

APPLICATION FOR EMPANELMENT AS BOOK SUPPLIER FOR
FINANCIAL YEAR 2022-23

1. Name of the firm _____
2. Current Registration No. of Federation of Publishers and Book sellers Association of India (FPBAI) _____ (Attach Copy)
3. Name of the proprietor _____
4. Name of the partner(if any) _____
5. Date of establishment of Firm _____ (Attach Copy)
6. PAN/TAN of the Firm _____ (Attach copy)
7. GSTIN : _____ (Attach copy)
8. Address _____
9. Phone. No. _____ fax _____
Website _____ Cell No. _____
Email Address _____
10. Whether the firm is income tax payer _____ (Yes/No)

(Enclose copy of the up to date Income Tax clearance certificate of last of last three consecutive years).

Note:

- The intending participants will have to submit Earnest Money Deposit in the shape of Call Deposit Receipt valid at call or FDR from any Nationalized Bank/UT Owned banks for an amount of Rs. 5000/= (Rs. Five Thousand only) Pledged to the Principal, Srinagar Women's College, Srinagar, Zakura with the EOI offer in the office of the Principal, Srinagar women's College, Srinagar, Zakura..
- Offers without EMD shall be rejected
- The discount offered should be started from 25%.

DETAILS OF BANK DRAFT TO BE ATTACHED WITH THE OFFER

1. Name of the Account Holder:

2. Complete Address with Pin Code:

3. Telephone Number (with STD Code):

4. Mobile Number:

5. Email:

6. Bank Name:

7. Bank Branch Name:

8. Bank Branch Address:

9. Bank Branch IFSC Code:

10. Complete Account Number

11. Security Deposit (to be deposited along with the document)

Bank Draft No. _____

Date _____ For Rs.

5000/- (Rs. Five Thousand only) Drawn on

DECLARATION FOR SUBMISSION OF EOI

Note:-To be printed on the letterhead of the vendor(s) Supplier(s)/Distributor(s) etc.

From: - [name and Address of the vendor(s) Supplier(s)/Distributor(s)]

To:

Principal
Srinagar Women's College
Zakura

Sub: - Submission of EOI/s for supplying of books to Principal, Srinagar Women's College, Srinagar, Zakura

Madam, having examined the details given in EOI notice/Advertisement and the EOI documents for the above work, I/We hereby submit the declaration that:

- i. I/We 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 the short listing or selection of vendor(s)/Supplier(s) distributor(s) and will abide by the rules & regulation of the College in this regard.
- iii. I/We have furnished all the 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 College authority to approach individuals, employers, firms and corporations to verify our competence and general reputation.
- v. I am/We are all well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my EOI/ offer at any stage besides liabilities toward prosecution under appropriate law and blacklisting of the firm for future business.

(Signature of the Applicant(s) with full address, date and official seal)

TERMS AND CONDITIONS

1. The period of empanelment shall be for Financial Year 2022-23, which can be extended on the basis of performance which will be decided by the College.
2. The Book Suppliers who would seek exemption from depositing the CDR/FDR under the GFR 2017 shall have to submit the Performance Security Deposit to the tune of Rs 5000/= along with their offers, which shall be retained by the College till the empanelment is over.
3. Mere turning out in the "list of empanelled suppliers" does not mean that the College is bound to place supply orders to the vendor but will be the sole discretion of the college and will also depend upon the requirement and availability of funds.
4. The college will provide opportunity to all the empanelled vendors to supply the books. In case, any firm fails to supply the books within the stipulated time, his supply order shall be cancelled and the firm shall cease the opportunity to get another supply order. Besides he will be blacklisted and the CDR shall be forfeited. The College may empanel more than one supplier and shall be free to purchase books through any one or more of them at the quoted/agreed/highest discount.
5. Supply order, in no case, should be split. All specified books are to be delivered on time. Damaged Books in no case will be accepted. Latest editions only shall be supplied unless ordered otherwise. Vendor is bound to supply Indian book within 15 days and foreign books within 25 days from the date of supply order, failing which the empanelment contract shall stand cancelled.
6. In each supply order the minimum books to be delivered shall be 75%.
7. Only Paper Back (PB) books shall be supplied, however, if books of a particular title are not available in PB format, HB format will be accepted once the supplier submits the formal communication regarding this (certificate from the concerned publisher is required).
8. The prices quoted in the bill shall be verifiable. Tampering or misquoting of Prices in the bill shall render the supplier liable for blacklisting and other action as per rules.
9. The vendor will have to give the following certificate on the bills: -
 - a) In case of foreign edition, a certificate would be required stating that "Indian reprint/edition is not published".
 - b) When low price editions/paperback edition are not supplied a certificate would be required stating that "No low-price editions/paperback edition for the books [mentioned at S. No. --, --, 1] are available
10. Only Goods Office Committee conversion rates should be followed for foreign books.
11. The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of prices charged. Book suppliers have to attach documentary evidence i.e. a copy of original publisher's invoice duly signed by them for the price(s) proof in case of foreign/Indian publications where price of the book(s) is not printed. No other documents such as copy of Books in Print, website price, printed Catalogues price list, price proof issued by the local book suppliers or distributors will be entertained.
12. The EMD shall stand forfeited without any further notice to the participant, if He/She indulges in any undesirable practice or malpractice against college and the performance is unsatisfactory.
13. Security deposit will be returned to the supplier after the expiry of the empanelment period. However, in case of unsatisfactory performance during the Empanelment Period, security deposit will be forfeited.
14. The Principal reserves the right not to empanel any supplier/ distributor/ publisher/ vendor, select or reject any book and the right to cancel any order at any time, and to modify/ amend any clause of the terms and conditions.

Signature of partners / Proprietors with seal

Date_____