



# VIVEKANANDA MISSION MAHAVIDYALAYA

Affiliated to Vidyasagar University, West Bengal (India)

NAAC Accredited 'A' Grade (3rd Cycle)

ISO 9001:2015 / ISO 14001:2015 / ISO 50001:2018 Certified Institution

VIVEKNAGAR

P.O.- Chaitanyapur (Haldia), Dist. - Purba Medinipur, West Bengal, Pin-721645

Website: vmmahavidyalaya.ac.in

Ref. No. VMM/NIT-01/2025-26

Dated: 22/01/2026

## NOTICE INVITING E-TENDER

E tender ID: 2026\_VMMV\_989488

**FOR SUPPLY OF BOOKS (Text Books and Reference Books ) for College Library at the Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, Purba Medinipur, West Bengal. Pin 721645 (FUND Department of Higher Education, Govt. of West Bengal)**

For and on behalf of Vivekananda Mission Mahavidyalaya, online bids of discount rates available on printed prices (INR ONLY) (percentage rate) are invited for the purchase of TEXT AND REFERENCE BOOKS for Indian and foreign publications for different departments as per Govt. grants vide memo no. 643-HED- 17011(23)/1/2025-CS SEC, for the library as per the BOQ and referred to in the Booklist sheet in compliance with G.O. No. 643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025.

**Dr. Manabendra Sahu**

PRINCIPAL

Vivekananda Mission Mahavidyalaya,

Chaitanyapur, Haldia,

Purba Medinipur,

West Bengal.

Pin 721645

*Principal*

**Vivekananda Mission Mahavidyalaya**

**P.O.-Chaitanyapur, Purba Medinipur, W.B.**

Principal, Vivekananda Mission Mahavidyalaya invites sealed bids through electronic tendering (e- Tendering) for **“FOR SUPPLY OF BOOKS (Text Books and Reference Books) for College Library at “Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, Purba Medinipur, West Bengal. Pin 721645”** from the bonafide, resourceful and reliable experienced Vendors.

Sl. No.	Name of the Work	Earnest Money (Rs.)	Cost of Tender documents (Rs.) (Non-refundable)	Period of Completion	Name & Address of the Office
1	Supplying Books of Different departments for Central Library, <b>Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, Purba Medinipur, West Bengal. Pin 721645</b>	Rs. 13500.00  *Exemption of EMD is not allowed in any case.	Rs. 0.00	21 Days	<b>Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, Purba Medinipur, West Bengal. Pin 721645</b>



## INSTRUCTIONS TO BIDDERS

### A. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the suppliers to participate in e-Tendering.

1. Registration of Supplier:

Any suppliers willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of Higher Education Department). The supplier is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each supplier is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. DSC is given as a USB e- Token.

3. The supplier can search & download NIT & Tender Documents electronically from WB e- Tender Portal once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of e-Tender Documents.

4. Participation in more than one supply:

A prospective bidder shall be allowed to participate in the supply of books either in the capacity of individual or as a partner of a firm. If he is found to have applied separately in a single supply, all his applications will be rejected.

5. Submission of Tenders:

Tenders are to be submitted through online in two folders at a time for each supply, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).



**B. BID Submission of Tenders:**

**1. Technical Proposal**

The technical proposal should contain scanned copy of the following documents contained in two covers (folders).

a. Statutory Cover containing the following documents:

1. N.I.T.
2. *Form- II and III*

(NIT & Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid.

b. Non -statutory cover includes (to be uploaded online):

- GST Registration Certificate.
- PAN Card.
- IT Return of last three years.
- Trade License
- P-Tax Registration Certificate.
- Credentials

**2. Financial Proposal**

The rate will be quoted in the BOQ

Quoted discount rate will be encrypted in the BOQ under Financial Bid. Downloaded properly and upload digitally signed.

**3. Experience / Credential**

The prospective bidders should have supplied books as mentioned in the BOQ prior to the date of issue of this Notice to at least three Government College / Government Aided College / State or Central University / Research Institute. At least three documents to be uploaded online.



## General Terms and Conditions:

1. In the event of e-filing the intending bidder may download the tender documents from the website — <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Traditional process of deposit of earnest money through online instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Division wef. 01.10.2015. **Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e- tendering portal.** Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFSC Code and e- Proc Ref No.

***Earnest Money of Rs.10,000/- (Rupees Ten only) to be deposited by the prospective eligible bidders through online payment as per order no.- 3975 F(Y) dated 28.07.2016 and also to be documented through e-filing. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.***

EMD through NEFT or RTGS or Bank Transfer Details:

Particular	Amount	Transaction No. & Date	Bank Name
EMD	Rs.13,500/-		

- a) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender.
- b) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- c) No interest will be paid on the EMD (if any).

