

**Office of The Principal, Vidyasagar College
39, Sankar Ghosh Lane, Kolkata - 700 006.**



ESTD-1872

**A Govt. Aided Degree College Affiliated to the University of Calcutta
UGC Accredited Under Section 2(f) & 12(B)
NAAC Accredited (2nd Cycle) in 2017: Grade 'B+'**

**Website: www.vidyasagarcollege.edu.in; E-mail: vidyasagarcollegekolkata@gmail.com,
Mobile No.: 9434200197**

NOTICE INVITING E-TENDER

NOTICE INVITING E-TENDER FOR SUPPLY OF BOOKS AT VIDYASAGAR COLLEGE
39 SANKAR GHOSH LANE, KOLKATA- 700006, WEST BENGAL, PIN-700006

NIT No.- DHE/CM/Govt. Grants/Lib/eNIT01/2026

Date: 21/01/2026

For and on behalf of Vidyasagar College, online bids of discount rates available on printed price (INR ONLY), **item-wise percentage rates are invited** for the purchase of TEXT AND REFERENCE BOOKS for Indian and foreign publications for different departments under **Govt. grants vide memo no. 643-HED-17011(23)/1/2025-CS SEC**, for the library as per the BOQ and referred to in the Booklist sheet in compliance with G.O. No. 643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025.

Name of Work: Supply of BOOKS to the Library of Vidyasagar College

Earnest Money Deposit (EMD): Earnest Money of Rs.10,000/- (Rupees Ten only) to be deposited by the prospective eligible bidders through online payment as per order no.- 3975 F(Y) dated 28.07.2016 and to be documented through e-filling. Both the Technical Bid and Financial Bid are to be submitted concurrently, duly digitally signed on the website <https://wbtenders.gov.in>.

Sl. No.	Name of Work	Initial Earnest Money (Rs.)	Period of Completion	Defect liability period	Eligibility of Contractor
01.	Supply of Books to the Library of Vidyasagar College.	10,000.00	21 Days	1 (One Year)	Bona fide Resourceful Tenderers regarding credentials, please follow the instructions.

Sd/-
Principal, Vidyasagar College

Instructions to Bidders

A. General guidance for e-Tendering:

Instructions /Guidelines for electronic submission of the tenders have been annexed to assist 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 and registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of the Higher Education Department). The supplier is to click on the link for the e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each supplier is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the CCA (Controller of Certifying Authorities, Govt. of India) on payment of the requisite amount. DSC is given as a USB e- Token.

3. The supplier can search and download NIT and 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 as a bidder:

- a. Proprietorship Firm (Trade License)
- b. Partnership Firm (Partnership Deed, Trade License)
- c. LTD Company (Incorporation certificate, Trade License)
- d. Society (Society Registration copy, Trade License)
- e. Power of attorney (if required)

5. Submission of Tenders:

Tenders are to be submitted online in two folders at a time for each supply, one in the Technical Proposal and the other in the Financial Proposal, before the prescribed date and 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 and Corrigendum downloaded properly and uploaded 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 includes (to be uploaded online):

- GST Registration Certificate.
- PAN Card.
- IT Return of last year (2024-25)
- Trade License
- P-Tax Registration Certificate.
- Credential

2. Financial Proposal

The rate will be quoted in the BOQ. Minimum 15% discount on MRP to be quoted as per the Govt. directive.

3. Experience / Credential

The prospective bidders should have supplied books as mentioned in the BOQ before the date of issue of this Notice to at least two Government College / Government Aided College / State or Central University / Research Institute. At least three documents are 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 a Digital Signature Certificate.
2. Technical Bid and Financial Bid will be submitted concurrently, duly digitally signed on the website <https://wbtenders.gov.in>. The tender document can be downloaded from the website. Submissions of Technical Bid/Financial Bid are to be made as per the Tender schedule stated in Sl. No. 9. The documents submitted by the bidders should be properly indexed and self-attested with a seal.
3. The prospective bidders should have supplied books as mentioned in the BOQ before the date of issue of this Notice to at least two 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 quoted rate should be kept valid for 90 days from the 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/or cancel the bidding process at any time before the award of the contract without thereby incurring any liability to the affected bidder or bidders.

