

**Government of Jammu and Kashmir  
Directorate of Libraries and Research,  
J&K, Jammu/Srinagar**

Email ID:- [dirlibraries@gmail.com](mailto:dirlibraries@gmail.com)  
Website:- [jkpubliclibraries.nic.in](http://jkpubliclibraries.nic.in)

Exchange:- 0191-2540570(Jmu)  
0194-2482638(Sgr)

**Gist of the Notice inviting applications for Descriptive Catalogues/  
Abstracts of Books & Reading Material for the F.Y 2024-25.**

The Department of Libraries & Research, J&K invites applications for descriptive catalogues/abstracts of books and other reading material with complete bibliographic details of the titles for selection of the books for the F.Y. 2024-25 published during the last two financial years (2022-23, 2023-24) and the current financial year.

Interested publishers/ authorized suppliers of publishing houses can obtain the copy of the Notice No. 02-DLR of 2025 dated 24.01.2025 along with the application form from the office of the Deputy Director Libraries, Jammu/ Deputy Director Libraries & Research, Kashmir or download from the departmental website [www.jkpubliclibraries.nic.in](http://www.jkpubliclibraries.nic.in).

The application form complete in all respects should reach the office of Deputy Director, Libraries, Jammu/Deputy Director Libraries & Research, Kashmir either physically or through post by or before 15<sup>th</sup> of February 2025 (4:30 PM).

For any query, the following officers may be contacted:

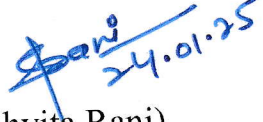
1. Ms. Ishrat Majid, Assistant Director, Oriental Research, Library (email: [adrpdeptt@gmail.com](mailto:adrpdeptt@gmail.com) :Contact No:9697970815)
2. Ms. Sabhyita Rani, Assistant Director, Libraries, Jammu (email: [adlib.jammu@gmail.com](mailto:adlib.jammu@gmail.com) :Contact No: 8716832162).

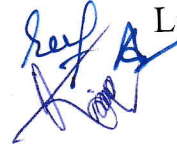
Sd/-  
**Director**  
Libraries & Research, J&K

No. DL/Adm-RRRLF(01)/2025/1723-34  
Dated: 24.01.2025

Copy to:

1. Director General, RRRLF Kolkata for kind information.
2. Director Finance, Department of Culture, Civil Secretariat, Jammu/ Srinagar
3. Deputy Director Libraries, Jammu/ Deputy Director Libraries & Research, Kashmir with the request to have the notice conspicuously displayed in all the Libraries/Reading Rooms of their respective divisions.
4. Private Secretary to Principal Secretary to Government, Department of Culture, for kind information of the Principal Secretary.
5. Assistant Directors/ Chief Librarians/ Librarians / I/c Librarians for information and necessary action.
6. I/C website with the remark to upload the copy of the notice and other details on the departmental website: [jkpubliclibraries.nic.in](http://jkpubliclibraries.nic.in).

  
(Sabhyita Rani)  
Assistant Director  
Libraries Jammu



**Government of Jammu and Kashmir  
Directorate of Libraries and Research,**

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**Notice No: 02-DLR of 2025**

**Dated: 24.01.2025**

The Department of Libraries & Research, Jammu & Kashmir invites applications for descriptive catalogues/abstracts of books with complete bibliographic details {Name of the title, author, publisher, address of the publisher, year of publication, subject, edition (paper back or hard cover), ISBN number and price etc.} from the publishers/authorized suppliers of publishing houses for selection of the books for the F.Y. 2024-25 published during the last two financial years (2022-23, 2023-24) and the current financial year.

The copy of the notice along with the application form can be obtained from the office of the Deputy Director Libraries, Jammu/Deputy Director Libraries & Research, Kashmir or downloaded from the departmental website [www.jkpubliclibraries.nic.in](http://www.jkpubliclibraries.nic.in).

