

# Udaynarayanpur Madhabilata Mahavidyalaya

(Govt. Aided & Affiliated to Calcutta University)

Estd - 2006

NAAC Accredited

P.O.-Udaynarayanpur (Jangalpara), Howrah-711226

Phone No.- 03214 -257314/9434543278

E-mail: principalumm@gmail.com

Website: www.udaynarayanpurmahavidyalaya.org



Ref. No. ....

Date. ....

Tender Reference No. : WB/HWH/UMM/NIET-2/24-25

Dated :18.02.25

Memo No: UMM/NIET-2/24-25

Date: 18.02.25

Bids for E-Tenders are invited from bonafide Publishers/ Licensed suppliers/ vendors/ distributors/ agencies having suitable credentials and financial capabilities for supplying text and reference books as per the annexed list of books. Intending bidders may download the tender documents from the website <https://wbtenders.gov.in>. Both **technical bid** and **financial bid** are to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule specified in this notice. Qualifying the technical bid will be the prerequisite for consideration of the financial bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and any challenge against such decision will not be entertained.

Information about the work:

1.	Name of the work	Procurement of Books
2.	Eligibility of the bidder	Bonafide, resourceful and reliable publisher/supplier/company/agency or authorized agent of the principal company having experience in similar works.
3.	Cost of tender documents	Nil
4.	Time period of completion of work	14 days from date of order
5.	EMD	40,000/-
6.	Tender participation fee	6000/-

**Earnest Money Deposit (EMD):** Earnest Money of Rs. 40000/- (Rupees Forty Thousand Only) to be deposited by the prospective eligible bidders through online payment and also to be documented through e-filing. Technical bid are to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>.

**Date & Time of Schedule:-**


Sl.No.	Particulars	Date & Time
1.	NIET Publish Date	18.02.2025 & 6:00 PM
2.	Document Download Start Date	18.02.2025 6.00PM
3.	Document Download End Date	04.03.2025 3.00PM
4.	Bid Submission Start Date.	18.02.2025 6.00PM
5.	Bid Submission End Date.	04.03.2025 3.00PM
6.	Date of opening of Technical Bid	07.03.2025 3.00PM
7.	Date of uploading the list of technically qualified bidder.	To be declared later
8.	Date of opening of Financial Bid	To be declared later
9.	Date of uploading of Financial Evaluation	To be declared later

**Eligibility criteria**

<i>Eligibility criteria</i>	<p>a) Tender papers may be downloaded from <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> website by bonafide resourceful suppliers/agencies who successfully executed similar nature of work</p> <p>b) Tenderer should submit the scanned copies in the electronic format at proper place of the following documents:</p> <p>i) Valid Trade License of the Company.</p> <p>ii) PAN Card.</p> <p>iii) Valid Acknowledgement of IT returns (for last 3 years).</p> <p>iv) The Credential certificate of similar nature of work.</p> <p>v) GST Registration Certificate</p> <p>vi) P. Tax Challan for current financial year/up to date P. Tax Payment Certificate.</p>
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**Important information:**

1. Tender documents will be available at <https://wbtenders.gov.in>.



**Principal**

**Shyamsaranpur Madhabilata Mahavidyalaya  
Howrah - 711226**

and <http://udaynarayanpurmahavidyalaya.org/index.aspx> . Any additional notice or corrigendum regarding this tender will be uploaded to the above website only.