9. Delivery period: 21 Days from the date of placing the order.

10. The Organisation/ Firm must have an Office/ Delivery Location in Kolkata and surroundings, West Bengal, and upload the Office details, including the Contact Person with Contact Number.

11. The Quantity of the Item(s) is always subject to change, and it depends upon the Requirement & Budget, and the actual required Quantity will be mentioned in the Purchase Order.

12. College Authority may not purchase all books mentioned in the uploaded book lists; it depends upon the Budget & given Discount. Supply should be based on the workorder.

13. Supplier must be aware of xerox copies of books while supplying. Supply of Xerox copies of the book(s) should be treated as a serious offence, and the supplier must accept any decision taken by the College.

14. Price of the books not mentioned/ printed within the books should be supported by price proof along with the Invoice. Valid conversion rates should be attached along with the Invoice copy.

15. A particular book published simultaneously by the Indian as well as foreign publishers, the Indian Edition will always be preferred due to its low cost.

16. Date and Time Schedule

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	22.01.2026 at 10:00 AM
02.	Starting Documents download (online)	22.01.2026 from 10:00 AM
03.	Bid Submission starting (online)	22.01.2026 from 10:00 AM
04.	Last date of document downloads and submission of bid (online)	07.02.2026 up to 02:00 PM
05.	Date of Technical Bid Opening	09.02.2026 at 02:00 PM
06.	Date of uploading the list for Technically qualified Bidder (online) (Bid A)	To be notified later
07.	Date and place for opening of Financial Proposal (Bid B) (online)	To be notified later
08.	Date of uploading of the list of bidders along with the approved rate	To be notified later

Special terms and conditions:

1. No advance payment shall be made under any circumstances.
2. Payment will be made after satisfactory delivery.
3. Since the procurement is done under Govt. grants, payment will be made after getting administrative approval and/or financial approval from the Dept. of Higher Education, Govt. of West Bengal.

4. The tendering authority may not accept a conditional bid.
5. **Delivery:** The supply of books should be made within 15 days or the time prescribed by Vidyasagar College, as will be mentioned in the purchase order.
6. **Penalty for Late Supply:** In case of delays in delivery and installation, the competent authority has the right to deduct the amount 1% of the total order value, and the same may be increased to a maximum of 5 % of the order value.
7. The quantity may be increased or decreased in the final order.
8. Only the latest editions of the requested titles will be accepted.
9. If the book is found defective, the supplier is bound to replace the book immediately.
10. Indian editions must be supplied when foreign editions are also available, and this must be done with prior intimation.
11. The printed price must be clearly marked on the book itself. Sticker prices will not be accepted.
12. The price of the books must not exceed the Maximum Retail Price (MRP) or the publisher's listed price.
13. Delivery must be made to the College Library, Vidyasagar College, 17 Bidhan Sarani Campus (1st Floor) or as per the delivery instructions provided with the work order. The College will not bear any additional expenses beyond the discounted rates of the book.
14. The College reserves the right to reject any book that is not as per the specified requirements, is damaged, or is not the latest edition.
15. Rejected items must be replaced within 15 days from the date of notification, at no additional cost to the College.
16. The College reserves the right to cancel the full or partial work order at any time, without assigning any reason.
17. The College shall entertain no compensation or claims in the event of cancellation of the e-tender or failure to obtain administrative/ financial approval from the Govt. of West Bengal.
18. Supplier must ensure that no Xerox copy will be supplied.

Form —II
[To be furnished on Firm's Letter Head]

To
The Principal
Vidyasagar College,
39 Sankar Ghosh Lane, Kolkata- 700006
PIN-700006

Date:

Madam,

I, the undersigned, hereby:

1. **Certify** that all statements made in the attached documents are true and correct. If any submitted information proves to be false or concealed, I understand that the application may be rejected, and no objection or claim will be raised by me.
2. **Further certify** that neither our **firm**, M/S [Insert Name], nor any constituent partner has been debarred from participating in any tender by any Government Organisation or Undertaking during the last 5 (five) years before the date of this NIT.
3. **Authorise** and request any bank, person, firm, or corporation to furnish pertinent information as deemed necessary or required by the College to verify this statement.
4. **Understand** that further qualifying information may be requested and agree to furnish any such additional information as required by the College.
5. **Certify** that I have applied for this tender in the capacity of an individual/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 authorised officer of the firm

Title of the Officer

Name of the Firm with Seal Date:

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.