, it is liable to be rejected from the empanelment.
- Books shall be supplied in appropriate physical condition. Damaged/Defective copies shall not be entertained and will be returned at



ESTD:-2012

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- the cost of Firm/ Agency.
- The books must be supplied within stipulated time frame failing which the order may be cancelled if felt required. In any case of delay, the supplier should take the permission from the undersigned and if reason found satisfactory the period may be extended.
  - Only latest editions of books are to be supplied except mentioned, otherwise the price charged must be according to the Publishers catalogue.
  - The supplier should submit the necessary supporting documents of Good Office Committee(GOC) conversion rates for foreign books.
  - The bill should be accompanied with price proof wherever price is not printed on the book.
  - The following certificates/essential numbers shall be recorded on the bill.
    - PAN/TAN of the firm.
    - Latest editions supplied.
    - Approved Discount is applied on the purchase order.
  - Tagged prices are on books are liable to be rejected.
  - Discount on total bill will be accepted.
  - The supplier shall undertake to refund the amount, if charged in excess than the approved price of the book.
  - The payment shall be released after the receipt of the books and their technical verification/accessioning by the Govt. Polytechnic samba.
  - The Principal Govt. Polytechnic Samba reserves the right to withdraw/cancel/reject/modify order without assigning any reasons.
  - In case of any dispute, jurisdiction for legal proceedings shall be restricted only to the court at Samba/Jammu, J&K UT.
  - The bidder/supplier is rejected if Earnest money is not submitted.
  - No applications/litigations will be entertained after cutoff date. The applicants are advised to apply well before cutoff date.

No.: GPS/F- 82/1730 .

Date: 07/03/2025 .

  
Sd/-  
Principal  
Govt. Polytechnic Samba / Principal  
Govt. Polytechnic samba



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**TECHNICAL PROPOSAL**

(On the letter head of Firm Company)

With reference to EOI No. GPS/F-                      dated

<b>Name of the Firm/Company/Supplier</b>		
<b>Address</b>		
<b>Email</b>		
<b>Mobile No.</b>		
<b>Constitution of Firm(Please Tick)</b> Proprietor/Partnership/ Pvt. Ltd. (Attach PAN for proof)		
<b>Earnest Money Detail( Attach Copy)</b>		
<b>PAN/TAN No.(Attach Document)</b>		
<b>GST Registration No,( Attach Document)</b>		
<b>Membership: Federation of Publishers and Book Sellers Association of India</b>		
<b>Past Experience (Attach Supply Orders)</b>		
<b>Attested Copies of latest ITR</b>		
<b>Attested copies of latest GST Return</b>		
<b>Bank Details</b>	<b>Name of Bank</b>	
	<b>Account No.</b>	
	<b>IFSC Code</b>	
<b>Any Other Document</b>		

Date:

Place:

Signature and Seal of Firm  
Address  
Email  
Mobile No.

**Important Note: All the documents should be attached with seal and signature.**

[Note: Kindly go through the attached terms and conditions before filling the Form.]

  
Govt Polytechnic  
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**FINANCIAL PROPOSAL**

(On the letter head of Firm/Company)

With reference to EOI No. GPS/F- \_\_\_\_\_ dated \_\_\_\_\_ the discount offered for the Supply of the books to the Library of Govt. Polytechnic Samba are as under:

Publication	Percentage of Discount Offered by Vendor in Figures	Percentage of Discount Offered by Vendor in Word
Textbooks of three Year Diploma Courses in Civil, Automobile and Electrical as per syllabus		
Reference books( Indian)		
Reference Books (Foreign)		

The discount rate remains valid till the expiry of Empanelment Period.

Date:

Place:

Signature and Seal of Firm

Address

Email

Mobile No.

  
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**DECLARATION/UNDERTAKING**

**(To be provided on the letter head of the firm)**

I/We declare that the firm is neither blacklisted by any central/state/PSU nor any criminal case registered against the firm/ partners. I/We \_\_\_\_\_ (name of the Director, proprietor/partners or their authorised representative) do hereby declare that the entries made in this Application form are true and correct to the best of my/our knowledge and I/We shall be bound by the acts of duly constituted authority.

Mr. \_\_\_\_\_ is the authorised representative of this firm who has signed this form and declaration on behalf of the Firm.

I/We also under take the responsibility to communicate all subsequent changes in the constitution or working of the Firm, affecting the accuracy of the facts, stated above.

Place

Date

Signature and Seal of Firm

Name

Address

Mobile No.

Email



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