



NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

129, Belilious Road, Howrah – 711 101

(Having 'B++' Grade in Re-accreditation by NAAC)

GSTIN: 19AACTN7786L1ZN

Ref.: NDG/419/LIB-BK/TNDR/2022

Date: 18/02/2022

TENDER NOTICE

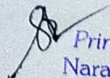
TENDER FOR THE SUPPLY OF LIBRARY BOOKS AT NARASINHA DUTT COLLEGE LIBRARY, HOWRAH

Narasinha Dutt College, 129, Belilious Road, Howrah-711101 invites sealed tenders as a "Single Bid System" from reputed original **book suppliers/publishers/authorized dealers** for supply of library books to the library of the College in a single envelope.

The detailed terms & conditions, name of items etc. can be downloaded from the website <http://narasinhaduttcollege.edu.in/ws/tender-notice/>. All other amendment / modification /Corrigendum in future will only be published on the above link.

TENDER INFORMATION

Tender title	Supply of library books at Narasinha Dutt College Library, Howrah
Tender form & others issue date	18/02/2022 at 2.00 P.M.
Tender form & others closing date	01/03/2022 at 5.00 P.M.
Location of tender drop box	Narasinha Dutt College, Howrah-1
Tender opening date	To be notified later
Tender opening place	In the Principal's room at presence of the committee members
Tender value (Rs.)	4,75,000/-
EMD	Rs.10,000/-


Principal & Secretary
Narasinha Dutt College
Howrah-711101



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ELIGIBILITY CRITERIA OF TENDERERS

1. The tenderers must enclose adequate documents to prove their authorization claims, the authority letter should include the details of principle supplier/ manufacturer regarding their full address, contact person, contact number, e-mail address and website address and if this is not enclosed. The college authority reserves the rights to accept or reject tenders from those tenderers. The decision of the college authority regarding this will be final and shall be binding on tenderers.
2. Tenderers must have similar experiences to supply **books** in last three previous years. The college authority may claim to verify relevant documents in this regard.
3. PAN card and Professional Tax Certificate/ Trade License/ Income Tax Acknowledgement Receipt and GST number are essential eligibility criteria of a tenderer. (copies need to be submitted)
4. The partnership firm, as tenderer, shall furnish the registered partnership deed and the company shall furnish the Registered Article of Association and Memorandum.
5. The tenderers may submit the Notarized Affidavit, if needed, to the college authority for non-conviction or blacklisting.

TERMS AND CONDITIONS

1. Sealed tenders in single envelop are invited from **book suppliers /publishers/authorized dealers** who are willing to undertake supply of **books** as per the specifications mentioned in Appendix-II.
2. Total cost of books mentioned under a subject/department (book list link in Appendix-II) not more than Rs.25,000/- and the supplier may contact with librarians in this regard.

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3. The rates both in words and figures without any corrections or over writing should be quoted for each individual item separately. Any over writing or rewriting should be duly countersigned. **The rates must be valid up to 31/03/2023.**
4. The intending tenderers shall also have to mention the detailed discounted rates of Indian and foreign books.
5. Tenderers will have to supply **books** as per the Appendix II. The college authority will not accept the **photocopies/resale books** by any means.
6. The tenderers should quote the rates inclusive of essential/optional accessories of specified format given in the tender form only and not on any other form.
7. Delivery of **books** must be completed in the specified time and in the **library** of the college in consultation with the **librarians**.
8. The tenderers should submit to the undersigned his offer in a single envelope with superscription.
9. Tenders must be dropped in the tender drop only box kept in the college. Tenders received in late, by hand or post will not be considered.
10. Bank Account details in the name of the tenderer must be submitted after selection of the tenderer through tendering process.
11. All taxes shall be deducted as per government rules from all types of bills at the time of billing and processing of invoices.
12. Tenderers should note that conditional tender will be rejected without showing any reason for such rejection.
13. Tenderers shall have to arrange storing of materials and others, if required, at their own cost and responsibility.
14. The college authority shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the tenderers to carry out the work.
15. Handling or any other charges will not be entertained in any manner.
16. All disputes, if any, will be settled in the court of Howrah/Kolkata jurisdiction only.

