

# SREE CHAITANYA MAHAVIDYALAYA

Habra - Prafullanagar, North 24 Parganas, Pin Code - 743268, West Bengal.

Phone: 03216 - 237189 / 237086

Website: <http://www.sreechaitanyamahavidyalaya.ac.in/> E-mail: [srchma@gmail.com](mailto:srchma@gmail.com).

## NOTICE INVITING E-TENDER – 1<sup>st</sup> Call

Tender Ref. No.: **SCM/HED-Book/E-T/25(04)/02/24 (1<sup>st</sup> Call)**

Dated: **03/01/2024**

For and on behalf of Sree Chaitanya Mahavidyalaya, Dist. North 24 Parganas, PIN – 743268 e-tenders are invited for the **Purchase of Books** in different subjects utilizing the fund sanctioned by Higher Education Department, Govt. of West Bengal. The willing and eligible publishers/authorized dealers/vendors may follow the instructions given below for online submission of their tenders (**offline submission of Bids in hardcopies will not be accepted under any circumstances**). For more details please visit <https://wbtenders.gov.in>

### Schedule 1: Important Tender Information

1	<b>NAME OF WORK/PURCHASE/SERVICE</b>	<b>Purchasing of Books in different subjects of Sree Chaitanya Mahavidyalaya</b>
2	<b>TENDER IDENTIFICATION NO.</b>	<b>SCM/HED-Book/E-T/25(04)/02/24 (1<sup>st</sup> Call)</b>
3	<b>ESTIMATED AMOUNT PUT TO TENDER</b>	<b>Rs.7,27,000/- (Rupees Seven lakh twenty seven thousand only)</b>
4	<b>EARNEST MONEY DEPOSIT (Refundable)</b>	<b>Rs.14,540/- (Rupees fourteen thousand five hundred forty only) (2% of Estimated Tender Cost).</b>
5	<b>SECURITY MONEY DEPOSIT</b>	<b>10% of the Amount put to tender (Adjustable with the final bill)</b>
6	<b>PERIOD OF SUPPLYING</b>	<b>ONE MONTH FROM THE DATE OF ISSUING PURCHASE ORDER</b>
7	<b>ELIGIBILITY</b>	<b>Unreserved and Open Tender</b>
8	<b>Tender Documents/processing fees</b>	<b>Rs.500/- (Rs. Five hundred only)</b>

### Schedule 2: Dates & Information:

Sl. No.	Activities	Date & Time
1	Uploading of N.I.T. Documents in the E-tender portal of NIC	08/01/2024,
2	Documents download	08/01/2024,
3	Bid Submission Start Date	08/01/2024,
4	Bid Submission Closing Date	22/01/2024,
5	Bid Opening – Technical Bid	24/01/2024, 11.00hrs
6	Bid opening - Financial Bid	To be notified later

### **General Instructions:**

1. In the event of e-tendering, intending bidders need to download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). A detailed summary of the tender is given in the Schedule 1. However, intending bidders are requested to read all the terms and conditions in detail that are available in this NIT.
2. **Submission of bids:**

Both Technical bid and Financial bid are to be submitted concurrently duly digitally signed by the Publisher/authorized employee on the website. All contents in the tender papers must be written in English and should be properly indexed & self-attested with date and company seal.
3. The bidders are required to pay the Earnest Money Deposit (EMD) (refundable) and cost of tender documents/tender processing fees (non-refundable) for the purpose of participating in e-Tender within the time and date as mentioned in the Schedule 2.

A) The EMD (Earnest Money Deposit) should be paid through online as per order no. 3975 F(Y) dated 28.07.2016 and also to be documented through e-filing and scan copy of the bank receipt or online payment receipt of EMD to be uploaded online under **statutory documents**. The EMD of the winner bidder, L1, will be retained and all other EMDs will be returned online.

**The cost of tender documents/tender processing fees Rs. 500 and Earnest Money Rs. 14,540/- is to be deposited online by the tenderer as per Finance order 3975F(Y)**

Submission of e-Tender **unaccompanied with the uploaded scans of the EMD shall not be successful and that for the tender documents/tender processing fees shall be rejected during evaluation of Technical Bid.**
4. The bidders should have valid PAN card, GST registration certificate, I.T return clearance certificate and P. Tax deposit challan of last three financial years, e.g.,. All these documents should be uploaded as **Non-statutory documents**.
5. **Time Schedules for the-tender:**