***N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.***

### Action to be taken in the cases of suppression / distortion off acts

Submission of any false document by the bidders is strictly prohibited and, in such cases, the concerned bid(s) shall be rejected.

3. Intending bidders who want to transfer EMD through NEFT/RTGS must read the instructions of the Challan generated from E -Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.
4. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in Sl. No.9. The



documents submitted by the bidders should be properly indexed & self-attested with seal.

5. The prospective bidders should have supplied books as mentioned in the BOQ prior to the date of issue of this Notice to any Government College / Government Aided College / State or Central University / Research Institute.
6. *It is mandatory for all the Bidders to Deposit EMD online through NET BANKING /CHALLAN according to Finance Order No. 3975 F(Y) dated 28.07.2016*
1. **The discount rate should be kept valid for 120 days from date of submission**
2. Defective books shall not be accepted in any case.
3. The supplier must supply the latest edition of the books.
4. The College will not be bound to accept the lowest bidder.
5. The College authority will retain a sum amounting to **10% of the bill** of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of **one year** from the date of completion of the work on application.
6. The College Authority (Tender Committee) reserves the right to accept or reject any bid or/and cancel the bidding process at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders.
7. **Delivery period: 21 Days from the date of placing order.**

8. Date & Time Schedule:

Sl . No.	Items	Publishing Date (s)& Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	<b>24.01.2026 ; 16:00 Hrs.</b>
2	Starting of Documents download (online)	<b>24.01.2026 ; 16:00 Hrs.</b>
3	Bid Submission starting (on line)	<b>24.01.2026 ; 16:00 Hrs..</b>
4	Bid submission closing date (online)	<b>09.02.2026 ; 18:00 Hrs.</b>
5	Bid opening date for Technical Proposal (online)	<b>12-02-2026; 12:00 hrs</b>
6	Date of uploading list for Technically qualified Bidder (on line)	<b>To be notified later on</b>
7	Date and Place for opening of Financial Proposal (online)	<b>To be notified later on</b>
8	Date of uploading of list of bidders along with the approved rate	<b>To be notified later on</b>

## **SPECIAL TERMS AND CONDITIONS:**

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery.
3. Conditional bid may not be accepted by the tender inviting authority.
4. Delivery: The supply of books should be made within 21 days or the time prescribed by the college as will be mentioned in the purchase order.
5. Penalty for Late Supply: In case of delay in delivery and installation, the competent authority has the right to deduct the amount 1% of total order value and the same may be increased to maximum of 5 % of order value.
6. The Quantity of the Item(s) is always subject to change, and it depends upon the Requirement & Budget, and the actual required Quantity will be mentioned in the Purchase Order.
7. College Authority may not purchase all books mentioned in the uploaded book lists, it depends upon the Budget & given Discount.
8. If the book is found defective, the supplier is bound to replace the book immediately.
9. The quantity may be increased or decreased in the final order.
10. Only the latest editions of the requested titles will be accepted.
11. Indian editions may be supplied only when foreign editions are not available, and this must be done with prior written approval.
12. The printed price must be clearly marked on the book itself. Sticker prices will not be accepted.
13. The price of the books must not exceed the Maximum Retail Price (MRP) or the publisher's listed price.
14. Delivery must be made to the College Library, VIVEKANANDA MISSION MAHAVIDYALAYA, as per the delivery instructions provided.
15. The College reserves the right to reject any book that is not as per the specified requirements, is damaged, or is not the latest edition.
16. Rejected items must be replaced within 15 days from the date of notification, at no additional cost to the College.
17. The College reserves the right to cancel the full or partial work order at any time, without assigning any reason.
18. The College shall entertain no compensation or claims in the event of such cancellation.
19. Since the procurement is done under Govt. grants, payment will be made after getting administrative approval from the Dept. of Higher Education, Govt. of West Bengal.



**Form —II**  
**[To be furnished on Firm's Letter Head]**

To  
The Principal  
Vivekananda Mission Mahavidyalaya  
Chaitanyapur, Haldia,  
Purba Medinipur,  
West Bengal.  
Pin 721645

Date:

Dear Sir,

I, the under-signed

1. Do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed the application may be rejected and no-objection / claim will be raised by the under-signed.
2. Also hereby certifies that neither our firm M/S. Nor any of constituent partner had been debarred to participate in any tender by any Government Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
3. Would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the College to verify this statement.
4. Understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. Certify that I have applied in the tender in the capacity of individual / as a partner of a firm/Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of the Firm with Seal Date:

Seal Date: \_\_\_\_\_



**Form —III**  
**STRUCTURE AND ORGANIZATION**

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

3. Name and address of Banker:

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.

