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Ghani Khan Choudhury Institute of Engineering and Technology
(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)
Narayanpur, Dist: Malda - 732141, West Bengal

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

EXPRESSION OF INTEREST (EOI)

Advertisement for Empanelment of Vendors for Supply of Print Books to Central Library,

Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal

Applications are invited from Firms (Publishers/Distributors/Vendors) to seek Empanelment as an authorized vendor for the supply of books to Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal for the FY 2026-2027, which may be extended further for **a tenure two years**.

The prescribed application form and the copy of the terms and conditions (Annex-I) can be downloaded from the institute website (<https://www.gkciet.ac.in/>). Any corrigendum related to this tender will also be available on this website.

Interested book sellers/vendors/suppliers/agents/distributors may respond in the prescribed format, given at the end of this document, along with one copy of the requisite documents, through any mode, viz. Speed post/Registered Post/Courier/ By Hand. The envelope enclosing the documents should be marked with '**Application for Empanelment of Vendors for the Supply of Printed Books**'. The duly filled application form, along with necessary documents and fees, may be submitted latest **by 20.10.2026 (5:00 P.M.)** to the following address:

EMD	Rs- 2000/- should be deposited as Earnest money deposit (EMD) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank, or online payment in an acceptable form in favor of the Account Officer, GKCIET, Payable at Malda, West Bengal A tender that is not accompanied by such EMD will not be considered. The EMD shall be forfeited if the Firm withdraws its proposal during the period of finalization of the panel of vendors.
Security deposit	Selected Vendors should deposit a REFUNDABLE security deposit 8% of the total contract value should be deposited in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank, or online payment in an acceptable form.

Last date and time of receiving applications	20.10.2026 (5:00P.M.)
Contact Person for Communication/ Clarification	Chairman (Library Advisory Committee) Ghani Khan Choudhury Institute of Engineering and Technology Mobile: 8473983419

Annex-I

[A] TERMS AND CONDITIONS FOR VENDOR REGISTRATION AND EMPANELMENT FOR THE SUPPLY OF BOOKS

1. The Firm must have at least ten years of experience in the book trade.
2. The Firm should preferably be a member of the Federation of Publisher & Book seller Association of India (FPBAI). The membership Certificate issued by FPBAI should be enclosed.
3. The Firm should have satisfactorily supplied books to at least any three Government Universities-Central/States, in the last financial year (a satisfactory supply certificate along with order copies should be attached).
4. The Vendor should submit a copy of the Permanent Account Number (PAN)/GST No.
5. The Vendor should have a minimum annual turnover of Rs. 30 lakhs each (Rs. Thirty Lakhs Only) for the last three consecutive years. (CA certificate should be attached).
6. Selected Vendor(s) should deposit a refundable security deposit 8% of total contract value in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank, or online payment in an acceptable form drawn in favor of 'Account Officer, GKCIET, Payable at Malda, West Bengal' and payable at Malda. This amount will be retained by the Institute without any interest liability till the duration of the agreement. The refund will be processed after the end of the tenure of the Vendor ship, provided there are no outstanding issues.
7. No interest will be paid either on EMD or security deposit.
8. The security deposit will be forfeited if the Vendor/Supplier fails to comply with the terms and conditions of this agreement.
9. The terms and conditions for vendor ship registration can be amended by the Library from time to time with the recommendations of the Library Advisory Committee and the approval of the Competent Authority. The same is binding to the registered vendors.
10. The Library Advisory Committee (LAC) reserves the right to amend terms and conditions for vendor ship, recommend or reject any or all the books vendors and the same is binding to the vendors. The decision of LAC will be final in all cases and no explanation will be given.
11. At any given point, if any of the documents furnished by the vendor(s)/supplier(s) are found to be false, it would be deemed a breach of terms of the contract, making the Firm liable for legal action besides termination of Empanelment.
12. The application should be signed by an authorized signatory of the Vendor (s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the Firm.
13. Strict discipline is expected to be maintained concerning application for Empanelment. No canvassing or repeated communication should be made with the Library. Failing to maintain this

discipline, the applicants are liable to be blacklisted by the Institute.

