

KALIYAGANJ COLLEGE

P.O. + P.S - KALIYAGANJ, DIST.- UTTAR DINAJPUR, PIN - 733129, W.B.

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MEMO No.: KC/RUSA/E-tender/64/2018-2019

Dated : 04.03.2019

E-tenders are invited from reputed Publishers/Suppliers for purchase of Books. Price/Discount Rate should be quoted in the prescribed format (standardized BOQ format).

All the relevant documents, **Specification (Annexure-“A”)** etc. should be downloaded by the interested bidders from the website: <https://wbttenders.gov.in>. Any addendum/corrigendum/extension of validity period will be notified at the aforesaid e-Tendering portal: <https://wbttenders.gov.in>. Bidders are requested to go through the following very carefully before submission of bids. When a tendering firm submits their tender in response to this N.I.T., they will be deemed to have understood fully the contents, the requirements, terms & conditions of this tender.

LIST OF N.I.T PUBLICATION :

| SL NO | NIT NO | DESCRIPTION | DEPARTMENT |
|-------|--------------------------------------|---------------------|-----------------------|
| 1 | KC/RUSA/BENG/01/2018-19 | BOOKS | BENGALI |
| 2 | KC/RUSA/CHEM/01/2018-19 | BOOKS | CHEMISTRY |
| 3 | KC/RUSA/COMM/01/2018-19 | BOOKS | COMMERCE |
| 4 | KC/RUSA/COMS/01/2018-19 | BOOKS | COMPUTER SCIENCE |
| 5 | KC/RUSA/BOTA/01/2018-19 | BOOKS | BOTANY |
| 6 | KC/RUSA/ECON/01/2018-19 | BOOKS | ECONOMICS |
| 7 | KC/RUSA/EDUC/01/2018-19 | BOOKS | EDUCATION |
| 8 | KC/RUSA/ENGL/01/2018-19 | BOOKS | ENGLISH |
| 9 | KC/RUSA/GEOG/01/2018-19 | BOOKS | GEOGRAPHY |
| 10 | KC/RUSA/HIND/01/2018-19 | BOOKS | HINDI |
| 11 | KC/RUSA/HIST/01/2018-19 | BOOKS | HISTORY |
| 12 | KC/RUSA/LIAB & EJOU/01/2018-19 | BOOKS & E- JOURNALS | LIABRARY & E-JOURNALS |
| 13 | KC/RUSA/MATH/01/2018-19 | BOOKS | MATHEMATICS |
| 14 | KC/RUSA/PHIL/01/2018-19 | BOOKS | PHILOSOPHY |
| 15 | KC/RUSA/PHYS/01/2018-19 | BOOKS | PHYSICS |
| 16 | KC/RUSA/INST(PHYS)/01/2018-19 | INSTRUMENTS | PHYSICS |
| 17 | KC/RUSA/POLS/01/2018-19 | BOOKS | POLITICAL SCIENCE |
| 18 | KC/RUSA/SANS/01/2018-19 | BOOKS | SANSKRIT |
| 19 | KC/RUSA/ZOOL/01/2018-19 | BOOKS | ZOOLOGY |
| 20 | KC/RUSA/EAUIP(ZOOL & BOT)/01/2018-19 | EQUIPMENTS | ZOOLOGY AND BOTANY |
| 21 | KC/RUSA/INST(CHEM)/01/2018-19 | INSTRUMENTS | CHEMISTRY |
| 22 | KC/RUSA/INST(GEOG)/01/2018-19 | INSTRUMENTS | GEOGRAPHY |
| 23 | KC/RUSA/SPOR/01/2018-19 | EQUIPMENTS | SPORTS |

A. Books for Department of History:



Login by bidder: A bidder desires to take part in an e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using their login ID and password using valid DSC.

B. Eligibility of Bidder:



The bidder must be a Publisher or reputed Supplier. Certificates/Authorization must be submitted online in support of the claim.

C. Validity of Bid & Warranty: - The tendered rate shall be valid till 6 (Six) months from the date of acceptance.

D. Documents: - Bidders shall submit their Valid Trade License, GST Registration Certificates with latest return copy, PAN,PTPC, Last three years Incometax Acknowledgement with P.L & B.S & Computation, Three years turnover certificate signed by auditor and Bank details , Credentials in support of supplying books from any Govt./Govt. Aided undertaking valued at not less than Rs. 50,000/-.

