



**PRESIDENCY UNIVERSITY**  
**86/1, College Street, Kolkata-700073**  
**Enquiry Notice for Quotation**

Tender No. - PU/KOL/MATH/NBHM/BOOKS/1

Dated: 23/06/2023

Sealed quotations are invited from **Publishers / reputed authorized and certified Booksellers/Distributors / Dealers /Business Partners** to quote their lowest possible rate for the supply of the Books mentioned in the ANNEXURE–V, subject to the following terms and conditions. The sealed envelope containing the Price bid / Quotation in letter head, EMD , Tender Fee and other required documents shall be **addressed to the Finance Officer, Presidency University, 86/1, CollegeStreet. Kolkata -700 073 and dropped in the Tender Box placed at Security Office, Main Gate of the University.**

Last date and time for submission of quotation is: **03/07/2023 up to 3:30 P.M.**

Date of opening of the quotations: **03/07/2023 up to 4:00 P.M.**

List of Books – Given in a separate Attachment

The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.

Sd/-

**Finance Officer**

**Presidency University. Kolkata**



## ANNEXURE-I

### **GENERAL TERMS AND CONDITIONS**

- (1) **Payment Terms:** Payment shall be made after successful delivery of the Books at the site as specified in the Purchase Order and on submission of the bill and other necessary papers duly certified by the competent authority, Presidency University. No advance payment will be made.
- (2) Bidders are requested to keep in touch with the HoD, Mathematics Presidency University before quoting the rate for better knowledge of the requirement of the books.
- (3) The Bidder should have their full operational setup at Kolkata. Documentary evidence in this respect needs to be provided with the Technical Bid.
- (4) **Delivery of Stores:** The Books are to be supplied within 8 weeks from the date of issue of the Purchase Order.
- (5) **Tender Fee (Non-refundable):** Rs.500.00 (Five Hundred) only. The tender fee shall be drawn in the form of **Demand Draft/Pay Order drawn in favour of Presidency University, payable at Kolkata.**
- (6) **EMD:** Interest free Earnest Money Deposit (refundable) of Rs.5,000.00 (Five Thousand) only. The Bidders shall deposit EMD in the form of **Demand Draft/Pay Order drawn in favour of Presidency University, payable at Kolkata.** The EMD shall be refundable to the unsuccessful bidders. However, the EMD shall be released to the successful bidder after fulfilment of the terms and conditions of the Purchase Order. No interest is payable on such refund of the EMD. EMD shall be forfeited if the selected vendor accepts the supply order but is unable to execute the same.
- (7) **Tender without EMD and Tender Fee in proper form will be summarily rejected.**
- (8) **The above Rate Format is to be strictly followed. In case a bidder is unable to quote the rate against any book, the rate should remain blank for the respective Serial No. But in no case the row against the said Serial No. should be deleted by the Bidder.**
- (9) The quoted price shall remain open for acceptance till the validity period of 90 days from the date of opening of tender. No revision/modification in the tendered rate will be allowed during the validity of tender.
- (10) Additional cost, if any, is to be borne by the bidder; University will not pay anything extra.

(11) Price should be inclusive of taxes and other charges. The University will not pay anything extra.

(12) Books, if found duplicate, may be returned even after supply.

(13) In case of prices of the Books in foreign currency, payment will be made in terms of INR converted on the basis of the SBI Exchange Rates prevailing on the date of Invoice.

**(14) As per the GST Rules, there should be no GST on Books. A statement in the letter head of the bidder mentioning this is to be submitted in the Technical Bid.**

**(15) All the books should be according to the details given in attached List of Books and should be of latest edition (unless any specific edition is mentioned), new and in good condition.**

(16) Our enquiry no. and date, and Purchase order no. and date must be quoted on all correspondences and those should be duly signed and seal.

(17) Books should be supplied by the successful bidders in a good condition without any defect or damage.

(18) Receipt of the supply order must be acknowledged by the supplier within a week of receipt.