14. The applications received after the due date and time will not be considered.
15. Incomplete and conditional applications will not be considered.
16. The applications will be scrutinized and shortlisted for Empanelment by the Library Advisory Committee. As required, the shortlisted vendors will be informed by email and/or by regular post for further procedure.
17. The Institute reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidder's rests with the Institute on its selection criteria. The decision of the Competent Authority on any dispute related to the selection of the Vendor (s) for the supply of book(s) shall be final and binding.
18. The Competent Authority reserves the right to place/cancel/split the order amongst various suppliers without assigning any reason thereof.
19. All matters of the dispute will be subject to the legal jurisdiction of the courts at Malda only.
20. An affidavit rose on notarized non-judicial stamp paper of Rs100/-(Rupees Hundred only) claiming for not being ever debarred/blacklisted) (not more than two months old) should be enclosed.
21. The Shortlisted Vendor (s)/distributors(s)/library supplier(s) for Empanelment is required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books" as stipulated hereunder.

[B] TERMS&CONDITIONSFORTHESUPPLYOFBOOKS

1. Book Recommendations

- (i) The selected Vendor may directly approach to faculty with the physical copy of the book(s) to get it recommended by the faculty. The Vendor should not get any book approved if the same book is freely available on the publisher's website.
- (ii) The selected Vendor should use the 'Book Recommendation Form' available in the Library for getting the books recommended by the faculty, check all the details of the books(s) filled in the book recommendation form, and if it is correct, fill all the relevant particulars of the Vendor (Name/Stamp/Price/Signature) on the form and submit it to the Library for further processing of the order.

2. Discount

The Institute follows the discount pattern given in the table below. The Vendor should offer a maximum discount on published/printed price for all books in English/Hindi language of Indian or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of a book.

Publications type- Number of copies purchase	No. of Copies	Year of Publication	Discount on printed/publisher's price)	
All books	≤3 (Less than or equal to three Copies)	Not more than three years old than the current year	Not less than 20%	
All books	≤3 (Less than or equal to three Copies)	More than three years old than the current year	Not less than 25%	
All Books	>3 (More than three copies)	Not more than three years old than the current year	Not less than 25%	
All Books	>3 (More than three copies)	More than three years old than the current year	Not less than 30%	
Reference material viz., handbooks, dictionaries and encyclopaedias,etc.	Only one copy is permissible	Always latest edition would be procured.	Indian Title/ Indian imprint of the foreign title	Not less than 30%
			Foreign Title	Not less than 25%
Government publications & Short discount titles	Publisher's price–(discount earned) + 5% handling charges on net amount (Vendor should submit open publisher's Invoice along with a certificate in this regard)			

3. Edition specifications

- (i) The latest editions of books must be supplied. Books of the latest edition should be supplied, with confirmation and approval to that effect to the Library, even though the Purchase Order may have specified an older edition. The Library prefers to procure low-priced editions; thus, if a low-priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library and, on receipt of a reply confirmation, supply the book and bill accordingly.
- (ii) By default, paperback editions of books should be supplied.
- (iii) By default, Indian editions of books should be supplied.
- (iv) In case of the unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding the supply of the available editions in lieu of the default.

4. Delivery of books

- (v) The Vendor should supply the ordered books within thirty (30) days for Indian books and sixty (60) days for foreign books from the date of issue of order. A maximum of fifteen (15) days for Indian books and fifteen days for foreign books extension limits may be allowed at the discretion of LAC chairman only under extraordinary situations.

All books must be supplied within the mentioned period, failing which, the order will automatically stand canceled and no supply will be accepted against the orders after the expiry of the period.

