J. N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR HIMACHAL PRADESH
Telephones: 01907-267199
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No.: GEC/STR/LIB/05-2012-Vol. II-Loose/- 6686-95 Dated: 18-11-2026

Notice Inviting Quotation / Proforma Invoice

Subject: Invitation for Quotation / Proforma Invoice for Supply of Harvard Business Review (HBR) Management Book Series (Boxed Sets) for Central Library, JNGEC Sundernagar.

Sir/Madam,

For and on behalf of Jawaharlal Nehru Government Engineering College (JNGEC), Sundernagar, sealed Quotations / Proforma Invoices are invited from reputed, registered book suppliers, authorized distributors, and publishers for the procurement of two (2) sets each of four(4) Harvard Business Review (HBR) Boxed Sets comprising a total of 120 books for the Central Library of this institution, as per the detailed schedule provided in Annexure-I.

You are requested to submit your competitive quotation / proforma invoice on your official letterhead, clearly stating the publisher's list price, flat percentage (%) discount offered, and the net payable landed amount. All the books included in the package will be taken as single unit and flat discount considering all books should be quoted. Consideration of bidders or suppliers will be done on the basis of net payable landed amount offered after the discount.

Sealed quotations superscribed with "Quotation / Proforma Invoice for HBR Library Books" must reach the Office of the undersigned via Registered Post / Speed Post / Hand Delivery on or before 04/12/2026 by 04:00 PM. The Quotation / Proforma Invoice shall be opened on 05/12/2026 at 11:00 AM in the presence of the bidder or their authorized representative who wishes to be present. Any further amendments, if required, shall be notified and communicated accordingly. The same shall also be made available on the official website of the College.

TERMS AND CONDITIONS

1. Only 100% original, genuine Harvard Business Review Press boxed sets in brand-new condition (latest available editions / specified ISBNs) shall be accepted. Pirated, remaindered, photocopied, or physically damaged copies will be rejected summarily and returned at the supplier's sole cost and risk.

2. Delivery must be made F.O.R. Library, JNGEC Sundernagar, District Mandi (H.P.) – 175018 within two weeks from the date of issuance of the formal Supply Order. Net offered prices must be inclusive of all packing, forwarding, freight, and transit insurance charges.

3. The quotation must be accompanied by self-attested copies of the vendor's PAN Card & GST Registration Certificate (if applicable).

4. 100% payment will be processed following physical verification and receipt of a satisfactory inspection report from the Library Committee, JNGEC Sundernagar. No advance payment or partial payment against dispatch documents will be entertained.

5. The bidder/supplier shall submit a written undertaking on their letterhead certifying that the discount offered in their quotation is their best and maximum institutional discount, and that they have not offered a higher discount (or lower net price) to any other customer/institution in the last 03 months, nor will they do so during the validity of the offer or execution of the Purchase Order.

6. The quoted net rates shall be inclusive of all packing, forwarding, freight, and applicable taxes/levies (if any); no future increase in rates shall be permitted.

7. Considering the fact that sometimes a particular book/some books is/are out of print etc., keeping this in view at least 75% of complete Book Series / Boxed Set & Edition needs to be supplied.

8. All the books included in the package will be taken as single unit and flat discount considering all books should be quoted.

9. Consideration of bidders or suppliers for the award will be done on the basis of net payable landed amount offered after the discount in INR.

10. Quotations must remain valid for a minimum period of 90 days from the submission deadline.

11. The Director-cum-Principal, JNGEC Sundernagar reserves the right to accept or reject any or all quotations, or to modify the procurement quantity, without assigning any reason whatsoever.

12. All the legal dispute will be settled within the jurisdiction of Sundernagar District Mandi, Himachal Pradesh Only.

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Director-cum-Principal
JNGEC Sundernagar
Mandi (HP): 175018

ANNEXURE-I: SCHEDULE OF REQUIREMENT & PROFORMA INVOICE FORMAT

(To be completed and submitted by the Supplier on their Official Letterhead)

Sr. No	Book Series / Boxed Set & Edition	Individual Titles Included	Qty Required	MRP/ Print/ List Price (Without Discount) (Rs.)	Flat Discount offered (Percentage):	Net Landed Amount (Rs.)
1	HBR 20-Minute Manager Series (Harvard Business Review 20-Minute Manager Ultimate Boxed Set – 16 Books) ISBN: 9781633697782 March 12, 2019 or Latest Edition (All HBR 20-Minute Manager Series)	1. Finance Basics 2. Creating Business Plans 3. Managing Up 4. Delegating Work 5. Managing Projects 6. Managing Time 7. Innovative Teams 8. Getting Work Done 9. Giving Effective Feedback 10. Difficult Conversations 11. Leading Virtual Teams 12. Presentations 13. Running Meetings 14. Performance Reviews 15. Running Virtual Meetings 16. Virtual Collaboration	2 Sets (16 Books in each set)			
2	HBR Emotional Intelligence Ultimate Boxed Set – 14 (HBR Emotional Intelligence Series – 14 Books) ISBN-13: 9781633699410 December 17, 2019 or Latest Edition	1. Mindfulness 2. Resilience 3. Influence and Persuasion 4. Authentic Leadership 5. Dealing with Difficult People 6. Focus 7. Self-Awareness 8. Happiness 9. Empathy 10. Leadership Presence 11. Purpose, Meaning, and Passion 12. Confidence 13. Mindful Listening 14. Power and Impact	2 Sets (14 Books in each set)			
3	HBR's 10 Must Reads Ultimate Boxed Set (14 Books) September 19, 2017 or Latest Edition	1. HBR's 10 Must-Reads on Leadership 2. HBR's 10 Must-Reads on Emotional Intelligence 3. HBR's 10 Must-Reads on Managing Yourself 4. HBR's 10 Must-Reads on Strategy 5. HBR's 10 Must-Reads on	2 Sets (14 Books in each set)			

		Change Management 6. HBR's 10 Must-Reads on Managing People 7. HBR's 10 Must Reads: The Essentials 8. HBR's 10 Must-Reads on Communication 9. HBR's 10 Must-Reads on Managing Across Cultures 10. HBR's 10 Must-Reads on Strategic Marketing 11. HBR's 10 Must-Reads on Teams 12. HBR's 10 Must-Reads on Innovation 13. HBR's 10 Must-Reads on Making Smart Decisions 14. HBR's 10 Must-Reads on Collaboration				
4	HBR Guide Series (16 Books Boxed Set) August 04, 2020 or Latest Edition	1. Persuasive Presentations 2. Better Business Writing 3. Finance Basics 4. Data Analytics 5. Building Your Business Case 6. Making Every Meeting Matter 7. Project Management 8. Emotional Intelligence 9. Getting the Right Work Done 10. Negotiating 11. Leading Teams 12. Coaching Employees 13. Performance Management 14. Delivering Effective Feedback 15. Dealing with Conflict 16. Managing Up Across	2 Sets (16 Books in each set)			
Grand Total						

Total Payable Landed Amount (After Discount):

In figure: Rs._____

In Words: Rupees _____Only

Signature of the vendor with stamp /seal
Name of proprietor:
Name of the firm:
Address and Phone No: