



Dinabandhu Andrews College

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2023_DHE_466739_1

54, Raja Subodh Chandra Mallick Rd,
Baishnabghata, Garia, Kolkata, West Bengal 700084

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Notice Inviting e-Tender

NOTICE INVITING E-TENDER FOR SUPPLY OF **BOOKS** at Dinabandhu Andrews College

E-Tender No. 1/2023-24, dated 09.02.2023

For and on behalf of Dinabandhu Andrews College, online bids of **discount rates in per cent (%)** on printed price of Books are invited for purchase of **BOOKS** published by National and International publishers for different academic departments of Dinabandhu Andrews College as per the BOQ and referred to the Booklist sheet.

Name of Work: Supply of **BOOKS**.

**Sd/
Principal
Dinabandhu Andrews College**

Instructions to the Bidders

A. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the suppliers to participate in e-Tendering.

1. Registration of Supplier:

Any 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> (the web portal of West Bengal e-Tender Portal). The supplier is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each supplier is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. DSC is given as a USB e-Token.

3. The supplier can search & download NIT & Tender Documents electronically from WB e- Tender Portal once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of e-Tender Documents.

4. Participation in more than one supply:

A prospective bidder shall be allowed to participate in the supply of books either in the capacity of Proprietor or as a partner of a firm. If he is found to have applied separately in a single supply, all his applications will be rejected.

5. Submission of Tenders:

Tenders are to be submitted through online in two folders at a time for each supply, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

B. BID Submission of Tenders:

1. Technical Proposal-

The technical proposal should contain scanned copy of the following documents contained in two covers (folders).

a. Statutory Cover containing the following documents:

1. N.I.T.
2. Form- I and II

(NIT & Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid.

b. Non-statutory cover includes (to be uploaded online):

- GST Registration Certificate.
- PAN Card.
- IT Return of latest three years.
- Valid Trade License for Specific Trade of the E-Tender and latest renewal copy of the Trade License
- P-Tax Registration Certificate and its latest challan.

2. Financial Proposal-

The rate will be quoted in the BOQ. Quoted discount rate will be encrypted in the BOQ under Financial Bid. Downloaded properly and upload digitally signed.

3. Experience / Credential

The prospective bidders should have supplied books as mentioned in the BOQ prior to the date of issue of this Notice to at least three Government College / Government Aided College / State or Central University / Research Institute. At least three documents to be uploaded online.

General Terms and Conditions:

1. In the event of e-filing the intending bidder may download the tender documents from the website — <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in Sl. No.9. The documents submitted by the bidders should be properly indexed & self-attested with seal.
3. The prospective bidders should have supplied books as mentioned in the BOQ prior to the date of issue of this Notice to any Government College / Government Aided College / State or Central University / Research Institute.
4. The discount rate should be kept valid for 180 days from date of submission.
5. Defective books shall not be accepted in any case.
6. The supplier must supply the latest edition of the books.
7. The College Authority (Tender Committee) reserves the right to accept or reject any bid or/and cancel the bidding process at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders.
8. Delivery period: 30 Days from the date of placing order.
9. **The Organization/Firm must have an Office and the Organization/Firm must upload the Office details including Contact Person with Contact Number.**

10. Date & Time Schedule:

| S1 No. | Particulars | Date & Time |
|--------|---|---------------------------|
| 1. | Date of uploading of NIT & other documents (online) (Publishing Date) | 09.02.2023 |
| 2. | Documents download start date (online) | 09.02.2023 |
| 3. | Documents download end time (online) | 02.03.2023 till 12.00 Hrs |
| 4. | Bid Submission start date (online) | 09.02.2023 |
| 5. | Bid Submission closing date (online) | 02.03.2023 till 12.00 Hrs |
| 6. | Bid opening date for Technical Proposals (online) | 04.03.2023 till 12.00 Hrs |
| 7. | Date of uploading list of Technically Qualified Bidder (online) | To be notified later |
| 8. | Date of opening of Financial Proposal (online) | To be notified Later |

11. ***The Quantity of the Item(s) is always subject to change and it will depend upon the Requirement & Budget and actual required Quantity will be mentioned in Purchase Order.***
12. ***During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they have not produced the same within the stipulated time frame, their bid will liable to be rejected.***

Special terms and conditions:

1. No advance payment shall be made under any circumstances.
2. Payment will be made after satisfactory delivery of items ordered.
3. Conditional bid may not be accepted by the tender inviting authority.
4. **Delivery:** The supply of books should be made within 30 days or the time prescribed by the college as will be mentioned in the purchase order.
5. **Penalty for Late Supply:** In case of delay in delivery and installation, if any, the competent authority has the right to deduct the amount 1% of total order value and the same may be increased to maximum of 5 % of order value.
6. The quantity may be increased or decreased in the final order.
7. If the delivered book is found defective or not as per specification (Publisher/Year of Publication/Edition etc.), the supplier is bound to replace the book immediately free of cost.

Form — I
[To be furnished on Firm's Letter Head]

To
The Principal
Dinabandhu Andrews College
54, Raja Subodh Chandra Mallick Rd,
Baishnabghata, Garia,
Kolkata, West Bengal 700084

Date:

Sir,
I, the under-signed

1. do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false/incorrect/concealed the application may be rejected and no-objection / claim will be raised by the under-signed.
2. Also hereby certify that neither our firm M/S. _____ nor any of constituent partner had been debarred from participating in any tender process by any Government Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
3. would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the Department to verify this statement.
4. understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. certify that I have applied in the tender in the capacity of individual / as a partner of a firm / Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

Signed by an authorized officer of the firm

Title of the Officer

Name of the Firm with Seal & Dat

Form — II
STRUCTURE AND ORGANIZATION

1. Name of Contact Person: _____

2. **Do you have any Office?**
If Yes, provide details of Office address.
Extra sheet may be attached:

Contact Telephone / Mobile No. _____

Email. _____

3. Name and address of Banker:

Account No. _____

IFS Code: _____

MICR Code: _____

4. Brief description of the firm

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.

Signed by an authorized officer of the firm

Title of the Officer

Name of the Firm with Seal and Date