2. Only the bidders successful in meeting the criteria in the technical bid will be considered for the financial bid.
3. The bidder who offers highest discount rates will be selected as H1 bidder.
4. Authority has the sole discretionary power to verify whether the bidder has satisfied all eligible criteria to be treated as H1 Bidder and reserves the right to select the H1 bidder.
5. All tenderers must upload signed scanned copy of declaration given in Annexure I format.
6. Tender Fees to be deposited at the following A/c :  
**UDAYNARAYANPUR MADHABILATA MAHAVIDYALAYA**  
**A/c No. – 31510643612**  
**IFSC: SBIN0011389**  
**SBI, Udaynarayanpur Branch**
7. If the applicant is an authorized signatory, he/she should submit Registered Power of Attorney (in case of Partnership firm, Limited Company) document of authorization in his/her favour along with the application. In case of partnership firm, copies of the registered partnership deed are to be submitted with the tender documents. In case of Limited company, copies of memorandum are to be submitted with the tender documents.
8. All tenderers must upload signed scanned copy of declaration given in Annexure I format.
9. Bidders may be required to present original documents supporting their submissions for verification if requested.
10. Authority reserves the right to reject or accept or split any or all tenders/bids without assigning any reasons whatsoever.
11. Submission of tender will signify the acceptance of all terms and conditions of the contract as mentioned herewith.
12. Any request for extension of time for submission of tender will not be accepted.
13. Bidders may contact with the authority for clarification with prior permission on working days within official hours.

#### **Terms and conditions for supply of books:**

1. H1 Bidder must submit proforma with perfect price of the books with offer discount in BOQ within 2 days, after received the proforma college will be raised the purchase order to the H1 bidder, if H1 bidder is failure to submit the proforma then H2 Bidder will be asked for the same.
2. **Delivery Location and Cost**  
Books must be delivered directly to the Central Library of Udaynarayanpur Madhabilata Mahavidyalaya. No additional charges will be borne by the college for delivery of books.
3. **Supply Timeline**  
A minimum of 75% of books worth the tender amount must be delivered within 15 days of placing the purchase order. The rest of the books must be supplied within next 07 days. Failure to comply may result in order cancellation.
4. **Latest Editions**  
The latest available editions of books, as of the supply date, must be provided, regardless of the editions specified in the booklist.

#### **5. Supply of Books without Printed Price**

Whenever a book without any printed price will be supplied, the supplier will have to provide the original purchase bill of the book(s).

#### **6. Supply of Foreign Books:**

Whenever a foreign book will be supplied, the price must be converted in Indian rupees at the conversion rate of the day the book (s) were purchased.

#### **7. Withdrawal of an Item:**

The tendering authority may withdraw any item from the tender at any time. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.

#### **8. Payment timeline**

Payment will be made after verification and certification of the delivered books.

#### **9. Documentation with Delivery**

The supplier must provide four copies of the challan and the bills with the delivered books. The bills should reflect the total printed price of all supplied books, minus the applicable discount.

#### **10. Right to Accept or Reject**

The Tender Inviting Authority reserves the right to accept or reject any tender without providing any reason.

#### **11. Order Quantity**

The final quantity of books to be ordered will be determined by the College Authority and based on available funds.

#### **14. Technical Bid Requirements**

Documents required for Technical Bids are specified in the Form of Technical Bid.

#### **15. Discount Rate Quotation**

*Discount rates must be quoted as outlined in the Financial Bid (BOQ) form.*

#### **16. Delivery Timeline**

Books worth 75% of tender amount must be delivered within 15 days. The remaining books must be supplied within next 07 days. H1 bidder must supply all listed books.

#### **17. Automatic Order Cancellation**

Orders will be automatically cancelled after a delay period of 10 days.

#### **18. Delay in supplying books**

- i) Suppliers with chronic delays will be given negative preference in future tenders from this office.
- ii) If any credential or document is found to be incorrect, manufactured, or fabricated during scrutiny, the bidder will be disqualified without prejudice.

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**19. Quantity Flexibility**

Orders will be placed according to the institution's requirements, with no obligation to purchase all items listed in the tender.

**20. Responsibility for Damages**

In case of item damage, the selected agency shall bear all losses. The purchasing authority is not liable for any damage occurring before supply. Damaged, moth eaten, torn books will not be accepted. Such books should be returned/replaced by the bidder at his own cost.

**21. Tie Resolution**

In the case of a tie in the highest discount rate, the successful bidder will be determined according to government norms (G.O.).

**22. Acceptance of Terms and Conditions**

All terms and conditions mentioned must be accepted by the bidders.

**23. Tender Timeline**

The timelines for downloading and submitting the E-Tender, along with other key dates, are noted above.

