

## **Notice Inviting e-Tender**

NOTICE INVITING E-TENDER FOR SUPPLY OF **BOOKS** AT  
RISHI BANKIM CHANDRA COLLEGE, NAIHATI

EAST KANTALPARA, NAIHATI, 24 PARGANAS (NORTH), PIN-743165, WEST BENGAL.

**NIT No - 1031/F68/RUSA 2.0**

**Dated 21/01/2019**

For and on behalf of Rishi Bankim Chandra College, Naihati, online bids of discount rates available on printed price (INR ONLY) (percentage rate) are invited for purchase of **TEXT AND REFERENCE BOOKS** 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**.  
**Tender Id:** **2019\_DHE\_209068\_1**  
**Tender reference no:** **1031/F68/RUSA 2.0**  
**Organisation Chain:** **DEPARTMENT OF HIGHER EDUCATION||RISHI BANKIM CHANDRA COLLEGE**

**Earnest Money Deposit (EMD):** Earnest Money of Rs.20,000/- (Rupees Twenty 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-filling. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

**Sd/-**  
**Principal**  
**RISHI BANKIM CHANDRA COLLEGE,**  
**NAIHATI**

## **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://wbtenders.gov.in> (the web portal of Higher Education Department). 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 if not mentioned otherwise.
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.	Pre-Bid Meeting at library of Rishi Bankim Chandra College – Principal’s Chamber	28.01.2019 (Monday) at 12.00 noon
2.	Uploading of NIT & other documents (online) (Publishing Date)	21.01.2019 after 4:30 PM
3.	Bid Submission start (online)	21.01.2019 after 4:30 PM
4.	Documents download starting (online)	21.01.2019 after 4:30 PM
5.	Documents download end time (online)	13.02.2019 upto 11.00 AM
6.	Bid Submission closing (online)	13.02.2019 upto 11.00 AM
7.	Bid opening date for Technical Proposals (online)	15.02.2019 after 11.30 AM
8.	Uploading list of Technically Qualified Bidder (online)	To be notified later
9.	Opening of Financial Proposal (online)	To be notified later

**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.
9. Minor modifications may be made to the list of final order.