



सत्यमेव जयते

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GORUBATHAN GOVERNMENT COLLEGE

Address: Ghorubathan, P.O. Fagu, Kalimpong-735231
West Bengal, India



Memo No. 188/GGC/2025

Date: 10/07/2025

NOTICE INVITING SEALED QUOTATIONS

For "Supply of Academic Books for the Central Library of Gorubathan Government College, Kalimpong.

The Officer-in-Charge, Gorubathan Government College, Kalimpong invites bids through tender in a two-bid system (Technical and Financial) on behalf of the Department of Higher Education, Government of West Bengal, for procuring academic books as per the annexed list from bonafide Publishers/authorized Vendors/authorized Distributors.

| Sl No | Tender For | Qty. | Tender Value |
|-------|--|----------------------|--|
| 01 | Supply Of Academic Books For Central Library Of Gorubathan Government College, Kalimpong | As per List of Books | Rs 20,000/- (Rupees Twenty Thousand only) |

General Instructions: -

In the event of filing, intending bidder may download the tender documents free of cost from the College's website <http://www.gorubathan.org>.

Submission of bids: -

Sealed quotation for both Technical bid and Financial Bid are to be submitted at Gorubathan Government College P.O Fagu, Kalimpong-735231. All papers must be submitted in English language only.

SUBMISSION OF THE TENDERS: -

The tender is to be submitted in at two Bid System.

1. Technical Bid:
2. Financial Bid

COVER/BID "A":- PART

-1

One folder with the copy of the Pay Receipt should be submitted. Bidders should upload certificate of registration, affidavits and declarations.

PART -II

NON-STATUTORY/MY DOCUMENTS containing the following documents: - The Technical Bid must accompany the following documents:

Certificate of valid membership of any recognized Publisher's Association.

Copy of verified Income Tax Return for last 03 Consecutive years including 2023- 24, PAN, valid Trade License, GST Registration, Credential Certificate of supplying books in reputed agencies. **The Bidder should submit a self-declaration that latest edition of the book will be supplied.** At least 3 Consecutive years Of (FY 2021-22, 2022-23, 2023-24) P/L Account and Balance sheet duly signed by competent authority.

BID B:-

Price Schedule /Bill of Quantity (Print copy of BOQ)

Directions to bidders for quoting prices Bill of Quantities (BOQ) will contain many columns. Please consider only the following columns in BOQ and quote discount percentage considering your all inclusive price for supply of books .

| Sl. No.(Col.1) | Item Description(Col.2) | Rate of Discount (Col. 13) |
|----------------|--|--|
| 1 | <p>Quotation of Discount Rate</p> <p>Bidders are required to quote a single 'Rate of Discount' as a percentage off the printed price for each book of the latest edition specified in the tender. Each discount rate should be quoted individually per book. This 'Rate of Discount' must be applied as a percentage based on the original printed price of each book's latest edition. No additional charges—such as insurance, customs duty, packaging, forwarding, freight, clearing charges, or taxes—will be accepted for doorstep delivery to our college library.</p> <p>The Tender Inviting Authority (TIA) will procure books from the agency that offers the Highest Discount (H-1) and meets all selection criteria outlined in the Tender Notice or as determined by the TIA.</p> <p><i>Example:</i> If a discount rate of '20' is quoted, it indicates a 20% discount off the original printed price of each latest edition book included in the supply list, which accompanies the Notice Inviting Quotation (NIQ).</p> | [Quote Figure in BOQ Tabular form Only] |

Evaluation of the tenders: -

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderers who have qualified the essential & other requirements will be identified and only their "Bid B" i.e., financial bid will be opened. The "Bid B" of those Tenderers failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. Clear photocopy of documents is to be submitted.

The Tenderer who has been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

The "Bid B" (Financial Bids) of only those bidders qualifying the technical Bid will be opened subject to verification of Technical Document. If found suitable in the context of above pre-qualification etc, the tenderer quoting the highest rate of discount on printed price, will be considered as successful.

Evaluation of the Financial Bid in the Event of a Tie

In case of a tie in the financial bid, the Tender Inviting Agency (TIA) may follow the procedure outlined in Memorandum No. 2320-F(Y), dated 07/06/2022, issued by the Finance Department, Audit Branch, Government of West Bengal.

In this tender, which operates on an H1 system (highest discount rate), quoting "0"(Zero) signifies that the bidder does not intend to supply the particular book. The tender requires bidders to offer the highest possible discount on the printed price of the books. A zero discount essentially indicates no offer and reflects the bidder's disinterest in providing that specific item.

1. RATE:

The price is to be laid in Indian Rupees only, including for foreign items. The Books is to be transported in such packaging so that there is no damage to the primary packaging during the transportation process.

2. ORDER & SUPPLY:

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, the letter of acceptance and the supply orders to be made in pursuance of the agreements.

3. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.

The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason thereof. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed.

Purchase will, however, be made following the existing purchase policy of the Govt. of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No.10500-F dated:19.11.04 should be observed in considering the tenders.

