



**THE ISLAMIA COLLEGE OF SCIENCE AND COMMERCE,  
SRINAGAR, KASHMIR.  
(UGC AUTONOMOUS/CPE COLLEGE)  
NAAC RE-ACCREDITED GRADE "A"**

**Maulana Rasool Shah Memorial Library  
Islamia College of Science and Commerce**

**(NAAC Accreditation- Grade "A" (CGPA=3.27)  
Hawal, Srinagar Kashmir-190002**

**Invitation for Empanelment of Book Suppliers**

Applications are invited for empanelment of book suppliers from registered suppliers, distributors, publishers for supply of books at Maulana Rasool Shah Memorial Library and departmental libraries of Islamia College of Science and Commerce, Srinagar. The duly filled application form on prescribed format along with necessary documents are required to be submitted in the sealed envelope by 2.00 PM of 15-10-2018 to the:

**Principal  
Islamia College of Science & Commerce,  
Hawal, Srinagar-190002.**

The complete application must be supported by the following duly signed documents:

1. Format of Covering Letter.-----Annexure-A
2. Proforma for " Application for empanelment of book suppliers"- Annexure- B
3. Terms and conditions for supply of Books duly signed and accepted.—Annexure-C
4. Documents with reference to points,5,6,8,9,10,11,13,14,15,16--of Annexure-B
5. Affidavit by the book supplier that the firm has not been blacklisted/debarred by any public organisation/University /Institution.
6. A Demand draft of Rs.40,000/= (Rupees Forty thousand only) from any Nationalised/ Scheduled Bank as security Deposit (Refundable) and demand draft of Rs.1,000/-(non-refundable) towards the application fee.

The decision of the Principal, Islamia College of Science and Commerce on empanelment shall be final and binding on all the applicants.

**Prof.(Dr.) Yaseen Ahmad Shah  
Principal**

**ANNEXURE- A**  
**Format of covering Letter**

(To be submitted by the Book Suppliers along with the application for empanelment.)

The Principal,  
Islamia College of Science & Commerce,  
Hawal, Srinagar.

Sir/Madam.

Having studied the advertisement including the Annexures, I/we offer to arrange to supply the books required by the Maulana Rasool Shah Library and departmental libraries of the Islamia College of Science & Commerce, Srinagar in conformity with the said document. I/we enclose herewith the completed and duly signed following documents:-

1. Application for empanelment of book suppliers.
2. Signed terms and conditions.
3. Documents with reference to point No 5,6,8,9,10,11,13,14,15,16--- of the Application.
4. Demand draft of Rs.40,000/- (Rupees Forty thousand) towards Security deposit issued by  
-----Bank and payable to Principal, Islamia College of Science  
& Commere, Srinagar.
5. Demand Draft of Rs.1,000/-(Rupees one thousand) towards application fee issued by the  
-----Bank and payable to Principal, Islamia College of  
Science & Commere, Srinagar..

If my/our application is accepted, I/we undertake to supply/arrange to supply the books as ordered by you in accordance with the terms and conditions specified in the document.

I/We understand that you are not bound to accept any application you may receive and just bears the minimum eligibility.

I am duly authorised to Sign the letter for and on behalf of

(Name and address of the Supplier)

Dated this-----day of-----2018.

(Signature).

(In the capacity of-----)

**ANNEXURE-B.**

**Maulana Rasool Shah Memorial Library  
Islamia College of Science and Commerce**

**(NAAC Accredited "A" Grade College)  
Hawal, Srinagar Kashmir-190002**

**APPLICATION FOR EMPANELMENT OF BOOK SUPPLIERS FOR YEAR 2018-19**

**{Kindly go through the attached terms and conditions before filling the Application Form.}**

- 1. Name of the Firm/company.** -----
  
- 2. Address of Head office.** -----  
**Branches** -----
  
- 3. Telephone No.** -----  
**Mobile No.** -----  
**Fax No.** -----  
**E-mail address.** -----  
**Web site if any.** -----
  
- 4. Kind of Proprietorship.** -----  
**a) If Limited concern, name of** -----  
**Directors and Managing** -----  
**Director.** -----  
  
**b) If single owner, name and** -----  
**address of the proprietor.** -----

c) If partnership, name and -----  
Address of the partners. -----

5. Is your firm registered under:

a) Indian companies -----  
Act,1956( Attach a certificate -----  
Of Registration and Articles -----  
Of Association) -----

b) Indian /J&K partnership Act -----  
(Attach certificate of Registration -----  
Or copy of registered partnership -----  
Deed) -----

6. Are you a distributor/dealer/ -----  
Stockist/ Exclusive/ preferred -----  
Agent of the publisher. -----  
If, so , please submit the authority -----  
Letter from the publisher. -----

7. Are you publisher, If so, Please -----  
Mention the area of publication. -----

8. Are you a member of State/National -----  
Association of book suppliers, if so, -----  
Attach a copy of membership. -----