E. Others: -

- i. **The bid price must be final price inclusive of packaging and transportation/delivery.**
- ii. The prospective bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during the contract period. If any deficiency / damage is found during the period as mentioned above, the Bidder shall be held responsible. The bidder may quote his rate considering the above aspect. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursed by the College.
- iii. The College authority does neither bind itself to accept the lowest price/highest discount rates of any tender nor to assign any reason thereto for non-acceptance of the tender.
- iv. The college authority has the full right to check/verify the original copy of documents submitted by the bidder at any point during the e-tendering process.

It is obligatory for the bidder that to maintain delivery schedule for supply of the ordered item. In case of delay successful bidder will be held responsible & action will be taken as per condition of tender as

laid down herein without prejudice. Any sort of plea for Part Performance / No Performance / Defective Performance against purchase order, will not be considered and this will include incidents occurring due to acts of God.

F. Payment:

✓ Tax Invoice and the Challan against the supply is/are to be sent in DUPLICATE and should invariably be submitted along with supplies.

✓ Payment shall be made after executing the order satisfactorily in all respects. However, no interest shall be paid to the firm if the payment is delayed due to whatever reasons. In no circumstances, delivery schedule should be affected & or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

Date & Time Schedule

| Sl.No. | Activities | Date & Time |
|---------------|---|---|
| 1 | Date of uploading of N.I.T. Documents in the E-tender portal of NIC : https://wbtenders.gov.in | 5th March, 2019 |
| 2 | Documents download (online) | 5th March, 2019 |
| 3 | Bid Submission Start Date (Online) | 5th March, 2019 |
| 4 | Bid Submission Closing Date (Online) | 16th March, 2019 (up to 4 p.m.) |
| 5 | Bid Opening Date (Online) – Technical Bid | 18th March, 2019 |
| 6 | Date of uploading list for technically qualified bidder (Online) | To be notified |
| 7 | Date of opening of Financial Bid | To be notified |
| 8 | Date of uploading of list of bidders along with the approved Rate | To be notified |

Bid Opening Location: Kaliyaganj College, P.O.+P.s- Kaliyaganj, Dist.- Uttar Dinajpur, PIN - 733129, W.B.

Sd/- Dr. P.K.Das

Principal
Kaliyaganj College

Instructions to Bidders

General guidance for E-Tendering:

The following are the instructions / guidelines for electronic submission of the tenders for assisting the Publisher/Authorized Dealers/Suppliers to participate in E-Tendering:

- I. **Registration:** Any Publisher/Authorized Dealers/Suppliers willing to take part in the process of E-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>.
- II. **Digital Signature Certificated (DSC):** Each Publisher/Authorized Dealer/Supplier is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above. DSC is given as a USB e-Token.
- III. The Publisher/Authorized Dealers/Suppliers can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- IV. **Submission of Tenders:** Tenders are to be submitted online to the website stated in Clause-I in two folders, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non-readable formats).
- V. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following cover (folder):
 - a) **Statutory Cover** Containing the following documents –
 - i. NIT (Online)

b) **Non-Statutory Cover** Containing the following documents –

| Sl.No. | Category | Sub-Category | Details |
|--------|-----------------|-----------------|---|
| 1. | Certificates | Certificates | Publisher/Authorized Dealer GST Registration with latest Return copy PAN PTPC with latest Challan copy IT receipt with 3 years balance sheet Credentials of supplying previously the same to the Govt./Govt. Aided undertaking |
| 2. | Company Details | Company details | Trade License Turnover Certificate last three years |
| 3. | Catalogue | Brochure | Brochure of the Publisher for each quoted item with specifications |

VI. Financial Proposal:

- a) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the website.

Opening & Evaluation of Tender:

- I. **Opening of Bid Proposal: Nodal Officer and Procurement Officer** will open the bids of the Tender in presence of the **members of Purchase & Tender Sub-Committee**.
- II. **Intending tenderers may remain present if they so desire.**
- III. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- IV. Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Purchase & Tender Sub-Committee.
- V. Summary list of technically qualified tenderers will be uploaded online.
- VI. Pursuant to scrutiny and decision of the Purchase & Tender Sub-Committee the Summary List of eligible tenderers and the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- VII. During evaluation the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Sd/- Dr. P.K.Das
Principal
Kaliyaganj College

Please see Annexure A for details.

TERMS AND CONDITIONS

1. Discount percentage to be quoted in the prescribed BOQ format should be 10% and above the estimated price. In this case separate printed MRP sheet should be attached. Price should be quoted in rupees.
2. Payment shall be made after executing at least 80% of the order in monetary terms.
3. The no. of copies of books as listed in Annexure –A shall not exceed the number specified.
4. Onsite delivery charges of the items to be supplied have to be borne by the bidder.
5. Damaged items will not be accepted.