1. Deputy Director, Libraries, Jammu, SRS Library, Building Kachi Chawni, Jammu - 180001	2. Deputy Director, Libraries, and Research, Kashmir, Municipal Complex, Karan Nagar, Srinagar Kashmir - 190010
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**Conditions of Eligibility:**

The intending Publisher or authorized supplier of publishing house (hereinafter called the supplier) should fulfill the following conditions of eligibility:

- The application form should be accompanied by a Demand Draft of Rs. 500/- (non-refundable) as application fee payable towards Deputy Director Libraries, Jammu/Deputy Director Libraries & Research, Kashmir.
- The supplier should have a PAN issued by the Income Tax Department and valid GSTIN registration.
- The supplier shall furnish a copy of registration with Federation of Publishers and Booksellers Association of India (FPBAI)/Association of Indian Publishers and Booksellers (AIPB), New Delhi or other state booksellers



association / other registered federations for the year in which books are to be purchased. Original certificate would be required during evaluation of the documents.

- iv. The supplier should have supplied books to the organizations/ Educational Institutions and public libraries etc. for the last three years with a satisfactory supply certificate (Last three years) from the said institutions.
- v. The supplier should have a minimum financial gross turnover of Rs. 5.00 lakh (Five Lakhs) for the last three financial years, verifiable with reference to Annual Accounts and Income Tax Returns. For this purpose, the supplier should provide a certificate duly attested by the Chartered Accountant regarding up-to-date filing of Income Tax Returns
- vi. The supplier shall furnish an affidavit duly attested by Judicial Magistrate Class-1<sup>st</sup>/Executive Magistrate Class-1<sup>st</sup> to the effect that the supplier has not been black-listed by any institution or any organization and that there is no litigation pending against him as would bar him from competing for the present procurement.
- vii. The documents annexed with the application form should invariably be submitted on suppliers letter-head duly signed and stamped by its authorized signatory.
- viii. If during evaluation of the documents, any document is found to be fake, false or deficient, the application form will be rejected, without any further notice.
- ix. Incomplete or conditional, applications or those received after the due date shall be summarily rejected.
- x. The department reserves the right to reject/cancel any or all applications without assigning any reason thereof.
- xi. No application form will be accepted after the last date/time of application which is 15<sup>th</sup> of February, 2025 (4:30 PM).
- xii. The submission of application form by a supplier doesn't entitle selection of the supplier for supply of books to the department. The final decision of selection of books will vest with the UTLLACPC.

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## Terms and Conditions for Suppliers:

A supplier selected for supply of books/reading material shall abide by the following terms and conditions:

- a. The price is charged in accordance with authorized publishers price list and/or the publisher's catalogue or price proof. Copy of each book provided with the application will be retained as a specimen copy by the department for price verification. Wherever, price of the book has been revised the bill should be accompanied with price proof e.g. distributors invoice to supplier.
- b. The titles shall have to be supplied on the graded discount fixed by Raja Ram Mohan Roy Library Foundation (RRRLF) as indicated below:

01 to 10 copies of a title	:	10% discount.
11 to 25 copies of a title	:	15% discount.
26 to 100 copies of a title	:	20% discount.
101 to 200 copies of a title	:	25% discount.
201 to 500 copies of a title	:	30% discount.
501 & above	:	35% discount.

For higher discount, if any, the decision of the UTLLACPC will be final.

- c. The supplier shall acknowledge the receipt of supply order, preferably by email within three days of the receipt of the supply order and over his ability to supply the book titles within ten days from the date of placement of supply order, failing which supply order shall be deemed to have been cancelled.
- d. Deputy Director, Libraries, Jammu/Deputy Director Libraries & Research, Kashmir will be the competent authorities for placement of the supply orders after the approval of the UTLLACPC.
- e. The supplier shall supply the latest edition of the publication along with proof of being latest edition by the publisher and bill. In case of foreign editions, a certificate will be required from the supplier averring that "Indian reprint/edition for the said book title has not been published". The price of the foreign edition, the RBI rates shall be followed for conversion.
- f. The books supplied shall have to be in perfect condition. In case, the price printed on the book is defaced, erased or changed by pasting of handwritten or printed labels, the supply shall not be entertained. Further, in case of any damage to a book, the supplier shall be bound to replace the supply.



