

Tender Number: VC/T/RUSA/2/19

Date: 02.02.2019

NOTICE
INVITING TENDER FOR PROCUREMENT OF TEXT BOOKS AND REFERENCE BOOKS FOR VIDYASAGAR COLLEGE CENTRAL LIBRARY

Part- A

Principal, Vidyasagar College invites sealed quotations in prescribed format (Annexure- II) from Reputed Publishers/ Distributors/ Farms/ Suppliers for the supply of Text Books & Reference Books for the following 21 subjects (Annexure- I) which are to be purchased under RUSA 2.0 Grant for Vidyasagar College, Kolkata- 700 006. Quotation will be received till 2 PM of 15.02.2019 and will be opened on 15.02.2019 at 4 PM in the presence of all bidders, RUSA 2.0 Monitoring Committee and RUSA 2.0 Tender Committee. The Vendors will be selected on the basis of how much discount may be offered as well as reputation and experience of the Firms. Visit the college website www.vidyasagarcollege.edu.com for detailed information (like the list of sample book titles of individual subjects but this list is not final in any case) . For any query feel free to write us on our email: vidyasagarcollegekolkata@gmail.com mentioning the quotation number and date.

Any tender which is incomplete or not as per the prescribed format i.e. Annexure - II will summarily be rejected. College may at its discretion extend deadline for submission of quotation or retender in case of insufficient bidders.

The envelope to be marked as “**Quotation for Purchase of Books**” **Ref: Tender No. dated** and should also contain the name and address of the Bidder along with contact number. The quotation should reach us on or before 15.02.2019, within 2 pm. Quotations received after the date mentioned above will be rejected.

The envelopes shall be addressed at the following address:

The Principal
Vidyasagar College
39 Sankar Ghosh Lane, Kolkata- 700 006

Important points should be followed while submitting the quotation:

1. Quotations should be made for latest editions of a particular title.
2. Percentage of discount should be quoted separately if there is any difference of percentages based on binding, publication (Foreign/ Indian), Language (English/ Bengali/ Hindi/ Sanskrit), Subject or anything else. In case of difference as stated above, final discount percentage will be calculated based on the average of all separately quoted percentages)
3. Foreign Publication Book price should be supported by relevant document(s) and conversion rate must be at par with the GOC (Good Office Community) as on the submission date of the Invoice.
4. Particulars to be given along with the quotation:

Publisher Information:

- Name of Publishers/ Distributors/ Supplier:
- Postal Address of the Head Office of the Publishers/ Distributors/ Supplier:

Contact Information:

- Name:
- Mobile no.:
- Telephone no.:
- Email:
- Website if any:

Bank Details:

- Name of Bank:
- Account no.
- Name of Account Holder
- IFSC Code:
- Type of Account (Savings/ Current):

PAN No:**Registration details:**

VAT/TIN/GST etc. if any: In case of non-availability/ exempted, vendors have to clarify themselves why they are exempted from VAT/TIN/GST, in case of any query raised during or after the purchase process. In the absence of GST number of the vendor, they have to mention clearly in the Bill/ Invoice (either printed or stamped) that they are exempted from GST.

Details of supply experiences should be attached along with the quotation.

(Please provide documentary proof of all information provided. For details, attach additional sheets, if required.)

A Mandate Form mentioning bank details of the bidder duly signed by the bank must be submitted by the bidder.

Ganjan K
5/12/19
Principal
Vidyasagar College

Principal
Vidyasagar College
Kolkata-700006

Part- B**Annexure- I**

Allotted amount of RUSA 2.0 Grant to individual Departments for procuring books.					
Sanctioned amount to individual departments is not to be exceed while supplying books.					
Sl. No.	Subjects	Sanctioned Amount	Sl. No.	Subjects	Sanctioned Amount
1	Bengali	25000	12	Physics	11000
2	English	25000	13	Chemistry	11000
3	Sanskrit	25000	14	Zoology	11000
4	Hindi	9000	15	Botany	11000
5	Political Science	25000	16	Physiology	11000
6	Economics	25000	17	Computer Science	11000
7	History	25000	18	Biochemistry	11000
8	Philosophy	25000	19	Electronics	11000
9	Journalism	11000	20	Psychology	11000
10	Geography	11000	21	Food and Nutrition	11000
11	Mathematics	11000		Total	327000

Proforma for submission of quotations

Sl.No.	Paper/ Hard bound	Indian/ Foreign Publication	English/ Hindi/ Language books	Bengali/ Sanskrit	Subjects like Science/ Arts	Percentage of discount offered on printed price

Annexure- III**DECLARATION OF FARMS / DISTRIBUTOR / PUBLISHER WITH THE QUOTATION**

I/We(names of partners/ Proprietors/ Shareholders) do hereby declare that the entries made in this application form are true to the best of my/ our knowledge and believe.

Mr whose Signature is given below, is an authorized representative of this firm

I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

I/We shall abide by all the terms and conditions laid down by the College authority.

