



Prof. (Dr.) Anupama Gupta  
Principal

OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE, MARHEEN

प्रधानाचार्य कार्यालय  
राजकीय स्नातक महाविद्यालय मढ़ीन



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No: GDCMN/26/ 649

Dated: 08-09-2026

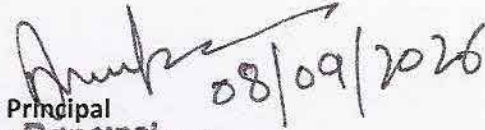
To  
Information Officer  
District Information Department  
Kathua

Subject: Publication of EOI in Electronic and Print Media.

Respected Sir,

You are requested to publish the Expression of Interest (EOI) in the leading newspaper of the UT (J&K). The EOI invitation letter is attached for further necessary action at your end please.

With regards,

 08/09/2026

Principal  
Govt. Degree College  
Marheem

Copy to:

1. Dispatch file for record.

**GOVT. DEGREE COLLEGE MARHEEN**

**Invitation for Expression of Interest (EOI) for supply of Books to College Library of  
GDC Marheen**

Subject: Govt. Degree College Marheen invites sealed Expression of Interest (EOI) for Empanelment of reputed book publishers/Suppliers/ Vendors for the procurement /supply of books to the college for the financial year 2026-27.

Application must be submitted along with CDR of Rs. 5000/- (Five thousand only) pledged in favour of Principal, Govt. Degree College Marheen should reach in the office of the Principal within ten days from the date of publication of EOI in the newspaper. Eligible Criteria, Terms & Conditions, Application form and list of Books shall be obtained from College website ([www. Gdcmarheen.edu.in](http://www.Gdcmarheen.edu.in)). In case there is holiday on tenth day, the next working day shall be considered for the submission of tender documents.

Kindly read the instructions, eligibility criteria, general terms and conditions have already been uploaded on the college website.

  
Principal

Govt. Degree College  
Marheen

09-09-2026

## SPECIAL TERMS AND CONDITIONS

You are required to adhere to the below mentioned 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 be applicable to all the eligible book suppliers/vendors. In case the vendors/suppliers/distributors offer the same discount, then the order of books shall be divided equally among the vendors.
2. **Edition of Books:** Only latest editions shall be supplied.
3. **Order Acknowledge:** The order should be acknowledged within 15 days from the date of order.
4. **Book Supply Time:** The maximum time limit for supplying Indian books is 15 days and foreign books are 30 days.
5. **Black Listing Vendor:** In case of non-supply of books within the stipulated time for successively three times, the vendor will be removed from the empanelment and blacklisted for future supply.
6. **Order Cancel:** Order would be treated cancelled, if the books are not supplied within the prescribed period.
7. **Price Proof:** The supplier shall provide "Publisher Price Proof / Publisher's Catalogue" along with the supply of books in support of the price not printed on books.
8. **Transportation Charges:** Books must be supplied to the Library with No Transportation charges and No other/extra charges are admissible.
9. **Payment:** The final payment shall be made in Indian Rupees within STIPULATED TIME from date of receipt of the invoice, Through Online Mode in favor of your agency as per your invoice/s. The Final Invoice/s in triplicate shall be submitted along with a Photocopy of your agency's PAN card/GST details /Bank account details for the payment.
10. **Replacement Copy:** In case of books, if any, received in mutilated/torn condition shall be replaced with a fresh copy.
11. **Billing Address:** The bill(s) is /are to be addressed in the name of "Principal, Govt. Degree College Marheen".
12. **Arbitration:** In case of any dispute, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which appropriate court at Hiranagar will have the jurisdiction to adjudicate upon the matter.
13. **Modifications:** The College reserves the right to modify /change/delete/add any further terms and conditions .
14. **Contact:** For any query send an email on [gdcmarheen@gmail.com](mailto:gdcmarheen@gmail.com).
15. All the vendors who accepts the above terms and conditions may submit their Expression of Interest (EOI) through ANNEXURE 1 on uniform discount for supply of books in a sealed envelope at mailing address.

**OFFICE OF THE PRINCIPAL  
GOVT. DEGREE COLLEGE MARHEEN**

Annexure -1

**Application Form for the Empanelment of supply of Books/Periodicals/Publications for the year 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. Email Address: \_\_\_\_\_
9. 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) \_\_\_\_\_

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

10. Security deposit details:

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

11. Bank details:

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

12. 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:

**EXPRESSION OF INTEREST (EOI)  
FOR EMPANELMENT OF REPUTED BOOK  
SELLERS/SUPPLIERS/VENDORS FOR FINANCIAL YEAR 2026-27**

The Principal of Govt. Degree College Marheen invites 'Expression of Interest' for Empanelment of reputed book publishers/Suppliers/ Vendors for the procurement /supply of books to the college for the financial year 2026-27.

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 absence of any of them will render the vendor /supplier's ineligible for empanelment.

1. Book Publisher /Suppliers/Vendors must be a regular service provider to at least one premium government institute of Jammu & Kashmir UT for Higher Education.
2. Registration of Federation of Publishers and Booksellers Association in India (FPBAI)
3. Permanent Account No (PAN) issued by the Income Tax Department.
4. Evidence of Income Tax clearance certificate of atleast three consecutive years.
5. Book sellers should be sole proprietorship Certificate.

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

**GENERAL TERMS AND CONDITIONS**

1. The applications received after the due date and time will not be considered by the college.
2. All the pages of empanelment documents are to be signed and stamped by the firm along with the application.
3. The application must be submitted along with CDR of Rs. 5000/- (Five thousand only) as security deposit drawn from any Jammu and Kashmir Bank Ltd. in favor of Principal Govt. Degree College Marheen and Security deposit will be returned to the Suppliers after the expiry of the empanelment period. However, in case unsatisfactory performance during the empanelment period, security deposit will be forfeited.
4. The College reserves the right to reject or accept any offer without assigning any reason or cancel or withdraw the notice.
5. Firms exempted from EMD under Govt. of India/J&K Govt. procurement rules shall submit a valid exemption certificate along with the EOI.
6. The reference to the Goods Office Committee (GOC) may be read as being applicable in accordance with the prevailing rules, regulations and instructions of the Government, as amended from time to time.