



**SAHEED ANURUP CHANDRA MAHAVIDYALAYA**

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta  
Recognized by the University Grants Commission



Tender Reference No: 48/SACM-RUSA/e-TENDER/2020/2<sup>nd</sup> Call

Date:15.02.2020

**Notice Inviting e-Tender**  
**2<sup>nd</sup> Call**

NOTICE INVITING E-TENDER FOR SUPPLY OF **BOOKS AND JOURNALS** AT  
SAHEED ANURUP CHANDRA MAHAVIDYALAYA

For and on behalf of SAHEED ANURUP CHANDRA MAHAVIDYALAYA, online bids of discount rates available on printed price (INR ONLY) (percentage rate) are invited for purchase of **BOOKS AND JOURNALS** for Indian and foreign publications for different departments in RUSA 2.0, for the library as per the BOQ and referred to the Booklist sheet.

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

**Earnest Money Deposit (EMD):** Earnest Money of Rs.1,000/- (Rupees One Thousand only) to be deposited by the prospective eligible bidders through online payment as per order no.- 3975 F(Y) dated 28.07.2016 and also to be documented through e-filing. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

Teacher-In-Charge

**SAHEED ANURUP CHANDRA MAHAVIDYALAYA**



### Instructions to 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://wbenders.gov.in> (the web portal of WB Govt. 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-II or 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 individual 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- II and III

(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 include( to be uploaded online):

- GST Registration Certificate.
- PAN Card.
- IT Return of last three years.
- Trade License
- P-Tax Registration Certificate.

#### 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. It is mandatory for all the Bidders to Deposit EMD online through NET BANKING/ CHALLAN according to Finance Order No. 3975 F(Y) dated 28.07.2016
5. The discount rate should be kept valid for 120 days from date of submission.
6. Defective books shall not be accepted in any case.
7. The supplier must supply the latest edition of the books.
8. 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.
9. Delivery period : 15 Days from the date of placing order.



### 10. Date & Time Schedule:

S1 No	Particulars	Date & Time
1.	<b>Date of uploading of NIT &amp; other documents (online) (Publishing Date)</b>	<b>15.02.2020 after 05:00 PM</b>
2.	<b>Documents download start date (online)</b>	<b>15.02.2020 after 05:00 PM</b>
4.	<b>Bid Submission start date (online)</b>	<b>15.02.2020 after 05:00 PM</b>
5.	<b>Bid Submission closing date (online)</b>	<b>23.02.2020 up to 06.00 PM</b>
6.	<b>Bid opening date for Technical Proposals</b>	<b>24.02.2020 after 01.00 PM</b>
7.	<b>Date of uploading list of Technically Qualified Bidder (online)</b>	<b>To be notified later</b>
8.	<b>Date of opening of Financial Proposal (online)</b>	<b>To be notified Later</b>

### Special terms and conditions:

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery.
3. Since the procurement is done under RUSA, payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal.
4. Conditional bid may not be accepted by the tender inviting authority.
5. **Delivery:** The supply of books should be made within 15 days or the time prescribed by the college as will be mentioned in the purchase order.
6. **Penalty for Late Supply:** In case of delay in delivery and installation, 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.
7. The quantity may be increased or decreased in the final order.
8. If the book is found defective, the supplier is bound to replace the book immediately.



### Form — II

[To be furnished on Firm's Letter Head]

To

The Teacher-In-Charge,  
SAHEED ANURUP CHANDRA  
MAHAVIDYALAYA,  
P.O.- Burul, P.S.-Nodakhali,  
Dist.- South 24 Parganas,  
PIN-743318.

Date:

Dear 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 or concealed the application may be rejected and no-objection / claim will be raised by the under-signed.
- 2 also hereby certifies that neither our firm M/S. \_\_\_\_\_ Nor any of constituent partner had been debarred to participate in any tender 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 Date: \_\_\_\_\_



**Form — III**

**STRUCTURE AND ORGANIZATION**

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_

Telephone / \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email.: \_\_\_\_\_

3. Name and address of Banker:

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm

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