- (vi) The books shall be appropriately packed and delivered at the Supplier's expense & risk.
- (vii) No duplicate title should be supplied even if mentioned in the order list.
- (viii) No shop-soiled copy/Damage books will be accepted.
- (ix) The supply of books will be at the risk of the Firm till its acceptance by the Institute.
- (x) Unless otherwise specified, only the latest edition of the publication will be accepted.
- (xi) Unless otherwise specified, the Indian/paperback edition of a title should be supplied, if available.
- (xii) Foreign editions of the books will be supplied only, if the books don't have an Indian edition.
- (xiii) Books are to be supplied free of freight charges. No charges of transportation/post will be borne by GKCIET, Malda, West Bengal.
- (xiv) The publications supplied must be new and in good condition without any defects/damage.
- (xv) In the case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- (xvi) Books shall be delivered to the following address:

**Assistant Registrar, Store and Purchase
GKCIET, Malda, West Bengal 732141**

2. Invoicing procedure and Conversion Rates

- (i) Pre-Receipt bill(s) are to be submitted to the Library in duplicate(2copies) in the name of the Assistant Registrar (S&P), GKCIET, Malda, West Bengal.
- (ii) The prices in the Invoice should be indicated in original currencies.
- (iii) The Vendor will have to submit the bills of foreign books converted to Indian rupees at GOC conversion rate applicable on the billing date.
- (iv) All entries in the bill should be typed/neatly hand written in a format acceptable to the Library.
- (v) The Invoice should bear the Firm's IT PAN.
- (vi) A revenue stamp should be affixed to the original bill and should be signed by the authorized signatory.
- (vii) Titles from different POS should not be combined and supplied less than one Invoice.
- (viii) The bill should certify the following:

- a. The price has been correctly charged in accordance with the publisher's invoice/printed price.
 - b. The latest edition/ordered edition of the book(s) have been supplied.
 - c. Books supplied are not remainder/used titles.
- (ix) The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:
- a) In case of a **foreign title**:
 - i. If the cost of the book is not printed, the Vendor must submit the publisher's invoice copy of the book as price proof.
 - ii. If a foreign title is exclusively distributed by any exclusive Indian distributor, the Vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the Invoice of the sole authorized distributor as price proof.
 - b) In the case of **Indian title**: If the price of the book is not printed then the Vendor must submit the publisher's/authorized distributor's invoice copy as price proof. Publisher's Catalogue is generally not accepted as price proof.

3. Payment terms

- (i) All the payments will be made in Indian Rupee. 100% payment will be released after the supply and acceptance of books by the Institute in good condition.
- (ii) Payment will be transferred to the Vendor's account, so ECS details should also be submitted along with the bill.

4. Return of damaged books

- (i) The books supplied must have been checked against defects in collation, binding, and condition of accompanying material, viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books/CDs shall be replaced free of cost at the destination of supply.
- (ii) Books found with wrong pages/damaged condition/ old editions other than the latest editions will have to be replaced by the Supplier even after they have been stamped for accessioning. The replacement should be made by the Supplier at their own cost within fifteen (15) days.
- (iii) The wrongly supplied books must be collected within forty-five (45) days of the supply at their own cost; otherwise, the Library will have full right to enter the said book in the library record, preferably under GRATIS.

5. Condition for cancellation of released purchase orders

- a. If the empaneled distributor/supplier to whom the order has been placed fails to supply the entire

order or any part of the order within the stipulated time without providing satisfactory justification for such delay, the empaneled distributors/suppliers will be charged with liquidated damages at the rate of 0.5% per day (maximum 10%) of the value of the order not fulfilled. On reaching 10% penalty [i.e. over and above the due date of supply + 20 days (i.e. reaching maximum penalty of 10%), the order is deemed to be cancelled].

- b. If the empaneled distributor/supplier to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time without providing satisfactory justification for such delay, the empaneled distributors/suppliers will be charged with liquidated damages at the rate of 5% to 10% (maximum) of the value of the order not fulfilled.
- c. Only latest and economical editions/soft bound/paper bound are to be supplied, if not otherwise specified.
- d. The printed price on books (Indian/foreign)/ publisher's price proof will be considered as the final price of the book for all purposes. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the Books in Print or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to GKCIET in support of price verification.
- e. Supplier shall certify on the invoice/bill that the latest editions have been supplied and current prices are charged. In case hard or cloth bound editions are supplied, the vendor will certify that no other economical/soft bound/paperback editions are published.
- f. The supplier shall submit the approval memo containing the complete bibliographical details of the document(s) in original along with (electronic file, preferably in excel). The supplier should ensure that name, designation and department of recommending authority are clearly mentioned on the approval memo.
- g. The decision of GKCIET, in all the matters of procurement of books shall be final and binding on all concerned.
- h. GKCIET reserves the right to change any or all of the above terms and conditions without giving any notice or assigning any reason, as and when required. However, such notified terms and conditions will be uploaded on the website of GKCIET for the information of bidders.

