



# Khatra Adibasi Mahavidyalaya

P.O.: Khatra, Dist. Bankura, West Bengal, Pin: 722140

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NAAC Accredited B(3<sup>rd</sup> Cycle)

Memo No - KAM/2025-26/ET/Books/01

Date – 16.12.2025

NIT NO. : KAM/2025-26/ET/Books/01

The Principal of Khatra Adibasi Mahavidyalaya, Khatra, Bankura, is inviting **e-Tender (Under State Govt grant vide G.O.-643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025) in two Bids (Technical & Financial Systems- laid down in Rule 47C of WBFR regarding Tenders) at discount rates** for the purchase of **books** for the Central Library of Khatra Adibasi Mahavidyalaya as per the Percentage rate **BOQ** in annexed list from the **Bonafide Publishers / Authorized Distributors / Reputed Vendors** with financial capability of having executed similar jobs within the last 5 (five) years as mentioned in the NIT below in any Govt. /Govt. Sponsored / Govt. Aided Colleges / Universities / Research Institutes. In the e-tendering process, intending bidders may download the tender documents free of cost from the website :<https://wbtenders.gov.in> directly with the help of **Digital Signature Certificate**. Necessary earnest money may be remitted in favour of the Principal, Khatra Adibasi Mahavidyalaya, strictly **through online mode only** in accordance with the **G.O. No. 3975-F(Y) dated 28.07.2016** of the Finance Department, Government of West Bengal. All bidders are hereby requested to peruse the guidelines meticulously before participating in the e-tender and comply with the terms and conditions contained in this tender document in letter and spirit.

1	Name of Item	Supply of Books for the Central Library of Khatra Adibasi Mahavidyalaya
2	Estimated Amount Put to Tender	Rs. 5,00,000.00
3	Earnest Money (EMD)	Rs. 10,000.00
4	Cost of Tender Documents at the time of formal agreement	Rs. 500.00
5	Period of Completion	30 Days from the date of issuance of work order

Sd/-

Principal

Khatra Adibasi Mahavidyalaya

# **INSTRUCTIONS TO BIDDERS**

## **General Guidelines for E-tendering:**

### **1. Tender Document**

All information posted on the website consisting of the NIT and related documents including the annexure, BOQ, Corrigendum etc. shall form part of the tender document.

### **2. Registration of Supplier**

Any supplier 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://wbenders.gov.in> (the web portal of Higher Education Department). The supplier is to click on the link for e-Tendering sites as given on the web portal.

### **3. 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 the requisite amount. DSC is given as a USB e-Token.

4. The supplier can search & download NIT & Tender Documents electronically from WB e-Tender Portal: <https://wbenders.gov.in> once he logs on to the website mentioned above, using the Digital Signature Certificate. **This is the only mode of collection of e-Tender Documents.**

### **5. Participation in more than one supply**

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

### **6. 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 in Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC).** The documents are to be uploaded as virus scanned copies duly **digitally signed**. The documents will get encrypted (transformed into non-readable formats).

## **A. Technical Proposal**

The technical proposal shall include scanned copies of the following documents contained in two covers (folders), namely, **Statutory** and **Non-statutory**.

### **a) Statutory Cover shall contain the following documents:**

1. NIT
2. Addendum/Corrigendum
3. List of items to be purchased
4. Form- I and II
5. Receipt of Earnest Money Deposit (EMD)

(Download the NIT & Corrigendum, if any, properly and upload the same Digitally Signed).

### **b) Non-statutory Cover shall contain the following documents (copies):**

1. Voter Card
2. PAN Card.
3. GST Registration Certificate.
4. I.T. Return (Sarl) of the last financial year.
5. Trade License
6. P-Tax Registration Certificate.
7. Bank guarantees relating to financial solvency.
8. Credentials of having executed similar work in at least three educational/research institutions as mentioned above.

## **B. Financial Proposal**

The rates (including charges for supply and services during warranty period, if any) will have to be quoted in the Bill of Quantity(BOQ). **Quoted discount rates will be encrypted in the BOQ under "Financial Bid". Highest quoted discount on total amount will be treated as Lowest quoted (L1) bidder. The supplier will provide all books mentioned in the book lists.** No additional claim will be entertained in any circumstances. L1 Bidder will have to supply all

## **7. Experience / Credential & Financial Solvency**

The prospective bidders must 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. The prospective bidders shall also have financial solvency for completing the work. At least four documents must be uploaded online, one of which shall be a bank guarantee relating to financial solvency.

***Note: Inadvertent mistakes, if any, in the tender document may be ignored and e-Tendering rules of the Govt. will prevail in all cases.***

## General Terms and Conditions:

1. The intending bidders may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The submissions of the Technical Bid and Financial Bid have to be completed as per Tender Date & Time Schedule stated in Sl. No. 2 below.

