PRESIDENCY UNIVERSITY

86/1, College Street, Kolkata-700073

Enquiry Notice for Quotation

Tender No. **DLS/DBT-BUILDER/Books /2026-2027/02 -R** **Dated: 18/11/2026**

Sealed quotations are invited from **Publishers / reputed authorized and certified Booksellers/Distributors / Dealers /Business Partners** to quote their lowest possible rate for the supply ofthe under-mentioned Books, subject to the following terms and conditions. The Price bid /quotations in letter head must be submitted to **HOD, Department of Life Sciences, Presidency University, College Stree, Kolkata 700073, 86/1 College Street, Kolkata 700073** West Bengal, India.

Last date and time for submission of quotation is **25/11/2026 up to 4.00 PM.**

Date of opening of the quotations: **25/11/2026 up to 5.00 PM.**

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/-

Registrar

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) The Bidder should preferably have their full operational setup at Kolkata. Documentary evidence in this respect needs to be provided with the Technical Bid.

(3) **Delivery of Stores:** The Books are to be supplied within 8 weeks from the date of issue of the Purchase Order.

(6)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.

(7) Additional cost, if any, is to be borne by the bidder; University will not pay anything extra.

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

(9)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.

(10) **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.**

(11) **The University will provide DSIR Certificate to the L-1 bidder, if necessary, for the purpose of exemption of Customs Duty and GST as per the extant Rules and Notifications**.

(12) **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.**

(13) 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.

(14) Books should be supplied by the successful bidders in a good condition without any defect or damage. Books, if found duplicate, may be returned even after supply.

(15) Only latest and complete editions are to be supplied, if not otherwise specified.

(16) If any title in the order cannot be supplied by the successful bidders, it must be informed to the concerned teacher/ HoD of the Department within a week after receiving the order.

(17) In case the price of the book is not available in the publisher's catalogue or not printed in that book, only the publisher's invoice shall be submitted by the successful bidders in support of the invoice price.

(18) 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.

(19) **Acceptance of Tender:** The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itselfto accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.

(20) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.

(21) 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.

(22) The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable.

(23) 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 should preferably have their **full operational setup in Kolkata**; documentary evidence needs to be provided with the Technical Bid.

iv. 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 2026-27, 2025-26 & 2024-25.

f. Certificate of Authorised Dealership from the Original Publishers of the Books, where ever applicable.

v. **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 Equipment Manufacturer (OEM)/ Authorised dealer / authorised distributor**:**
   (attach copy of certificate of authorization from OD)

6. Name of Proprietor / Managing partner/ Managing Director / authorised signatory**:**
   (attach details)

7. Income Tax return for the Assessment Years 2026-27, 2025-26 & 2024-25
   (attach attested copies):

8. Name and address of at least three 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. Trade Licence / ROC Certificate No.:
    (attach attested copy of the certificates)

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