

Annexure-I

APPLICATION FORM

**(Empanelment of Vendors for supply of Books, Periodicals/Publications for the year
2025-26, 2026-27)**

1. Name of the Firm/Vendor: _____
2. FPBAI Registration No. : _____
3. Name of the Proprietor: _____
4. Name of the Partner (if any): _____
5. PAN/GST No. of the Firm/Vendor: _____
6. Address: _____
7. Mobile No.: _____ Phone No. _____
8. Name of the three reputed clients among the institutions of the higher learning like College, Universities etc. served by the vendor as book supplier during last three years
 - i) _____
 - ii) _____
 - iii) _____

(Copies of the satisfactory performance certificates from the above – mentioned institutions need to be attached)

9. Security deposit details:

- a) CDR No. _____
- b) Dated _____
- c) Rs _____
- d) Drawn on _____

10. Bank Details

- a) Name of the Bank _____
- b) Branch _____
- c) Account Number _____
- d) IFSC Code _____

11. Discount Offered: _____ (Both
in figures and words)

Note: Cutting in writing is not acceptable

Declaration:

I/We do hereby declare that entries made in this application form are correct and true to the best of my/our knowledge and belief. Further, we accept all the terms and conditions of empanelment.

Date: _____

Seal & Signature of the Firm/Vendor

Enclosures:

Eligibility Criteria

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

1. Book seller/Vendor/Publisher must be a service provider to at least three premium institutes of higher education of J&K UT during the last three years.
2. Registration with Federation of Publishers and Booksellers Association of India (FPBAI).
3. Permanent Account no. (PAN) issued by the Income Tax Department.
4. Evidence of Income Tax clearance for the last three assessment years i.e., (2023-24, 2024-25, 2025-26)

TERMS AND CONDITIONS

The firm/vendor which applies for empanelment should fulfil following conditions:

1. The period of empanelment shall be for the financial year 2025-26, 2026-27.
2. The firm/vendor has to supply books to the college offering a – uniform discount rate that shall be communicated once firm is empanelled by the college.
3. The books without price proof shall not be accepted.
4. Rate printed/written on stickers shall not be accepted. Books with printed price shall only be accepted.
5. The latest edition of books shall only be accepted.
6. Any loss/damage caused to the supplied consignment during transit shall be the sole responsibility of the supplier. The cost of packing /freight charge/loading/unloading etc. at the ends shall be borne by the supplier.
7. Payment of books shall be made after proper verification of each title and author by the concerned HOD/Teacher/Librarian.
8. Security deposit in the form CDR amount to Rs. 5,000 /- only should be pledged to the Principal Government Degree College Paloura. Security deposit in the shape of Cheque/ Cash shall not be accepted.
9. The supply is to be made within 15 days from the date of issuance of supply order failing which firm may be penalized by the college.
10. Conversion rate for the foreign currencies as recommended/approved by goods Office Committee, New Delhi shall be enforced.
11. Orders will be placed by Principal and it will be discretion of his/her to place order to any empanelled supplier. There will be no objection from other empanelled suppliers in this regard.
12. All the pages of the empanelment documents are to be signed and stamped by the firm and to be submitted along with the application from and self –attested copies of documentary.
13. The bill in triplicate should be raised in the name of Principal, Govt. Degree College Paloura.
14. The college reserves the right to modify any condition enumerated or arising out of this notice without assigning any reason thereof.

Note:

- ❖ Absence of any of the above – mentioned documents shall render the supplier ineligible for the empanelment.
- ❖ All the vendors who accepted the above term and conditions may submit their Expression of Interest (EOI) through Annexure-I on uniform rate of discount for supply of books in a sealed envelope in bold letters EXPRESSION OF INTEREST at mailing address of college.