Principal & Secretary
Narasinha Dutt College
Howrah-711101

Phone: (033)-2643-8049

Website: <http://www.narasinhaduttcollege.edu.in>

Fax: (033)-2643-4259

Email: info@narasinhaduttcollege.edu.in



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TECHNICAL AND FINANCIAL INFORMATION

1. The **books** will have to be supplied as per the **list in the link within two weeks** or as per the last date mentioned in the final supply order. In case the tenderer requires more time than as stipulated above for effecting actual supply of a particular item, tenderer shall specifically mention it in the tender form.
2. The amount of E.M.D. will be refunded in case of unsuccessful bidders on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be executed between the tenderer and the college. The college will not make any payment towards interest on such deposits.
3. The specimen of "Agreement Bond" will be provided along with letter of acceptance to the tenderer whose rates are accepted by the College. The tenderer shall have to execute agreement in the prescribed form on Stamp paper costing to Rs.100/- or fixing court fee stamp on agreement paper, which should be submitted to this office ordering supply within specified time. The agreement received under seal and signature of tenderer will become legal agreement between the tenderer and the college.
4. The bidder at the time of final order/ agreement will have to furnish security deposit @ 3% of total cost of the items accepted and ordered for supply by the college as offered in the tender either through demand draft or Cheque in favour of **The Principal, Narasinha Dutt College**.
5. The amount of security deposit without any interest there on will be returned to the tenderer after 12 months or the expiry of the warranty period whichever is later from the date of supply, subject to the surrender of money receipt in original in respective office.

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6. If the tenderer fails to comply with the supply order within the specified period his order will be cancelled and EMD will be forfeited.
7. The copy/quantity mentioned in Appendix-II of this tender is subject to variation according to actual requirement of this College. The copy/quantity may vary in case of competitive market rates. The right to enhance or reduce the quantity of any tendered item(s) and right to accept/reject whole or part of the tender, without assigning any reason, whatsoever, is reserved by the undersigned. The decision of the undersigned shall be final and it shall be binding on the tenderer.
8. On the acceptance of the rates as per the approved tender, the supply order will be placed by Principal, Narasinha Dutt College.
9. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him/her and he/she shall not be able to withdraw or amend the offer.
10. The undersigned reserves the rights to accept or reject **Indian/paperback version of books** under the same terms and conditions and same price quoted by tenderer in **Appendix-II**.
11. Final payment of bill will be made only after full supply of books at the library of the college.
12. The credit bill should be presented in triplicate in the name of respective authority as quoted in final supply order. For any delay in payment (interest or any other kind of compensation) the college will not make any extra payments. This contract will be governed as per terms and conditions mentioned above
13. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non observance or non-acceptance of the above terms and conditions by the tenderers shall constitute breach of contract and the security deposit or any other deposit of the tenderer shall be forfeited by the college besides other actions or reduction bills of supplies and/or other legal actions and finally the decision of the college shall be binding on the tenderer.

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14. Every page of the tender should be **numbered and signed** with seal by the tenderer. The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the college.
15. The college will initiate the legal action against the tenderer, if the supplied books are found of photocopies or not as proper manner. The tenderer will be blacklisted for further filling of any tender of the college.
16. GOC is mandatory in all cases of foreign books. The invoice/bill will not be accepted without GOC from the competent authority.
17. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
18. All tender documents must be delivered to the above office up to the date and time indicated above. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be next working day or as announced by the college in the appropriate manner.
19. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.

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ENCLOSURES

Following documents are to be submitted with filled up tender forms:

- 1) Demand Draft for EMD(Nationalized Bank only) drawn on **Central Bank of India, N. D. College Branch payable to The Principal, Narasinha Dutt College.**
- 2) Photocopies of GST number, PAN card and IT Return certificate/TIN number and Bank details.
- 3) Certificate of sole publishers/suppliers or authorized dealers/ authorized supplier or trade licence.
- 4) List or documents regarding total experience in this field.

(Important: Above (1, 2) documents if not enclosed, tenderer will be disqualified)

Place: Howrah

Soma Bandyopadhyay.
(Principal)
Narasinha Dutt College

Principal & Secretary
Narasinha Dutt College
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This tender document comprises two appendices:

- 1) Appendix-I (Tender Form)
- 2) Appendix-II (List of books)



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Appendix -1 Tender Form

ORGANISATION DETAILS			
Name of the Organisation			
Registration no.			
Authorization From			
Postal address			
Phone no.		Mobile no.	
E-mail ID			
Website			
GST No.		PAN no.	
TAN			
Ydyog Aadhaar no.			
IT Clearance (Last year)	Certificate No.		Date
EMD DETAILS			
Bank Name		Branch Name	
IFSC no.		Amount (Rs.)	
Draft/ Cheque no.		Date	
Tender Value (Rs.)			
EXPERIENCES			
Organisation-1			
Organisation-2			

I/We have accepted the terms & conditions of the tender with ref.no. _____ dated _____ of Narasinha Dutt College, Howrah-711101 and agreed to abide by them.

Signature with seal of the bidder

Capacity in which signing



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APPENDIX-II

LIST OF BOOKS

Link for list of books:

https://narasinhaduttcollege.edu.in/library/opac_book_list.php