**Application Form for Enrolment as Vendor for Supply of Books to Central Library,
Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal**

The Asst. Registrar (S&P)
Store and Purchase Section
Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal

In response to your advertisement for registration and Empanelment of vendors for supply of books to Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal, below mentioned, please find the duly filled details of the Firm along with the EMD and relevant documents

1.	Name of the Firm	
2.	Complete Postal Address	
3.	Telephone/Mobile No.	
4.	Email address	
5.	Date of Establishment of Firm	
6.	Name & Contact details of the authorized signatory	
7.	Registration No.of FPBAI (Also Attach Copy)	
8.	Permanent Account Number (Also Attach Copy)	
9.	GST No. (Also Attach Copy)	
10.	Bank Details	a) Name of Bank: b) Address: c) Bank Account No.: d) IFSC Code: e) MICR Code:

11.	Whether satisfactorily supplied Books to any three (03) Government Universities/ Central/State institute in the last Financial Year The copies of the purchase order (s) and satisfactory performance certificate(s) should be attached.	Yes ☐ No ☐
12.	Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):	a. 2023-24 _____ b. 2024-25 _____ c. 2025-26 _____
13.	Copy of the Income-tax return (ITRs) filed for last three (03) consecutive years.	a. 2025-26 _____ b. 2024-25 _____ c. 2023-24 _____
14.	Submit copies of the most authority letters issued by the publisher(s) for being preferred/exclusive distributor/ dealer/ stockiest/ exclusive/ agent	
15.	Details of EMD (refundable) Rs. 2000/- (Rupees two thousand only) submitted in the form of Demand Draft from any Nationalized/ Scheduled Bank in favor of the Account officer, GKCIET, payable at Malda, West Bengal	
15.	Has your Firm ever been debarred/ blacklisted for doing business with any government organization? Please furnish an affidavit raised on notarized non-judicial stamp paper of Rs 100/-(Rupees Hundred only) claiming for not being ever debarred/ blacklisted	Yes ☐ No ☐

Signature of Authorized Signatory
With Official seal

Date:

Place:

DECLARATION

1. It is hereby declared that entries made in this application form are true to the best of my knowledge and belief. Further, the above terms and conditions are acceptable to me in letter and Spirit.

2. It is here by submitted that I have gone through the eligibility criteria for Empanelment of Vendor and agree to supply books on the terms and conditions mentioned in the **Annexure I** of the advertisement available at website (<https://www.gkciet.ac.in/>) and in the office of the Central Library, Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal.

3. It is here by declared that all matters related to Central Library, Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal shall be treated as confidential & no Information shall be passed on to any person without written permission of the competent Authority.

4. It is hereby declared that I shall deposit are refundable security deposit i.e (8% of total contract value) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank, or online payment in an acceptable form, favoring Account Officer, Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal, if vendor ship of my Firm is approved.

Signature of Authorized Signatory
With Official seal

Date:

Place:

Check List

The attached documents must be arranged in the following order:

- i. EMD of Rs. 2,000 (Two Thousand only) in favor of **Account Officer, GKCIET, Payable at Malda.**
- ii. Application Form.
- iii. A copy of the Vendor's Permanent Account Number (PAN).
- iv. A Copy of the Vendor's Valid GST registration number.
- v. ITR of the last three financial years.
- vi. Certificate issued by the bank regarding bank details.
- vii. Attach copies of the most recent authority letters issued by the publishers stating the Firm as the exclusive or preferred agent.
- viii. Proof of membership of the Federation of Publishers' and Book sellers' Association of India (FPBAI)
- ix. Reference letter of a minimum of three reputed libraries with which the Vendor is currently dealing with.
- x. Audited copy of the company's annual turnover for the last three financial years.
Affidavit of not having black listing for a minimum of three (3) years, raised on notarized non-judicial stamp paper of Rs.100/- (not more)