



**GOVERNMENT POLYTECHNIC COLLEGE ANANTNAG**

**Larkipora Dooru, Anantnag, J&K -192211**

**E-mail:- [govtpolyanantnag@gmail.com](mailto:govtpolyanantnag@gmail.com) Phone/Fax: 01932-24166**

**Website: [www.govtpolyanantnag.org](http://www.govtpolyanantnag.org)**

The Joint Director,  
Information,  
Srinagar.

No: GPCA/F-101/7919  
Date:- 07/06/2024

Subject: Request to publish the EOI in local dailies newspapers at least (03 No)

Sir,

In reference to the above quoted subject it is requested to your goodself to publish Expression of interest for Empanelment of book suppliers in at least 03 leading National/local newspapers for wider publicity.

Thanking you

Yours faithfully,

*[Signature]*  
Principal  
Govt. Polytechnic College  
Anantnag



Copy to

1. Director, Skill Development Department J&K for favour information.



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## Expression of Interest for Empanelment / Registration of Book Suppliers



Applications are invited from reputed publishers/ Book sellers/vendors/ Distributors to seek Empanelment as authorized vendor for supply of books to the Govt. Polytechnic College Anantnag for the financial year 2024-25

S.No	Particular	Amount
1	Last date and time of receiving applications	20-06-2024, 4 PM
2	Address and communication	Govt. Polytechnic College Larkipora, Anantnag-192211
3	E-mail address and Website Address	<a href="mailto:govtpolyanantnag@gmail.com">govtpolyanantnag@gmail.com</a> <a href="http://www.govtpolyanantnag.org">www.govtpolyanantnag.org</a>

The applications from for empanelment along with detailed terms and conditions, (Annexure-A) and Empanelment criteria (Annexure-B) can be downloaded from the Govt. Polytechnic College Anantnag website or can be collected from the office of the principal. In case of the date of receipt happens to be non-working day, the applications shall be received on the next working day.

### Instructions for applicants

1. The interested Publishers/Book Seller/Vendors/Distributors should submit applications (Annexure-A, Annexure-B) in sealed envelope super scribing "Application for Empanelment as Book Supplier to the Govt. Polytechnic college Anantnag".
2. The application and annexure should be signed by the authorized person and his full name and designation should be indicated below his signature along with the official seal of the Firm
3. Incomplete and conditional applications shall be rejected

  
Chairman D.P.O. Principal  
Govt. Polytechnic College  
Anantnag  


No: GPCA/F- 102/ 7920

Dated: 07/06/2024



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### Annexure-A

#### **TERMS AND CONDITIONS FOR THE SUPPLY OF BOOKS FOR THE FINANCIAL YEAR 2024-25**

1. Supply of books (F.O.R. Govt. Polytechnic college Anantnag) will be made only by Registered Post/Courier or through messenger at the cost of Firm/Agency.
2. A minimum discount for the purchase of books has been fixed as **15%** on the publisher's price except Govt/Society/institutional publication for the financial year 2024-25
3. Books shall be supplied in appropriate physical condition. Damaged/Defective copies shall not be accepted and will be returned at the cost of Firm/Agency
4. The books must be supplied within 30 days, failing which the order will be treated as cancelled.
5. Only latest editions of books are to be supplied except mentioned, otherwise, the price charged must be according to Publishers catalogue.
6. The bill should be accompanied with price proof wherever the price is not printed on the book.
7. The following certificates/essential numbers shall be recorded on the bill
  - a. PAN/TAN Number of the Firm/Agency
  - b. Latest editions are supplied
  - c. Approved discount is applied on the purchase order.
8. Tagged prices on the books are liable to be rejected.
9. Discount on the total bill will be accepted.
10. The supplier shall undertake to refund the amount, if charged in excess than the approved price of the books.
11. The payment shall be released after the receipt of books and their technical verification/accessioning by the Govt Polytechnic College Anantnag
12. Firm has to submit the bills in triplicate quoting supply order No. & Date
13. The Principal, GPC Anantnag reserves the right to withdraw/cancel/reject/modify order without assigning any reasons
14. in case of any dispute, jurisdiction for legal proceedings shall be restricted only to the Court at Anantnag/Srinagar, J&K UT
15. No applications/litigation will be entertained after cutoff date. The applicants are advised to apply well before cutoff date.

No: GPCA/F-102/

Date: 07/06/2024

  
Chairman DLPC/ Principal  
Govt. Polytechnic College  
Anantnag



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**Annexure B**

**FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF PRINTED BOOKS**

S.No	Details	Response
1	Name of the firm	
2	Date of establishment (Attach Proof)	
3	Address (attach valid Proof)	
	E-mail	
	Telephone No.	
	Mobile No	
	Website	
4	Constitution of Firm (Please Tick)	Proprietor/partnership/Directors/Managing Directors of Company
5	Name of the owner(s) Mobile No	1. 2. 3.
	Email	1. 2. 3.
	Mobile No	
6	Whether you are an Income Tax payee? If yes, please submit a copy of the Income Tax return filed for last three consecutive years during the previous three years	1. 2. 3.
7	PAN/TAN (Copy attached)	
8	Bank details of vendors/suppliers/distributors	a) Name of the Bank b) Address c) Bank A/C No. d) Name of the acct holder e) IFSC code f) MICR Code g) Date of opening of A/C h) T

**\*Note:** Only those firms which are registered with book federation of India are eligible to apply



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## DECLARATION/ UNDERTAKING

Principal,  
Govt Polytechnic College,  
Anantnag

Respected Sir,

After examining the Terms and Conditions and Criteria for Empanelment, I/We, the undersigned, am/ are pleased to offer my/our application for empanelment as Books/Supplier/Vendor/Distributor for supplying books to the Govt Polytechnic College Anantnag in conformity with the expression of Interest/empanelment notice. I/We understand that any deviation/exception in any form may result in rejection of the application for empanelment as Book Supplier. I/We understand that Principal GPC, Anantnag reserves the right to withdraw/cancel/modify order without assigning any reason. I/We confirm to accept the Terms & Conditions for supply of books to Govt Polytechnic College Anantnag for the financial year 2023-24.

Signature  
Proprietor/Partner/Representative  
Of the firm with seal