4. Delivery: -

Delivery of the books at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser.

5. TERMS & CONDITION:

I. Delivery Location and Cost

Books must be delivered directly to the Central Library of Gorubathan Government College, with no additional charges for doorstep delivery.

II. Supply Timeline

All books must be supplied within 21 days from the date of order placement. A minimum of 75% of the ordered books must be delivered within this period; failure to comply may result in order cancellation.

III. Latest Editions

The latest available editions of books, as of the supply date, must be provided, regardless of the editions specified in the booklist.

IV. Documentation with Delivery

The supplier must provide **four copies of the challan and the bill** with the delivered books. The bill should reflect the total printed price of all supplied books, minus the applicable discount.

V. Right to Accept or Reject

The Officer-in-Charge reserves the right to accept or reject any tender without providing a reason.

VI. Order Quantity

The final quantity of books to be ordered will be determined by the Library Committee and based on available funds.

VII. Technical Bid Requirements

Documents required for Technical Bids are specified in the Form of Technical Bid.

VIII. Discount Rate Quotation

Discount rates must be quoted as outlined in the Financial Bid (BOQ) form.

IX. Automatic Order Cancellation

Orders will be automatically cancelled after a delay period equal to twice the original delivery period.

X. Alternate Procurement and Penalties

If the H1 bidder fails to supply the required items within the stipulated timeframe, penalties will be deducted from any outstanding bill. The purchasing authority may procure items from the H2 bidder (at negotiable or the same rate), from the market, or through other means to avoid program disruptions.

a) Before imposing a penalty, the supplier will have the opportunity to present their case; however, the decision of the Officer-in-Charge, Gorubathan Government College, will be final.

b) Suppliers with chronic delays will be given negative preference in future tenders from this office. Habitual defaulters may be barred from participating in future tenders.

c) If any credential or document is found to be incorrect, manufactured, or fabricated during scrutiny, the bidder will be disqualified without prejudice.

XI. Tender Validity Period

The tender is valid for 120 days from the date of acceptance.

XII. Quantity Flexibility

Orders will be placed according to the institution's requirements, with no obligation to purchase all items listed in the tender.

XIII. Purchase Policy Compliance

Purchases will be made following the Government of West Bengal's procurement policies and amendments. The West Bengal Financial Rules' price preference policy outlined in Notifications No. 10500-F dated 19.11.04 and 5400-F dated 25.06.2012 should be observed.

XIV. Responsibility for Damages

In case of item damage, the selected agency shall bear all losses. The purchasing authority is not liable for any damage occurring before supply, submission of false/misleading/fraudulent documents, or incorrect declarations.

XV. Tie Resolution

In the case of a tie in the highest discount rate, the successful bidder will be determined according to government norms (G.O.).

XVI. Acceptance of Terms and Conditions

All terms and conditions mentioned must be accepted by the bidders.

XVII. Tender Timeline

The timelines for downloading and submitting the Tender, along with other key dates, are noted below.

XVIII. Bidders may download tender documents from www.gorubathangdc.co.in.

XIX. Any additional notices or corrigendum regarding this tender will be uploaded to the above website only. Bidders may be required to present original documents supporting their submissions for verification if requested.

6. PENALTY CLAUSES:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/ MISLEADING DOCUMENTS :

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.

7. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Officer-in-Charge of Gorubathan Government College. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Officer-in-Charge of Gorubathan Government College on Non judicial stamp paper of Rs. 100/-, the cost of which will be borne by the tenderer. This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

8. VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period 120 days from the date of finalization of tender which may be extended as per the need of the institution.

9. Dates & Information:

| | | | | |
|------------------------------|---|-------|---|--|
| Publishing Date | | From | : | 10 th July 2025 |
| Document Download Start Date | | From | : | 11 th July 2025 |
| Document Download End Date | | up to | : | 22 nd July 2025 |
| Bid Submission Start Date | | From | : | 11 th July 2025 |
| Bid Submission End Date | | up to | : | 22 nd July 2025 |
| Technical Bid Opening Date | | From | : | 25 th July 2025 at 1:00 P.M |
| Financial Bid Opening Date | 29 th March 2025 at 1:00 P.M | | | |

1. The Tender should be addressed to Officer-in-Charge, Gorubathan Government College. Tender documents will be available www.gorubathangdc.co.in. Any subsequent notice regarding this tender shall be uploaded on the website only.
2. In the event of any of the above-mentioned dates being declared as a holiday, the same work will be assumed to be held on the next working day at the appointed time.
3. Only qualified technical bid will be considered for opening of financial bid.
4. For detailed query, if any, intending bidders are requested to contact with office on any working day at anytime during office hours.



Shalder 10.07.2025
Officer-in-Charge
Gorubathan Government College, Kalimpong
Officer-in-Charge
Gorubathan Government College
Gorubathan, Kalimpong
Pin-735231

Annexure I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc..)

