

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

Tender No. - PU/KOL/DPA/BOOKS/2024-25/1

Dated: 23/10/2024

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 under-mentioned Books, subject to the following terms and conditions. The sealed envelope containing the Price bid / Quotation in letter head, and other required documents shall be **addressed to the Finance Officer, Presidency University, 86/1, College Street, 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 **12/11/2024 up to 3:30 P.M.**

Date of opening of the quotations: **12/11/2024 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, Department of Performing Arts, Presidency University before quoting the rate for better knowledge of the requirement of the books.
- (3) **Delivery of Stores:** The Books are to be supplied within 4 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) Only latest and complete (i.e. not abridged or excerpted, except in cases where such abbreviations or excerpts are in circulation as works in their own right; e.g. the Bhagwat Gita) editions are to be supplied, if not otherwise specified.
- (9) Books, if found duplicate, may be returned even after supply.
- (10) Price should be inclusive of taxes and other charges. The University will not pay anything extra.
- (11) 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.
- (12) **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.**
- (13) **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.**
- (14) 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.
- (15) Books should be supplied by the successful bidders in a good condition without any defect or damage.
- (16) Receipt of the supply order must be acknowledged by the supplier within a week of receipt.
- (17) If any title given in the order cannot be supplied by the successful bidders, it must be informed to the library within a fortnight after receiving the order. Inability to supply the ordered books within a month of the order receipt without intimation to library will attract fines and may cause the termination from empanelment.
- (18) Bills are to be submitted in triplicate, the original duly signed on a one-rupee revenue stamp. 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.

- (19) 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.
 - (20) Supplier should certify in the invoice/bill that the latest editions (except emphasized the particular edition) are supplied and current prices are charged.
 - (21) **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.
 - (22) The University Authority's decision in all the matters of procurement of books shall be final and binding on all concerned.
 - (23) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
 - (24) 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.
 - (25) The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable.
 - (26) The University reserves the rights to change any or all of the above terms and conditions.
 - (27) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
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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 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 2021-22, 2022-23 and 2023-24.
 - 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 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
2021-22, 2022-23 and 2023-24
(attach attested copies):
8. Name and address of at least two valued
Customers with value of purchase 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)



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