### 2. Date & Time Schedule for e-Tender:

Sl. No.	Particulars	Date & Time
1	Date of uploading of e-NIT & other documents (online) (Publishing Date)	17.12.2025
2	Documents download opening date (online)	17.12.2025
3	Bid submission opening date (online)	17.12.2025
4	Documents download closing date	14.01.2026
5	Bid submission closing date	14.01.2026
6	Technical Bid opening date	16.01.2026
7	Uploading of final list of Technically qualified bidders	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

3. The Technical Bid and the Financial Bid both will have to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>
4. It is mandatory for all the Bidders to deposit **EMD online** through **NEFT BANKING/CHALLAN** according to **G.O. No. 3975-F(Y) dated 28.07.2016 of the Finance Department, Government of West Bengal.**
5. The discount rate must be kept valid for 120 days from the date of submission. It may be extended if required.
6. **Defective books** shall not be accepted in any case. Replacements have to be made by the supplier within **7 (seven) days** of the date of delivery.
7. ***The College Authority 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 assigning any reason and without thereby incurring any liability to the affected bidder or bidders.***
8. **Delivery Period:** The supply of **books** should be made **within 30 days** or the time prescribed by the college, which will be mentioned in the **Work Order** to be issued by the college authority.

**Special terms and conditions:**

1. **No advance payment shall be made at any circumstance.**
2. Payments will be made after satisfactory delivery and verification of the books by the college authority.
3. The payment will be made by **as per Govt. rules.**
4. Conditional and incomplete tenders are liable to be summarily rejected.
5. **Penalty for late Supply:** In case of delay in delivery, 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. During evaluation, the Tender Inviting Authority may summon the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid may be liable to rejection.
7. The quantity for purchase of items may be increased or decreased in the final order.
8. **There shall be no provision for arbitration.**
9. **Legal jurisdiction for solving disputes, if any, shall be settled in the Honorable Court of Sub Divisional Judge, Khatra, and West Bengal.**
10. The e-NIT shall form part of the contract agreement. On acceptance of the bid, the successful bidder(s) shall have to sign the contract agreement consisting of e-NIT, instructions to bidders, special terms and conditions, specifications, BOQ, rate quoted, Letter of Acceptance (LOA) and the Tender Form-I and Form-II.
11. Tenderers must specifically take note of all the addendum /corrigendum related to the tender, if any, and upload the latest documents as part of the tender.
12. **If the L-1 bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and will be dealt with accordingly legally.**
13. Tenders may be summarily rejected if any item in the statutory and non-statutory covers is not uploaded.

**14. Taxes & duties to be borne by the Contractor:**

**All types of taxes including Income Tax, GST and Other Taxes as per Govt. Rule shall have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.**

15. No additional payments whatsoever shall be made to the contractor.

**16. Site inspection before submission of tender:**

Before submitting the tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at the site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, market rate etc. and no claim whatsoever will be entertained on this account afterwards. In this connection intending tenderers may contact the office of the Principal concerned with the work between 11.30 hours to 2.30 hours on any working day prior to date of submission of tenders.

LIST OF BOOKS (for Rs.5,00,000/- (Five Lakh only) attached in BookList.pdf

Note – Clarifications, if any, may be sought regarding the matters which seem incomprehensible in the BookList.

## **FORM -I (Application in respect of e-NIT)**

**Annexure - I**

[To be furnished on Firm's Letter Head]

**To**

**The Principal,**

**Khatra Adibasi Mahavidyalaya**

**P.O. Khatra, bankura – 722140; W.B.**

e-NIT No. & Date .....

Name of Work: .....

Estimated Amount: .....

Dear Sir,

Having examined the Statutory, Non-statutory & E-NIT documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works (**supply of books**) as per Tender No. and Serial No. mentioned in the said E-tender. I/We also agree to replace the **defective books** after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities (BOQ) and addenda.

1. Full name of applicant (In block capitals) : .....

2. In the capacity of owner/partner(s): .....

3. Duly authorized to sign bids for & on behalf of the Firm.

Name of Firm in block capitals: .....

4. Office address (In block capitals): .....

5. Telephone No.(s) (Office): .....

6. Mobile No. linked to the Bank Account .....

7. E-mail ID: .....

8. Name and address of Banker : .....

9. Account No. and type of A/C(SB/Current): .....

10. IFSC:.....MICR Code : .....

11. Brief description of the firm :.....

Signature of the proprietor(s)/authorized person(s) of the Firm: .....

### **Date & place**

Designation of the signatory,

Name of the Firm with Seal

## **FORM -II (Affidavit Format)**

One Affidavit before **1st class Magistrate/Notary** will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi-Govt. / Autonomous Body / Institution / Local Body / Corporate House in hard copy along with serial No. & date within stipulated date & time.

## **Declaration to be furnished in the AFFIDAVIT**

I/We (Name) ....., son/daughter of (Father's Name)....., residing at (Residential Address) ....., having office at (Business Address) ....., do hereby solemnly affirm and declare as follows :

i) Partnership Details: .....

ii) Reference: (E-NIT No. with date, Sl. No.) .....

iii) All Documents submitted by me/us are genuine, authentic, true, and valid.

iv) All information provided is true to the best of my/our knowledge & belief. The college authority has got full right to cancel the application for participation in the E-tender with penal measures, if any, in case any of the statements is proved false.

v) Neither any penalty or debarment was made against me/us nor against my/our firm in any way at any Govt./Autonomous Body/Institution/ Corporate house.

vi) That I am a citizen of India.

Signature of the proprietor(s)/authorized person(s) of the Firm: .....

### **Date & place**

Designation of the signatory,

Name of the Firm with Seal

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