To

The Officer-in-Charge,

Gorubathan Government College, Kalimpong

Subj: Supply Of Academic Books For Central Library Of Gorubathan Government College, Kalimpong

Ref:- _____

Having reviewed the pre-qualification and other documents published in the Notice Inviting Quotation (N.I.Q.),
I/we hereby submit all required information and relevant documents for evaluation as follows:

1. This application is submitted by me/us on behalf of _____ [Company Name],
in the capacity of _____ [Designation], duly authorized to submit this offer. A copy of
the authorization letter from the company/agency is attached.
2. We accept the terms and conditions laid out in the NIQ and confirm that we shall adhere to them
throughout the tender period.
3. We are submitting our rate for the specified items and assure the supply to the Officer-in-Charge,
Gorubathan Government College, as required.
4. In the event of selection, I/we commit to completing the supply within the stipulated period, except in
cases of circumstances beyond our control.
5. We understand that Officer-In-Charge of Gorubathan Government College reserves the right to amend
the scope and value of the contract under this project. The Committee also reserves the right to reject any
application without assigning a reason.

Date:

Signature of applicant including title and
Capacity in which application is made

Mobile No:

Annexure II

(To be furnished on Non-judicial Stamp Paper of appropriate value, duly notarized, for the specific
NIT: Supply of Academic Books for the Central Library of Gorubathan Government College,
Kalimpong)

1. I, the undersigned, hereby certify that all statements made in the attached documents are true and correct. If any information provided is found to be false or concealed, the application may be rejected, and no objection or claim shall be raised by the undersigned.
2. The undersigned further certifies that neither our firm, M/S, nor any of its constituent partners, has been debarred from participating in tenders by this Department within the last five (5) years prior to the date of this NIT.
3. The undersigned authorizes and requests any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information upon the Department's request.
5. Certified that I have applied for this tender in the capacity of an individual / a partner of a firm / or the owner and have not applied severally for the same tender.
6. The undersigned also declares that our firm will supply only the latest edition of each book as required under this tender.

Signed by an authorized officer of the firm

Title of the Officer

Name of Firm with Seal

Annexure III

Financial Statement

Information of financial Turnover statements for the last 3 year to demonstrate the current soundness of the bidder's financial position:

| Turn Over | Amount in Rs. |
|-------------------|---------------|
| F.Y. 2022-2023 | |
| F.Y. 2023-2024 | |
| F.Y. 2024-2025 | |
| Total | |
| Average (Total/3) | |

Signature of applicant including title
and capacity in which application is made.

- ❖ ALL THE REQUIRED TECHNICAL DOCUMENTS NEEDED SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

| Sl. No . | Category | Sub Category (Folder) | Sub Category Description |
|----------|-----------------|---|--|
| 1 | CERTIFICATES | CERTIFICATES | Latest Trade License, PAN, 3 Years IT Including 2023-24 IT ACKNOWLEDGEMENT, TAN / GST Registration AND CURRENT GSTR3B Return, Certificate of valid membership of any recognized Publisher's Association. |
| 2 | CERTIFICATES | PAN | PAN CARD |
| 3 | CERTIFICATES | GST REGISTRATION CERTIFICATE | GST REGISTRATION CERTIFICATE |
| 4 | COMPANY DETAILS | COMPANY DETAILS I | PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BY LAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE , POA |
| 5 | CREDENTIAL | CREDENTIAL I | RESOURCEFUL, BONAFIDE & EXPERIENCED Agencies Having Credential In Last 3 Year (2022-23 and till Date) will be eligible. |
| 6 | DECLARATION | DECLARATION FILE 1 | Application, EMD Payment Challan, AFFIDAVIT (MENTIONING Tender reference No.) |
| 7 | DECLARATION | DECLARATION FILE 2 | |
| 8 | Audited PLBS | FY: 2022-2023 FY: 2023-2024 FY: 2024-2025 | Minimum Three Consecutive Financial Years Audited PLBS Have To Upload |

*** Only the required paper and documents as mentioned in above list should be furnished, extra paper or redundant papers and documents may be the cause of cancellation of the concern bid.
 *** Credentials Certificate Before 2022-23 should not be submitted, it may cause of Cancellation of the concern bid.
 *** For Multiple H1 Bidder, Decision Will be made on the basis of GO No. 2320-F(Y) Dated 7th June 2022 or as Latest Govt. Order available on the decision making Day.
 *** Bidder Whose Discount Percentage Will Be Highest(H1), Will Be Awarded The Contract. (Here instead of L1 Bidder, H1 Bidder Will be Considered as Successful)

PHOTOCOPY OF ALL THE CERTIFICATES SHOULD BE SUBMITTED IN PROPER ORDER.

The Tender Evaluation Committee may ask for the Original Certificates for Verification, if the Bidder was unable to produce the same in given time. OIC may cancel the concern bid in any stage of the bidding process. The Tender Evaluation Committees Decision is Final



SIGNATURE

Shalida 10.07.2025

Officer-In-Charge
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