24. Bidders may be required to present original documents supporting their submissions for physical verification.

25. Escalation cost will not be allowed under any circumstances.

26. The bidders must read the above noted terms and conditions carefully and agree to these before taking part in the bid.

27. College authority reserves all the right to refuse permission to any applicant/Tenderer without assigning any reason whatsoever.

**1. THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the checkboxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder. Next click the tab “Click to Encrypt and upload” and then click the “Technical” folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	i) Valid Trade License of the Company. ii) PAN Card. iii) Valid Acknowledgement of IT returns (for last 3 years). iv) P.Tax Challan for current financial years/up to date P. Tax Payment Certificate.
B	Company Details(s)	Company Detail-1	v) Proprietorship Firm (Trade License) vi) Partnership Firm (Partnership Deed, Trade License) vii) Ltd. Company (Incorporation Certificate, Trade License) viii) Society (Society Registration Copy, trade License) ix) Power of Attorney, memorandum of Association and Articles of Association of the Company.
C	Credential	Credential	x) Similar nature of work done & credential certificate which is applicable for eligibility in this tender.

**2. Tender Technical Committee:**

E-tender and Purchase Committee of the college.

**3. Opening of Technical Proposal:**

Technical proposals will be opened by the Tender & Purchase Committee and the authorized technical representative electronically from the website using their Digital Signature Certificate (DSC).

4. Intending tenderers may remain present if they so desire.

5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened.

6. Pursuant to scrutiny & decision of the Tender & Works Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

7. During evaluation the committee may summon of the tenderers & seek clarification/ information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**8. Financial Proposal:**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the item rate online through computer in the space marked for quoting rate in the BOQ.

9. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

**10. Penalty for suppression/distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Credential Certificates), or any other documents on demand of the tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**11. Rejection of Bid:**

Principal reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to the award of Contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or Bidders of the ground for Principal's action.

**12. Award of Contract:**

The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.

The notification of award will constitute the formation of the Contract.



Dr. Arabinda Ghosh  
Principal

Udaynarayanpur Madhabilata Mahavidyalaya  
Udaynarayanpur, Howrah-711226, WB.

**Principal**  
Udaynarayanpur Madhabilata Mahavidyalaya  
Howrah - 711226

Annexure I

APPLICATION FORMAT

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

To  
The Principal,  
Udaynarayanpur Madhabilata Mahavidyalaya  
Udaynarayanpur, Howrah -711226, WB.

Subject: Supply of Text and Reference Books for the Library of Udaynarayanpur Madhabilata Mahavidyalaya, Udaynarayanpur, West Bengal – 711226.

Ref: Having reviewed the pre-qualification and other documents published in the Notice Inviting Quotation (N.I.Q.),

I/we hereby submit all required information and relevant documents for evaluation as follows:

1. This application is submitted by me/us on behalf of \_\_\_\_\_ [Company Name], in the capacity of \_\_\_\_\_ [Designation], duly authorized to submit this offer. A copy of the authorization letter from the company/agency is attached.
2. We accept the terms and conditions laid out in the NIQ and confirm that we shall adhere to them throughout the tender period.
3. We are submitting our rate for the specified items and assure the supply to the Principal, Udaynarayanpur Madhabilata Mahavidyalaya, Udaynarayanpur, West Bengal – 711226 as required.
4. In the event of selection, I/we commit to completing the supply within the stipulated period, except in cases of circumstances beyond our control.
5. We understand that the Tender Selection Committee of Udaynarayanpur Madhabilata Mahavidyalaya reserves the right to amend the scope and value of the contract under this project. The Committee also reserves the right to reject any application without assigning a reason.

Date:

Signature of applicant including

Title and capacity in which application is made

Mobile No:



**Annexure-II**

**Structure and Organization**

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

**1. Name of Application:**

**2. Office Address:**

**Contact Number:**

**E-Mail:**

**3. Name and Address of Banker:**

**IFSC Code and MICR Code:**

**4. Brief Description of the Firm:**

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