Authorized Signatory
Office
Seal
Date:

1. TERMS & CONDITIONS: -

- Books supplied must be in first-hand condition and in their latest edition, even if any other edition is mentioned in order received by the supplier. Books found mutilated, damaged, soiled or having printing or binding errors shall not be acceptable at any cost. If, at any stage, it is found that books with any of these kinds of errors have been supplied, the suppliers shall be liable for immediate replacement with a new copy thereof.
- The suppliers shall have to furnish the price proof of the books along with the latest GOC copy. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor. In case of any price manipulation detected at any stage, the suppliers shall be responsible for the same and the excess amount charged shall be recovered by the College.
- All books supplied should be as per bibliographic specification mentioned in the order copy handed over to the supplier. If the books are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier. In case of publisher mismatch with the title, the supply should be based on the name of book and its author or as per the recommendations by the Head of the concerned department.

- d. In case of foreign publications, the original prices in the foreign currency shall be mentioned in the invoice along with the prices in rupees charged in accordance with the approved rate of exchange on the day of submission of invoice.
- e. *Indian edition of books* available in the market should be supplied even if foreign edition is mentioned in the order copy. Foreign edition of any title will only be accepted if no Indian edition of the title is available. A declaration from the successful bidder has to be submitted to the institute at the time of supply of such title.
- f. The supplier will have to supply other accompanying free of cost materials like Original Electronic CD/ DVD/etc. as received by them from the Publishers, wherever applicable.
- g. No banned book(s) or pirated copy should be supplied and if any such book is supplied it would be forfeited.
- h. The College will decide the matter regarding the supplier, who will fail to supply, even a part of the ordered books which are available in the market, within the stipulated time.
- i. **Standard support** to be ensured for the supplied items. All the issues like damaged/ missing pages/ erroneous arrangement of the pages/ etc. in the books to be replaced by the vendor. All issues should be resolved before claiming payment against the supplies.
- j. **Taxes or GST if applicable should be clearly mentioned in the quotation.**
- k. **Time period for the supply of books: 21 days from the date of receiving order copy.**

PRICESCHEDULEANDPAYMENTTERMS: -

- a) Tenderers should quote rate of discount offered (in percentage), if they are agreeing with all terms and conditions laid in this Tender.
- b) Rates should be quoted in INR only. All payments will be made in INR only.
- c) After opening of bids, lowest bidders will be given an intimation from the College and will supply order copy by the Principal based on the Annexure-I. This order copy with book details will be handed over after preliminary acknowledgement by the vendor.
- d) Bill in triplicate (pre-receipted) and Challan in duplicate against such supply orders have to be submitted to the Principal, Vidyasagar College, Kolkata-700006 and payment will be made by the Principal after processing of the books by the Central Library.
- e) **Payment terms:** 100% after delivery and verification of the books on submission of invoice. (minimum 30 days' time should be provided for the processing of books after submission of invoice). Payment will be made through online transfer method only, within a reasonable time from the receipt of the consignment provided there are no discrepancies of any nature.
- f) Price of particular title be applicable only that is printed in the book. In case of any modified price of any particular title is found in the form of re-writing/ sticker/ price tag/ etc. then the supplier must submit the price proof from the concerned publisher.

Payment will be made through PFMS (Public Financial Management System) via online mode only after safe delivery and processing by the Library.

Necessary Taxes – VAT/GST, TDS will be deducted at source (if applicable), as per order/notification of the government of West Bengal.

Request for advance payment in any case will not be entertained. The language of the quotations shall be in English.

3. DELIVERY:

All the books should be delivered to the mentioned Institute on the risk and responsibility of the supplier.

- a) The supplier has to execute all supplies within the stipulated time (i.e. 21 days, extendable in special circumstances at the discretion of the tenderer) from the date of issue of the purchase order. The supplier should be able to deliver the books against instant orders generated to replace the out of print books with a new list.
- b) Books should be delivered to the Vidyasagar College Central Library, situated at 17 Bidhan Sarani Campus. Transportation, postal and any other charges, if any, will be borne by the supplier.
- c) Transit Insurance, if any, will be borne by the supplier till the supply reaches the destination.

4. BILL:

The selected supplier has to submit bills in triplicate with an undertaking at the time of supply that:

- a) The prices charged are the actual and in accordance with the latest publishers' catalogue/invoice or importer/distributors' invoice.
- b) The latest editions of books have been supplied and they are not remaindered titles.
- c) Conversion rates have been charged as per the Good Offices Committee (GOC) rates.
- d) The books supplied have been checked against defects in collation, binding, and the condition of accompanying material viz., CDs etc., and for all their physical conditions. If any defects are detected later, the defective books will be replaced by the supplier, free of cost, at the destination of supply.

5. SUB-LETTING OF THE CONTRACT:

The successful applicant shall be responsible for full execution of the contract and shall not, in any case, assign or sublet the ordered books or part thereof to any other party which will otherwise attract penalty of 10% of the total value of the order and even debarment and blacklisting of the vendors.