- g. The books shall be properly packed and delivered at supplier's expense, risk and responsibility. The cost of packing/freight charges, loading/un-loading etc. from the suppliers end up-to the final delivery point in the department shall be inclusive and borne by the supplier/publisher, as the case may be.
- h. The supplier shall furnish an authorization letter issued in favor of the authorized distributor in case the books are to be supplied by the authorized distributor.
- i. If at any point of time, it comes to the notice of the department that the supplier has charged higher/exorbitant price for the books/reading material or resorted to cheating by supplying old/remaindered books and defaulted in supplying books within the permissible time limit or the information provided about publications, services and related matters is false and/or has resulted in loss to the department or in a deficient service, the department reserves the right to blacklist the said supplier along with recovery of the loss caused with penalty.
- j. The bill of cost of books and other reading material shall be preferred in triplicate in the name of Deputy Director, Libraries, Jammu/ Deputy Director, Libraries and Research, Kashmir along-with photocopy of the supply order duly signed/stamped by the authorized signatory of the department.
- k. Payment for the supply will be made only after quality inspection and verification of the publication and bills of cost by the concerned inspection/verification committee.
- l. The UTLLACPC reserves the right to place/cancel/split the supply order amongst various suppliers without assigning any reason thereof.
- m. In the event of any dispute, the matter shall be resolved amicably by the department with the supplier. If the negotiations fail to fructify, the matter shall be decided in terms of the provisions of Arbitration and Conciliation Act, 1996.

**For any query, the following officers may be contacted:**

1. Ms. Ishrat Majid, Assistant Director, Oriental Research, Library (email: [adrpdeptt@gmail.com](mailto:adrpdeptt@gmail.com) :Contact No: 9697970815)
2. Ms. Sabhyita Rani, Assistant Director, Libraries, Jammu (email: [adirlib.jammu@gmail.com](mailto:adirlib.jammu@gmail.com) :Contact No: 8716832162)

Application No. \_\_\_\_\_

(For office use only)

**APPLICATION FORM**

1. \*Name of the Publisher/Supplier: \_\_\_\_\_
2. \*Registration No. of Federation of Publishers and Booksellers Association of India (FPBAI) or Association of Indian Publishers and Booksellers (AIPB)/ Other registered Association/Federation \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*(Please enclose a copy of the Registration Certificate)

3. \*Name of the Supplier \_\_\_\_\_

4. Name of Partner (if any). \_\_\_\_\_

5. \*Date from which Establishment/Firm/Enterprise in existence \_\_\_\_\_

6. \*PAN/TAN \_\_\_\_\_ (\*Attach a copy)

7. \*GSTIN Registration No. \_\_\_\_\_

8. \*Address. \_\_\_\_\_

\_\_\_\_\_

9. \*Phone no. \_\_\_\_\_

\*Mobile No. of contact person/authorized person \_\_\_\_\_

\*Email address \_\_\_\_\_ @ \_\_\_\_\_

10. \*List of organizations/institutions (Educational Institutions, like Colleges, Schools and Public libraries etc.), the supplier has served as a book supplier for the last three years with copy of the satisfactory performance certificate from each of the three such institutions:

Ref

- a)
- b)
- c)

11. \*Whether the supplier is an Income tax payer \_\_\_\_\_ (\*specify Yes or No)? If yes, please enclose a copy of the up-to-date Income tax return filed along-with that of last three consecutive years.

12. \*Turnover of the supplier (Rs) for the last three years:

- a) 2021-22 \_\_\_\_\_
- b) 2022-23 \_\_\_\_\_
- c) 2023-24 \_\_\_\_\_

(\*Attach documentary evidence duly authenticated by Bank/Chartered Accountant/Income Tax Department)

13. Whether Application fee paid: (Yes/No)

**Self-Declaration:**

*I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the terms and conditions related to the supply of descriptive catalogues/titles are acceptable to me/us.*

Signature of the Supplier with Seal

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\*Mandatory fields



**APPLICATION FEE DETAILS**

1. Name of the Publisher/Supplier:

.....

2. Address.....

Phone number.....

3. Application Fee Details:

a) Bank Draft No. /Transaction ID.....

b) Date.....

c) For Rs.....

d) Drawn on.....

ref  
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**Signature**