9. Whether Income Tax Payee, if so -----  
Attach Last three years income -----  
Tax returns. -----

- 10. General sales and Service Tax** -----  
Registration details. Attach copy -----  
of GST certificate. -----
- 11. Bankers details ( A certificate** -----  
**Issued by the bankers be attached)** -----  
a) Bankers Name -----  
b) Address. -----  
c) Account No. -----  
d) Date of opening the Account. -----
- 12. Reference of any other Library of** -----  
**National reputed organisations/** -----  
**Central university with whom** -----  
**You are registered.** -----
- 13. Have you supplied the** -----  
**Publications to the Library of** -----  
**National repute in last three** -----  
**Years, if so, attach a copy of the** -----  
**Latest purchase order.** -----
- 14. Annual Turnover of the firm** -----  
**With documentary evidence.** -----
- 15. PAN card details of the Firm.** -----  
**(Attach a copy of PAN card of** -----  
**the Firm.)** -----
- 16. Aadhar card details of the Directors/** -----  
**Partners/ proprietors of the Firm.** -----  
**(Attach a copy of Aadhar Card)** -----

**DECLARATION.**

**I/We------( name of the Director, proprietor/partners or their authorised 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 authorised representative of this firm who has signed this form and declaration on behalf of the Firm.**

**I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the Firm, affecting the accuracy of the facts, stated above.**

**Date. / / 2018.**

**Signature of the proprietor/partner  
/director/orauthorised representative  
With Seal of the Firm.**

## ANNEXURE - C

### TERMS AND CONDITIONS FOR SUPPLY OF BOOKS

1. The empanelment of Book Suppliers will be valid for the year 2018-19. The validity may be extended for another year subject to such terms and conditions as may be specified by the Library Committee/Islamia College Srinagar.
2. Incomplete or wrong information will disqualify the book supplier at any time.
3. The Principal reserves the right to Accept or reject any or all offers for supply of books and his decision shall be final in all cases in respect of acceptance or rejection of the offers.
4. The supply order consists of publications as per the bibliographic details mentioned therein and all other components (CD's etc) those which come bundled with, should automatically be provided by the book supplier.
5. Price.
  - a) Price should be charged as per publisher's invoice and latest catalogue.
  - b) Proof in support of the price charged should be attached along with the bills.
    - 1) Foreign edition-publisher's invoice and catalogue,
    - 2) Indian Edition- Publisher's catalogue)
  - c) Price should be for Ex- site i.e. Maulana Rasool Shah Memorial Library, Islamia College Srinagar.
  - d) GOC Conversion rates prevalent shall be considered for conversion.
6. The acceptance of the order should be made by the book supplier within seven days of the dispatch of the supply order.
7. The supply of the accepted order should be made by the due date (normally within 2 to 4 weeks) for the books available in the market and within 4-6 weeks for the books which are to be imported)
8. The books supplied should be in good condition without any defects. . The rejected publications should be removed within 15 days by the suppliers at his/their own risk and cost.
9. Payment will be made only after inspection of the publications by the Library or any person authorised.
10. Unless otherwise mentioned, only the latest edition of the publication shall be supplied (evidence of the currency of the edition published by the publisher must be supplied with the bill)
11. Pre-receipt bills are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be signed by the authorised Signatory.

12. The Bill(s) is/are to be addressed to the Principal, Islamia College of Science & Commerce, Hawal Srinagar.
13. All entries in the bill should be typed or neatly hand written in the format acceptable to the Library.
14. Books of foreign edition shall not be supplied when an Indian Edition/reprint has already been published.
15. Where low price editions are available, the lowest priced edition/paper-back should only be supplied.
16. Discount Structure: - A discount of 20% is fixed for all the latest edition books (foreign as well as Indian).
17. In case of publication belonging to short discount or no discount categories (Government/Society publication), a separate certificate to this effect should be given with the bill.
18. The Book supplier will have to give the following certificates on the bills:-
  - a) The price has been correctly charged in accordance with the publisher's invoice and the Publisher's catalogue.
  - b) In case of foreign edition a certificate will be required stating that "Indian reprint/edition is not published"
  - c) When low price editions/paperback editions are not supplied, a certificate will be required stating that "no low price edition/paperback edition for the books (mentioned at S.No-----) are available.
19. A firm shall have to submit a pay order/Demand Draft of an amount of Rs.40,000/- from any Nationalized Bank/Schedule bank as security payable to Principal, Islamia College of Science & Commerce, Hawal Srinagar. The security deposit shall remain with Principal, Islamia College of Science & Commerce till the contract remains in force.
20. If at any time it is found that the information provided by the Book Supplier in any form about publications, services and related matters resulting losses in any form to the College, the Principal, Islamia College of Science & Commerce reserves the right to forfeit the same from the security deposit
21. The book supplier will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for new and other publications..
22. Penalty of 10% of the cost of unsupplied books from the accepted orders of the books shall have to be paid by Book Supplier.
23. The empanelment of book supplier does not confer him/them any right to claim for the supply order from the Principal, Islamia College of Science & Commerce, Hawal Srinagar. However, the college shall take good care to accommodate empanelled book suppliers as per the norms of justice.



24. In case of any dispute or difference of any kind shall arise between the Principal, Islamia College of Science & Commerce and the Book Supplier in connection with or relating to empanelment or supply of books, the parties shall make every effort to resolve the same amicably by mutual consultations. However, in case the parties are unable to resolve the dispute or difference by mutual consultation, the jurisdiction of the possible legal matters shall be restricted to the Srinagar courts only.

Place Signature of Partners/Proprietors  
Date (with Firm's Seal)