

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkata – 700 073
Enquiry Notice for Quotation



Tender No.-PU/KOL/LIB/BIO-TECHNOLOGY /BOOKS/01

Dated: 18/09/2019

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 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, College Street, Kolkata -700 073 and dropped in the Tender Box placed at Finance Office, First floor of Main Building of the University.** The sealed cover should be duly superscribed with the enquiry no & date and name of the item quoted in block letter. Please make sure to mention unit price and total price for all books that should be inclusive of all taxes, duties and other charges as stated hereinafter.

Last date and time for submission of quotation is 27/09/2019 up to 3.00 P.M.

Date of opening of the sealed quotations: 27/09/2019 at 3.30 P.M.

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) **Delivery of Stores:** The Books are to be supplied within 4 weeks from the date of issue of the Purchase Order.
- (3) **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**.
- (4) **EMD :** Interest free Earnest Money Deposit (refundable) of Rs.5,000.00 (Five Thousand) only. The Tenders 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 fulfillment 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.
- (5) **Tender without EMD and Tender Fee in proper form will be summarily rejected.**
- (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 RBI / 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 uploaded in the Technical Bid.**
- (11) **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.**
- (12) 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.

- (13) 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.
- (14) **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.
- (15) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
- (16) 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.
- (17) The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable.
- (18) 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 three (03) Single purchase orders of books** (related to Indian and Foreign publications) **from any reputed University/ higher educational institution** and the minimum value of **each such purchase order should be Rs. 1,00,000/-** (Rupees One Lakh only).
- ii. **Profitability and Net worth of the bidder is to be positive** at least in the **Financial Year 2017-18 / 2018-19** copy of audited balance sheet should be provided.
- iii. The bidder should be a **member of any recognised Book Suppliers Association.**
- iv. **The bidder bidding for at least 75% of the total titles will be considered as technically qualified.**
- v. The bidder must submit self-attested Photocopies of the following documents:
 - a. Certificate of Incorporation (in case of company) / partnership deed (in case of firm),etc.
 - b. Valid trade license
 - c. GST Registration Certificate, if available
 - d. Copy of the PAN Certificate
 - e. Income Tax Returns for the Assessment Years 2016-17, 2017-18 and 2018 -19
 - f. Certificate of Authorised Dealership from the Original Publishers of the Books, where ever applicable.
- vi. **The bidder must provide at least 20% discount for each and every title.**

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 Publisher / authorised dealer / authorized distributor:
(attach copy of certificate of authorization from Publisher wherever applicable)
6. Name of Proprietor / Managing partner/ Managing Director / authorised signatory :
(attach details)
7. Income Tax return for the Assessment Years 2016-17 , 2017-18 and 2018 -19
(attach attested copies):
8. Name and address of at least three largest Customers (preferably Universities / Higher Educational Institutions) with value of purchase order:
(Attach copies of documentary evidences)
9. Income Tax Permanent A/c No.(attach copy):
10. GST Registration No., if available :
(attach copy of the certificate)
11. Trade License / ROC Certificate No. :
(attach copy of the certificates)
12. **Details of Tender Fee:**
Demand Draft No. _____ Date _____ Amount Rs.500/- Drawn on _____ Bank,
Branch _____.
13. **Details of EMD:**
Demand Draft No. _____ Date _____ Amount Rs.5,000/- Drawn 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/our 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 organization or educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

Date:-----Full Name_____

Place:----- Designation with Seal

ANNEXURE-V

LIST OF BOOKS – FORMAT for QUOTATION in LETTER HEAD

Sl.No	Title	Author	Publisher	Quantity
1	Lehninger Principles of Biochemistry, 7th Ed.	Nelson DL and Cox MM	W.H. Freeman & Company	3 pc
2	Molecular Biology of The Cell, 6th Edn	Bruce Alberts	Garland Science, New York	3 pc
3	Molecular Cell Biology, 8 th Edn	Lodish, Baltimore	W.H. Freeman & Co., New York	3 Pc
4	The Cell: a Molecular Approach, Sixth edition	Geoffrey M Cooper, Robert E Hausman	Sinauer Associates	3Pc
5	Bioinformatics: Sequence and Genome Analysis	Arthur M. Lesk	Oxford	3Pc
6	Introduction to Bioinformatics - Vol 5	David W. Mount	CHSL	5Pc
7	Bioinformatics: Sequence, Structure and Databases A Practical Approach	Des Higgins and Willie Taylor	Oxford	5Pc
8	iGenetics: A Molecular Approach, 3rd edition	Peter J. Russell	Benjamin Cummings	3Pc
9	Organic Evolution (Evolutionary Biology) 3 rd edn	Veer Bala Rastogi	MedTech	3Pc
10	Molecular Biology of the Gene, 7th Edition	James D. Watson	Pearson	2Pc
11	Basic Methods in Protein Purification and Analysis	Simpson, Adams, and Golemis	CSH Press	1Pc
12	Genetics, 6 th Edition	D. Peter Snustad, Michael J. Simmons	Wiley India Pvt. Limited	1Pc
13	Molecular Biology, 2 nd Edition	David Freifelder	Jones and Bartlett Publishers	2Pc