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list given in the Schedule 2.
6. **Eligibility for Quoting:**
  - a. The bidder should be a Publisher registered in India/West Bengal or their authorized Dealer/Distributor/Reputed Selling Agent.
  - b. The bidder should have had an Office in State of West Bengal .
  - c. Bidder or their authorized Dealer/Distributor/Reputed Selling Agent should have satisfactorily completed supplying during the last **Three** years ending last day of 2020.
    1. Two similar orders costing not less than 40% each of this tender value or
    2. One similar order costing not less than 80% of this tender value.Scanned copy of **Purchase order and payment receipt** in support of any of the above **two criteria** must be submitted to comply **Credential Criterion**.
  - d. Bidder should have average annual financial turnover of at least five times of the tender amount on publishing and supply during the last three years ending 31st March 2020. (**Scanned copy of Certificate from Chartered Accountant to be furnished.**)
7. **The bidder who has the record of not being able to comply with a previous related order in time or altered specification or time of supply will be disqualified at the stage of Technical Bidding eligibility checking and hence will not be considered for the Financial bidding.**
8. The bids shall remain valid for a period of not less than 30 days (Thirty) from the last date of submission of Financial Bid. Ten % of the bill amount will be deducted from each running bill as **Security Money Deposit** when complete order not delivered at a time. Total two numbers of bills including the final bill will be paid and the Earnest Money Deposit will be refunded with the final bill. **However, final bill will be paid after**

**obtaining Successful Delivery Reports of the Library Sub-committee. The SMD money will be refunded after 3 months of delivery** subjected to through checking of the books' titles and year of publication/edition. **The publisher/dealers/vendors are requested to quote accordingly. No arbitration will be allowed after order and no EMD and SMD will be returned if the winner bids unable to deliver the order.**

9. In case of a partnership firm, registered partnership deed has to be submitted. The publishers/vendors shall submit Article of Association and Memorandum. In case an individual holds DSC in his own name and submits e-tender in the name of a company, a **Power of Attorney** Deed showing him as the owner or one of the directors or partners should be uploaded as **Non-statutory documents**.
10. In no case sub-tendering of the bid will be allowed. Payment will be made to the account of winner bidder. If it is found that the tender has been sub-tendered the order will stand terminated without refund of EMD and cost of already supplied part of the order.
11. The publisher/vendor will have to take the responsibility of delivering the ordered books to college's library at his own responsibility and cost. The College authority will not be held responsible for loss, damage or theft of the books in transit.
12. During scrutiny if it is found by the 'Tender Evaluation Committee' that credential given by a bidder is incorrect or fabricated in the Technical Bidding, the bidder will not be considered for **Financial bidding** and tender will be rejected without giving refund of the EMD and the tender documents.
13. The Mahavidyalaya authority reserves the right to cancel NIT under unavoidable circumstances for that no refund will be made.

#### **14. Submission of Tenders**

##### **14.1 Technical Bid**

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure** –

*a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)*

*b) Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)*

**c) EMD** : Scanned copy of the NEFT or online payment receipt of EMD and Tender documents.

II. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “Technical Details” Folders.

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	1) PAN Card of the Bidder 2) GST Registration Certificate an PTPC with the Current Challan 3) <b>Certificates as per Clause No. 6</b>
2	Company Details	Company Details 1	1) Trade License /Enlistment Certificate 2) Registration certificate with Registrar of Companies
3	Credential	Credential 1	1) Memorandum of Articles for Limited Companies. 2) Partnership Deed for Partnership Firm 3) <b>Copy of the purchase order as per Clause No. 6</b>
4	Financial Information	<b>Audited P&amp;L Accounts and Balance sheet</b>	Audited Annual Accounts for the Financial years: 1) 2020-21 2) 2021-22 and 3) 2022-23

#### 14.2 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

**Bill of Quantities (BOQ):** The tenderer should fill-up the designated cell as marked by the College in the BOQ sheet.

#### 15. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will be rejected and not be opened. The tenderer offering the books found suitable as per quoted titles/publication will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. If found suitable in the context of above pre-qualification, etc., the tenderer 1) quoting the lowest rate of each item or 2) quoting lowest price in some items but results in lowest quoted price collectively compared to another bidders will be considered as successful.

#### 16. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

##### 16.1 No Rate Adjustment

**The rate quoted by the bidder shall be fixed and shall not be subject to adjustment under any circumstances till complete and successful delivery of the order and final checking of the delivered items by the college authority. The publisher/supplier or its authorized personnel need to be present during final checking**

**16.2 Award of Order:** The purchaser will award the order to the bidder whose quotation has been determined to be substantially responsive both technically and financially for all the books or 90% of tender value. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid. Purchase order may be offered in parts also depending up on the bids BOQ.

