



govtpolyreasi@gmail.com
govt-polyreasi@jk.gov.in
Fax / phone: 01991-244074

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC COLLEGE, REASI

BackSide, Govt. Degree College, Mari, Reasi - 182311



GPR/F-19-CSS/2025-26/899-903

Dated: - 09 -12-2025


Expression of Interest for Empanelment of Book Suppliers

Applications are invited from reputed Publishers/Book Sellers/ Distributors/ Vendors to seek empanelment as authorized vendor for financial year **2025-26** and may be extended to another year at the sole discretion of the Institute. Interested parties having requisite experience and who fulfil all the terms and conditions along with eligibility criteria mentioned in "EOI" notification at college website (www.govtpolyreasi.edu.in) are requested to submit their "EOI" with relevant supporting documents to this office

S.No.	Particular	Detail
1.	Last date receiving the application for EOI	22 -12-2025, upto 04 :00 PM
2.	Address and communication	Govt. Polytechnic Reasi Village Mari , Reasi (182311)
3.	Email and Website address	govtpolyreasi@gmail.com , govt-polyreasi@jk.gov.in www.govtpolyreasi.edu.in

General Instructions for Applicants:

- The "EOI" from eligible parties should be submitted in duly sealed cover super scribing the envelope with EOI for Empanelment for Supply of Books to Govt. Polytechnic Reasi. All necessary details including eligibility criteria, terms and conditions of purchase with application form (Annexure-1) shall be obtained from official website of the college or by hand from the office of the undersigned.
- The application and all the 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.
- The applicants are requested to read the terms and conditions carefully and ensure compliance with all instructions of the document. Incomplete and conditional applications shall be rejected.
- The applications received after the due date and time shall not be considered for the empanelment.
- **Earnest Money of Rs. 10000/- (Ten Thousand only) in form of CDR/FDR from any nationalized bank pledged in favour of Principal Govt. Polytechnic Reasi to be submitted with Application (Refundable after expiry of Empanelment period. However in case of unsatisfactory performance during empanelment period te EMD will be forfeited.).**
- The undersigned has the right to reject/accept the EOI without prior notice to the concerned.


(Er. Arun Bangotra)
Chairman DLPC/Principal
Govt. Polytechnic Reasi
Govt. Polytechnic College
Reasi (J&K)

Copy to the:-

1. The Director, Skill Development Department for information.
2. Joint Director Information with the request to get this notice published in 2-3 leading newspapers.
3. Incharge Library for information.
4. I/C College Website for uploading the notice on the College website
5. College I/C Account section for information.

GOVERNMENT POLYTECHNIC COLLEGE REASI

Annexure-I

1. SCOPE OF OFFER:-

Government Polytechnic Reasi intend to receive EOI for empanelment of Book Suppliers for a period of **FY 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 Reasi.

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 Chattered 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 Reasi reserves the right to reject the application for EOI 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 Reasi) 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 rejected from the empanelment.
- Books shall be supplied in appropriate physical condition. Damaged/Defective copies shall not be entertained and will be returned at the cost of Firm/Agency.



- The books must be supplied within stipulated time frame (maximum 30 days) 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.
 - ❖ PANTAN 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 committee of Govt. Polytechnic college Reasi.
- The Principal Govt. Polytechnic Reasi 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 Reasi/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.: GPR/F-19-CSS/2025-26/899-903
Date:-09-12-2025


 Chairman DLPC/Principal
 Govt. Polytechnic Reasi
 Govt. Polytechnic College
 Reasi (J&K)

TECHNICAL PROPOSAL
(On the letter head of Firm Company)

With reference to EOI No:- GPR/F-19-CSS/2025-26/899-903, Dated:- 09-12-2025 of Government Polytechnic College Reasi (J&K)


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

Place:
Dated:

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.]


Principal
Govt. Polytechnic College
Reasi (J&K)

FINANCIAL PROPOSAL
(On the letter head of Firm Company)

With reference to EOI No:- GPR/F-19-CSS/2025-26/899-903, Dated:- 09-12-2025, the discount offered for the Supply of the books to the Library of Govt. Polytechnic College Reasi 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 Computer, Mechanical and Electrical as per latest syllabus (NEP 2020)		
Reference books (Indian)		
Reference Books (Foreign)		

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

Dated:


Place:

Signature and Seal of Firm

Address

Email

Mobile No.


Principal
Govt. Polytechnic College
Reasi (J&K)

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 authorized 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 authorized representative of this firm who has signed this form and declaration on behalf of the Firm.

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


Principal
Govt. Polytechnic College
Reasi (J&K)