(19) If any title given in the order cannot be supplied by the successful bidders, it must be informed to the library/ HoD, Mathematics, Presidency University within a fortnight after receiving the order. Inability to supply the ordered books within 8 weeks from the date of issue of the Purchase Order receipt without intimation to HoD, Mathematics may cause the termination from empanelment.

(20) Bills are to be submitted in triplicate. Proof in support of the prices charged i.e., publisher's invoices/pricelists are also to be attached along with the bill(s) for payment. Wherever price is not available with publisher's catalogue or not printed in book, only the publisher's invoice shall be submitted by the vendor in support of price verification. In no circumstances, the copy of the 'Books in Prints' or such bibliographical list or third party invoices reflecting the price of the book will be acceptable to the Library in support of price verification.

- (21) Bidders must, as far as possible, arrange to supply the Books within the stipulated time mentioned in the purchase order. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
- (22) **Acceptance of Tender:** The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.
- (23) The decision of the University Authority in all the matters of procurement of books shall be final and binding on all concerned.
- (24) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
- (25) The benefit of downward prices due to revision on account of govt. financial policy, tax revision, etc. should be given to PRESIDENCY UNIVERSITY, Kolkata by the selected bidder.
- (26) The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable.
- (27) The University reserves the rights to change any or all of the above terms and conditions.
- (28) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.



## ANNEXURE-II

### **Bidder's Eligibility Criteria**

- i. **At least two (02) Single purchase orders of books** (related to Indian and Foreign publications) **from any reputed university/ higher educational institution.**
- ii. Profitability and Net worth of the company to be positive in at least last Financial Year, copy of audited balance sheet should be provided
- iii. The bidder must submit Photocopies of the following documents:
  - a. Certificate of Incorporation (in case of company) / partnership deed (in case of firm), etc.
  - b. Valid trade licence
  - c. GST Registration Certificate, if available
  - d. Copy of the PAN Certificate
  - e. Income Tax Returns for the Assessment Years 2020-21, 2021-22 and 2022-23.
  - f. Certificate of Authorised Dealership from the Original Publishers of the Books, where ever applicable.
- iv. **The bidder must provide at least 20% discount for each and every title of Indian publication and 15% discount for each and every title of foreign publication.**



## Annexure – III

### APPLICATION FORMAT

1. Name of the Bidder:
2. Status of the Bidder:  
(Attach relevant documents, if registered company/partnership/propriety ship)
3. Address (Head Office / Registered Office) with Phone No. and e-mail id:
4. Present Address with Phone No. and e-mail id:
5. Whether Original Publisher/ Authorised dealer / authorised distributor:  
(attach copy of certificate of authorization from original publisher)
6. Name of Proprietor / Managing partner/ Managing Director / authorised signatory:  
(attach details)
7. Income Tax return for the Assessment Years 2020-21, 2021-22 and 2022-23  
(attach attested copies):
8. Name and address of at least two valued Customers with value of Work order:  
(attach copies of documentary evidences)
9. Income Tax Permanent A/c No.  
(attach attested copy)
10. GST Registration No. :  
(attach attested copy of the certificate)
11. Valid Trade Licence / ROC Certificate No. :  
(attach attested copy of the certificates)
12. Proper proof of Tender Fee (Rs. 500/-) Payment: D.D. No. \_\_\_\_\_ date \_\_\_\_\_ on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch
13. Proper proof of EMD (Rs. 5,000/-) Payment: D.D. No. \_\_\_\_\_ date \_\_\_\_\_ on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch



## Annexure – IV

### DECLARATION

1. I,----- Son/Daughter of Shri -----  
-----,Proprietor/Partner/CEO/MD/Director/  
Authorized Signatory of M/s. -----am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and here  
by convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief.
4. I/ we am/are well aware of the fact that furnishing of any false information/ fabricated  
document would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is  
authenticated, sealed and signed, and I take full responsibility for the entire documents  
submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY  
UNIVERSITY, Kolkata or in any national or organization or educational  
institute/university for any supplies, products or services.

-----  
Signature of the Authorized Person

Date:-----

Full Name\_\_\_\_\_

Place:-----

Designation with Seal