**16.3 Title and Author(s):** Title and Author(s) Model should be as per specification given in BOQ.

**16.4 Non acceptance of old books:** Books of older edition than available in the market will not be accepted under any circumstances and will be leveled as ‘non-delivered’. If any such books are found delivered **an additional 10% ADDITIONAL SECURITY MONEY DEPOSIT** will be deducted from this ‘non-delivered’ books. **Or the rate of the old edition books will be arbitrarily determined by the college authority for acceptance as ordered items.**

### **16.5 Security Money Deposit:**

Successful bidder **should deposit Security Money Deposit equivalent to the 10% of** the order value in the form of DD immediately before issuing purchase order from the College. Such security will be refunded after period as mentioned above in normal case without any accrued interest. The college may forfeit the Security Money in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
- ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) Selected bidder fails to supply the books within the scheduled time as specified in the Purchase Order
- iv) In case of any false submission / statement submitted by the bidder

**17. Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch/surplus or for other valid reasons.

**18. Disposal of Disputes:** In case of any dispute, the College's decision will be treated **as the final and binding. All legal actions are subject to jurisdiction of Barasat District Court only.**

**19. No Refund of EMD:** EMD will be refunded after selection of Contract or without any accrued interest for **all bidders. However,** college may forfeit the EMD in the event of the following circumstances:

- a) **Bidder withdraws the bid before expiry of its validity.**
- b) If the bidder withdraws the bid after expiry of the last date and time of the bid submission and refuses to abide by the terms and conditions as per NIT against which the bidder participated for bidding
- c) In case of any false submission / statement by the bidder that was detected after bid opening.

### **20. Discretion of the College:**

College may take decision about non-purchase of the said books even after selection of bidder due to its fund constraints or non-availability of fund from RUSA or any other reasons under unavoidable circumstance.

**21. Verification of Hardcopies:** College may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

**22. Relaxing clauses:** College reserves the right to relax any clause as stated herein and above for selection of responsive vendor to complete order under time constraint.

**23. Payment Conditions:** No advance payment shall be made at any circumstances. 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 as beneficiary on PFMS portal

**24. Delivery Period and Penalty for Late 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.

In case of delay in delivery, the competent authority has the right to deduct the amount 2% of total order value or undelivered items' cost and the penalty may be increased depending upon the books not delivered, time spent and impact to the purchaser in accomplishing project objective. In those cases penalty amount will be decided by the college authority: no arbitration by bidder will be accepted.

S/d- Dr. Subrata Chatterjee

Principal

Sree Chaitanya Mahavidyalaya

**Annexure-I**  
**FURNISHING BASIC INFORMATION**  
**(To be furnished in the Company's official letter pad)**

<b>1.</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for Communication</b>	
<b>3</b>	<b>Contact Number(s)</b>	
<b>4</b>	<b>E-mail ID</b>	
<b>5</b>	<b>Trade License No. (Please enclose copy of Trade License)</b>	
<b>6</b>	<b>PAN (Please enclose copy of PAN Card)</b>	
<b>7</b>	<b>GST No.(Please enclose copy of GST No)</b>	
<b>8</b>	<b>Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order &amp; user list, if yes)</b>	<b>Yes/No (Please put tick mark)</b>
<b>9</b>	<b>Annual Turnover as per Audited P/L ACCOUNTS &amp; BALANCE SHEET LAST 3 YEARS</b>	<b>Average Annual Turnover: Rs.....</b>
<b>10</b>	<b>Status of the bidder(Please enclose copy authenticating your status)</b>	<b>Manufacturer/Dealer/Distributor/Selling Agent/ (Please put tick mark)</b>

**I do hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.**

**Signature of the Bidder with Seal**

APPLICATION FORTENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To  
The Principal  
Sree Chaitanya Mahavidyalaya  
Habra, North 24 Parganas,  
West Bengal

Sub: NIT for **BOOKS** for various departmental laboratories of Sree Chaitanya Mahavidyalaya.

Ref: - N.I.T. No **SCM/HED-Book/E-T/25(04)/02/24 (1<sup>st</sup> Call), Dated:04/01/2024**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of.....  
.....in the capacity .....  
..... duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for as per BOQ.

In the event of being selected, I/we will supply the **Books with in** stipulated period as will be mentioned in the purchase order letter excepting the condition which is not-beyond our control.

Date:  
Applicant

Signature of

Contact no:  
E-mail address:  
Postal Address:

