



# Seth Anandram Jaipuria College

10, Raja Nabakrishna Street, Kolkata 700 005

Reference No.

Date:

**e-Tender No.SAJC/25/ET/01 dated: 26/06/2025**

## Section-I: Notice Inviting Tender (NIT)

For and on behalf of Seth Anandram Jaipuria College, Kolkata (SAJC), the Teacher-in-Charge invites sealed tenders for amount (INR only) after discount (percentage rate) offered on printed price/MRP from eligible and qualified (having experience in successful completion of at least one similar works during last five years with order/invoice value not less than 40% of the estimated cost of the present work.) vendors (Publishers /Direct Importers/ Authorized Distributor/Reputed Suppliers) for supply of text and reference Books of Indian and Foreign Publications for different departments (B.A./ B.Sc./B.Com.) in the Central Library, Seth Anandram Jaipuria College as per terms and conditions set out in the document.

| Schedule No. | Brief description of Goods and Services  | Quantity             | Estimated Value (Rs.) | Earnest Money (Rs.) | Bid Validity period | Period of Completion of work |
|--------------|--|----------------------|-----------------------|---------------------|---------------------|------------------------------|
| 1.           | Supply of Text and Reference Books in the Central Library at Seth Anandram Jaipuria College, Kolkata | As per list of books | 8,25,000/-            | 15,000/- (Fixed)    | 1 (one) year        | 20 (Twenty) days             |

The details of book list have been described in annexure-1. Intending bidder may download the Tender documents from the website [www.wbtenders.gov.in/](http://www.wbtenders.gov.in/) [www.sajaipuracollege.ac.in](http://www.sajaipuracollege.ac.in) . e-Tender documents to be submitted online through e-tender portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) . Bidder should deposit a refundable amount of Rs 15,000/- (Rupees fifteen thousand) only as earnest money (EMD) by NEFT in favour of “**SETH ANANDRAM JAIPURIA COLLEGE**” (A/C No: 1405000109018160, IFSC: PUNB0140500) and Scan copy of the transaction slip to be uploaded in the E tender portal.

The Tender Document/Tender is not transferable under any circumstances.

The Pre-qualification/Technical and Financial/Price Bid documents, duly filled in, digitally signed properly and complete in all respects as per instructions contained in the Tender Documents, has to be submitted through e-tender procurement system (online) within due dates. No physical/offline Tender/ Bid shall be accepted. Conditional tenders and casual letters sent by the bidders shall not be accepted.

Tenderers are requested to read the Tender Document before submitting the Tender/BID online.

Interested tenderers may obtain further information about this requirement from the office of the Teacher-in-Charge, Seth Anandram Jaipuria College, 10 Raja Nabakrishna Street, Kolkata 700 005. They may also visit college website (<http://www.sajaipuracollege.ac.in>) and/or the e-procurement portal of Govt. of West Bengal (<https://www.wbtenders.gov.in>) for further details.

**Description and schedule of the tender process:**

|   |                                  |   |
|---|----------------------------------|---|
| Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.)                                       |                                  | Open tender, Two Bid<br>Part I- Pre-Qualification/Technical bid<br>Part II- Financial/ Price bid (Percentage Rate)  |
| Tender Fee  |                                  | NIL   |
| Tender Document download portal   |                                  | <a href="https://www.wbtenders.gov.in">https://www.wbtenders.gov.in</a> & <a href="http://www.sajaipuriacollege.ac.in">http://www.sajaipuriacollege.ac.in</a> |
| E-Procurement portal for online tender submission   |                                  | <a href="https://www.wbtenders.gov.in">https://www.wbtenders.gov.in</a>   |
| Date of online publication of NIT & other Documents   |                                  | 03/07/25at 3:00 pm  |
| Online documents download & Online Bid Submission   | Opening date and time            | 03/07/25 at 3:00 pm   |
|   | Closing date and time            | 17/07/25at 5:00 pm  |
| Pre-bid meeting with intending bidders with Teacher-in-Charge, S. A. Jaipuria College, Kolkata, if necessary  |                                  | 05/07/25at1:00 pm   |
| Date & Time of Opening of Technical Bid   |                                  | 18/07/25 after 1:00 pm  |
| Date of uploading list for technically qualified bidder (Online)  |                                  | To be notified later  |
| Date for opening of Financial Proposal (Online)   |                                  | To be notify later after opening of technical proposal  |
| Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate. |                                  | To be notified, if required, after uploading the offered rates of bidders.  |
| Earnest Money (EMD)   | Rs. 15,000/- (Fixed)             | NEFT in favour of<br>“ <b>SETH ANANDRAM JAIPURIA COLLEGE</b> ”<br>(A/C No: 1405000109018160,<br><b>IFSC: PUNB0140500</b> )                                    |
| Performance Security  | 10% of actual bill/invoice value |   |

(Dr. Mou Chattopadhyaya)

**Teacher-in-Charge**

For and on behalf of :

**Seth AnandramJaipuria College**

10 Raja Nabakrishna Street

Kolkata 700 005

West Bengal, INDIA

Phone: +91 3325554117

e-mail: sajaipuriacollege@gmail.com

## **Section II: General Instructions to Tenderer (GIT)**

This Section-II shall be downloaded from website: <http://www.sajaipuriacollege.ac.in> or <https://www.wbtenders.gov.in> and submitted (uploaded) along with the **Technical Bid** as acceptance of terms & conditions. ***(Offer without the copies of Section - II shall be liable for rejection)***

## **Section III: Special Instructions to Tenderers (SIT)**

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

### **1. Participation**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system of Government of West Bengal, through logging on to <https://www.wbtenders.gov.in>.

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a Proprietorship/partnership firm or a authorised representative of a company/society. If found to have applied severally for a single job, all his applications will be rejected for that job.

### **2. Collection/Download of Tender Documents**

The Bidders can search & download NIT & other Tender Documents electronically from the e-procurement site using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **3. Earnest Money Deposit**

Earnest Money to be deposited by the prospective eligible bidders through online mode (online Net Banking) or offline mode (RTGS/NEFT) as per order no. 3975 F(Y) (Govt. of W.B.) dated 28.07.2016 and also to be documented through e-filling via e-procurement portal of Govt. of West Bengal (<https://wbtenders.gov.in>).

### **4. Bid Validity**

The proposal shall remain valid and open for acceptance for a period of 1 year from the closing date for submission of proposals. If any tenderer withdraws his tender before the said period, then the SAJC shall be at liberty to forfeit the Earnest Money (EMD)/Performance Security deposited.

### **5. Taxes & Duties**

Prices quoted by vendor/bidders shall be inclusive of cost and conveyance of all materials, all labour charges, all taxes & duties, service charges etc complete in all respect. No extra claim on this account will in any case be entertained. Any conditional quotation shall not be acceptable.

## 6. Submission of Tenders.

Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently in two folders at a time for each work, one in Pre-Qualification/Technical Proposal & the other in Financial Proposal, with valid digital signature through the e-procurement portal as per time schedule.

### 6.1. Pre-Qualification/Technical proposal

The Pre-Qualification/Technical proposal should contain **digitally signed(by the bidder)**copies (in pdf format)of the following further two covers(folders).

#### 6.1.1. Statutory Cover Containing

- a) Tender Form (Section X), duly filled
- b) Technical Questionnaire (Section XII), duly filled
- c) Scanned copy of Earnest Money Deposit proof,
- d) NIT document (Complete including all Sections and Corrigendum, if any)
- e) General Instructions to Tenderer (GIT, Section II)
- f) General Conditions of Contract (GCC, Section IV)

#### 6.1.2. Non-Statutory Cover Containing

- a) MSME certificate, if any
- b) Professional Tax (PT) Challan (Latest)
- c) Pan Card
- d) Income TaxReturn of last year (Latest)
- e) GSTINRegistrationCertificate
- f) Trade Licence
- g) Registration Certificate under Company Act. (if any); Registered Deed of partnership Firm/ Article of Association & Memorandum. (if applicable); Power of Attorney (For Partnership Firm/ Private Limited Company, if applicable);
- h) Credential documents (copy of work order and completion certificate and/or any other relevant document)for similar nature of work within last 5 (five) years endingthe date of issue of NIT.
- i) Certificate about operational office in Kolkata.

**Note:** Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

6.1.3 **The above stated non-statutory documents should be arrange in the following manner**

| Sl. No. | Category        | Sub-Category      | Details  |
|---------|-----------------|-------------------|--|
| 1.      | Certificates    | Certificates      | 1) MSME certificate, if any<br>2) GSTIN Registration Certificate<br>3) PAN Card<br>4) P. Tax Challan (Latest)<br>5) I. Tax Return (Latest)   |
| 2.      | Company details | Company details 1 | 1) Trade License (for Proprietorship Firm).<br>2) Partnership Deed, Trade License (for Partnership Firm)<br>3) Incorporation certificate, Trade License (for Ltd. Company)<br>4) Society Registration copy, Trade Licence (for Co-operative Society)<br>5) Power of Attorney (if applicable)<br>6) Certificate about operational office in Kolkata |
| 3.      | Credential      | Credential - 1    | Credential of similar nature of Work in last 5(five) years ending date of Issue of NIT   |

6.2 **Financial proposal**

This file contains BOQ (Bill of Quantities) as “Financial Bid”: A bidder shall quote their **rate/amount after discount(percentage rate) offered on printed price/MRP (INR only) of books as a whole** inclusive of transportation, installation charges, freight charges/ any other taxes, GST applicable. Discount rates offered by the bidder shall not be linked with the quantum of the purchase order. The downloaded BOQ file in Excel format shall be filled & uploaded without changing the innate template.

The reserved value for the discount rate has been fixed at 15%. The value of discount rate filled by the bidder in BOQ should be at least 15%, otherwise the proposal would not be considered for evaluation.

**7. Opening & Evaluation of Tender.**

5.1. **Tender & Works Committee:** Tender & Works Committee constituted with Principal/Teacher-in-Charge, Bursar and one senior Teacher of the Institution will function as Opening & Evaluation Committee for selection of technically qualified bidder. The decision of the Tender & Works Authority will be final and binding to all concerned and no challenge against such decision will be entertained. Tender Inviting Authority is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders received without assigning any reason whatsoever.

5.2. **Opening of Technical Proposal:** Technical proposals will be opened by the Tender & Works Committee and his authorized representative(s) electronically from the website using their Digital Signature Certificate (DSC). Intending tenderers or their authorised representative may remain present if they so desire.

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Pursuant to scrutiny & decision of the Tender & Works Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portal.

During evaluation the committee may summon of the tenderers & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

5.3. **Opening of Technical Proposal:** The Financial Bid of the prospective tenderers will be opened only if the tenderers qualify in the Pre-qualification/Technical Bid.

5.4. **Rejection of Bid:** The tender accepting authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for tender accepting authority action.

#### **06. Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

#### **07. Award of Contract**

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance / Work Order. The notification of award will constitute the formation of the Contract. The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT with other sections, GCC & BOQ will be the part of the Contract Document.

## **Section IV: General Conditions of Contract (GCC)**

This Section-IV shall be downloaded from website: <http://www.sajaipuriacollege.ac.in> or <https://www.wbtenders.gov.in> and should be considered as the part of contract and submitted (uploaded) along with the **Technical Bid** as acceptance of terms & conditions. ***(Offer without the copies of Section - IV shall be liable for rejection).***

## Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. These Special Conditions will modify / substitute / supplement the corresponding (GCC) clauses. Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

**1. Pre-Bid Visit:** The bidders are advised to visit the Site to have clear understanding about scope of work; volume of work, any doubt/clarification before submitting their offers. Bidder may contact Principal/Teacher-in-Charge, Seth Anandram Jaipuria College, 10 Raja Nabakrishna Street, Kolkata 700 005 (Phone: +91 33 25554117, e-mail: sajaipuriacollege@gmail.com ). during working hours (11:00 AM to 5:00 PM). Any claim of ignorance about the system or responsibility shall not be entertained in later stage.

**2. Earnest Money Deposit:** Tenderers are required to furnish EMD through online mode (online Net Banking) or offline mode (RTGS/NEFT) as per order no. 3975 F(Y) (Govt. of W.B.) dated 28.07.2016 and also to be documented through e-filing via e-procurement portal of Govt. of West Bengal (<https://wbtenchers.gov.in>). Tender without EMD, shall be liable for rejection. EMD amount will be returned to unsuccessful bidders only after finalization of contract. For successful bidder, it will be released against submission of security deposit. It may be noted that no interest will be paid while returning EMD / Security Deposit. EMD amount will be forfeited, if any of the bidders fails or refuses to take up the job after opening the quotation and becoming the successful bidder, due to any reason whatsoever without any notice.

**3. Estimated Value:** The estimated value for this work is **Rs. 8,25,000/-** approximately (Rupees Eight Lakhs Twenty Five Thousands only)

**4. Reserved value for percentage rate tender:** A bidder shall quote their rate/amount after discount (percentage rate) offered on printed price/MRP. The reserved value for the discount rate has been fixed at 15%. The value of discount rate offered by the bidder should be at least 15%, otherwise the proposal would not be considered for evaluation.

**5. Time schedule:** Work shall be completed within 20 (twenty) days from the date of receipt of work order. The total time period as specified above for the completion of the job is to be strictly maintained and is the essence of the order.

### 6 Payment:

- a) No advance shall be made at any circumstances.
- b) 100% of payment (after discount of quoted percentage rate on printed price/MRP of the books supplied in Indian Rupee) shall be made by account payee cheque/ online transfer within 30 days of final acceptance (to be issued by the Librarian, SAJC on successful completion of work) subject to submission of 10% of total contract value as Security Deposit valid for 6 (six) months from the date of work order.

- c) All Books shall be supplied with an authentic price proof. If the Printed price/MRP (INR only) is not available on the book, documentary evidence for publisher scheduled price should be furnished.
- d) For currency conversion rate (if required for foreign publications) date of delivery of item should be considered and related document has to be submitted along with the bill.
- e) The supplier (successful bidder) shall append the declaration on the bill that (i) Only the latest paperback editions of the Library Books etc. have been supplied if not otherwise mentioned in the NIT. (ii) The actual prices of Publications have been charged without any handling charges.(iii) Indian reprint/low priced editions are not available (for foreign publications).

**7. Liquidity damage:** Liquid Damage Charges: If the supplier fails to deliver any or all the Books within the time period(s) specified in the contract without any valid reason, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1%( one percent) of the delivered price of the delayed goods for each week of delay or partthereof until 10%(ten percent) of the delayed goods' contract price. Once the actual delivery or performance, up to a maximum deduction of maximum is reached, the purchaser may consider termination of the contract, if the same have not been terminated already. Further, during the above mentioned delayed period of supply, the supplier, notwithstanding any stipulation in the contract for increase in price for any ground, shall not be entitled to any increase in price and cost, whatsoever, which take place during the period of delay. But, nevertheless, the purchaser shall be entitled to the benefit any decrease in price and cost on any ground during that period of delay. Quantum of liquidated damages assessed and levied by SAJC shall be final and not challengeable by the supplier. Supplier has to apply for extension with valid reasons at least 7 days prior to the completion date.

**8. Materials:** SAJC shall reserve the right to reject any materials if it is found not in conformity with specification and terms and conditions of the order in all respect.

**9. Warranty / Defects Liability Period:** If any book is found defective at any time, the supplier/vendor is bound to replace the same within a week after getting notice from SAJC.

**10. Security Deposit :** Security Deposit of 10% of the total contract value have to be submitted by online mode (NEFT/RTGS) or in form of Demand Draft/Banker's Cheque/ Bank Guarantee for the period of 6 (six) month from the date of FAC (Final Acceptance Certificate, to be issued by Librarian, SAJC on completion of work). After library accession entry and physical checking of the books, and if no additional work order is issued, a Clearance Certificate (CC) shall be issued by the Librarian, SAJC if all items found in conformity with specification and terms and conditions of the order in all respect. The Security deposit shall be returned back to the vendor after obtaining Clearance Certificate (CC) from Librarian or a period of 6(six) months, whichever is earlier. Any objection regarding the quality of books or any violation of any terms and condition mentioned in the NIT as raised by the Librarian should be addressed by the supplier within specified time limit; otherwise the security deposit may be forfeited.

**11.Quantum of work:** Quantities mentioned in the schedule of items are as per the prevailing condition & requirement and may vary during the final work order as per availability of fund. Any such variance will be accounted and paid as per the quoted discount percentage rates over printed book price / MRP.

**12.Additional Work order:** SAJC may extend the Work order/place additional work order at a later date at the quoted discount rates, if required, within the bid validity period. Additional work means supply of books/titles mentioned in the Schedule of Items or other unlisted but available books/titles published by the 'Publisher' listed in the schedule of items.

**13.Incompletion/Discontinuation of work:** If the work is not completed in all aspects or delayed beyond reasonable time or contractor discontinues the work abruptly, then SAJC reserves the rights to get the remaining work/uncompleted work done through any other agencies at the risk and cost of the contractor. In such cases, the pending claims and Security Deposit of the contractor shall be forfeited.

**14. Recovery & Rectification of work:** In case contractor fails to attend the same as per defect liability period clause above within a week from the date of intimation, it shall be got rectified by the SAJC through another agency & money spent thus shall be recovered from the contractor.

**15. Statutory Deductions:** Statutory deductions such as Income Tax, Service tax etc. as applicable shall be affected while making payment.

**16.Other terms & conditions:**

- a) All materials shall be taken inside SAJC premises with proper delivery document only (delivery challan).
- b) Punitive action will be taken against those who fail to supply at least 90% of ordered books within the stipulated time by decision of the College Authority.
- c) Bids submitted not in accordance with the above guidelines & with counter conditions will be liable for rejection. SAJC will examine the materiality/Significance of the deviation /variation if any and shall take its own decision to accept or reject the tender. SAJC's decision on acceptance /rejection shall be final without assigning any reason thereof.
- d) Supplier should certify on the invoice that the prices quoted there in are the publisher's current prices and enclose the stamped price proof along with the invoice. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the EMD.
- e) The tenderer shall have to execute an agreement/undertaking with SAJC for the works stipulated under this tender if work order is awarded.

## Section VI: List of Requirements

| Schedule No. | Brief description of Goods and Services   | Accounting Unit | Quantity | Estimated Value (Rs.)<br>(Before Discount) |
|--------------|---|-----------------|----------|--|
| 1.           | Supply of Text and Reference Books in the Central Library at Seth Anandram Jaipuria College, Kolkata<br><br>(Detailed specification in Section VII) | Lot             | 1 (one)  | 8,25,000/-                                 |

Required Delivery Schedule: 20(twenty) days

Place of delivery:

Central Library, Seth Anandram Jaipuria College,  
10 Raja Nabakrishna Street,Kolkata 700 005,West Bengal, INDIA

## Section VII: Technical Specifications

*“Supply of Text and Reference Books in the Central Library at Seth Anandram Jaipuria College, Kolkata”*

### **A) Scope of work:**

The scope of the work shall include, but not limited to

- 1) Supply of the books as per schedule of items (Annexure-1: Book List). (The items and quantities mentioned in schedule of items are tentative and may vary as per requirement and availability of fund. Payment shall be made as per the actual work.)
- 2) To arrange all the required materials, tools and tackles, labour, transportation etc., at his own cost.
- 3) To certify that latest paperback (unless otherwise mentioned) Edition of books has been supplied and Indian reprint/low priced editions are not available for foreign publications.
- 4) To furnish documentary evidence for publisher scheduled price if the Printed price/MRP (INR only) is not available on the book.
- 5) To furnish currency conversion rate (on the date of delivery of item) related document (if required).

### **B) Schedule of Items (Annexure-1: Book List):**

Annexed as separate list (BOOKLIST.pdf) and shall be downloaded from website: <http://www.sajaipuracollege.ac.in> or <https://www.wbtenders.gov.in> and should be considered as the part of contract and submitted (uploaded) along with the **Technical Bid** as acceptance of terms & conditions. ***(Offer without the copies of Book List shall be liable for rejection).***

### **B) Quality Control Requirements:**

The supplier must ensure about the supplied books:

- 1) These are not remaindered titles/ damaged books with missing pages. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
- 2) The latest paperback editions (already published as on tender opening date) should always be supplied unless otherwise mentioned. Indian reprints/low priced editions, if available should be supplied. Wherever the books are available in both hard bound and paper back or foreign edition and Indian edition, the price is applicable for paperback and low price Indian edition. Extra Money for foreign edition / Hard Bound will not be paid if Indian edition/ Low Price Indian Edition/ paper Back edition of that book is available. Librarian of SAJC should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
- 3) Latest edition of books of supply are to be provided if particular edition is not mentioned in the book list.

## **Section VIII: Quality Control Requirements**

Not applicable for this tender document

## **Section IX: Qualification/ Eligibility Criteria**

### **A. Financial Soundness:**

No Bar

### **B. Experience:**

- 1) Contractor/bidder shall have experience in successful completion of at least one similar works during last five years ending the date of issue of this NIT having order value not less than 40% of the estimated cost of the present work.

Note : “Similar works” means supply of Text and Reference Books of Indian and Foreign publications to Government College / Government Aided College / State or Central University / Research Institute / Government Organization.

### **C. Other:**

Contractor/Bidder shall have operational office in Kolkata.

## **Section X: FORM OF TENDER**

(To be filled up by the Tenderer and uploaded along with technical bid)

The Principal/Teacher-in-Charge  
Seth Anandram Jaipuria College  
10, Raja Nabakrishna Street  
Kolkata 700 005.

Reference: Your Tender document No.: SAJC/25/ET/01 dated: 26/06/2025

Subject: Supply of Text and Reference Books in the Central Library at Seth Anandram Jaipuria College, Kolkata

Dear Sir,

1. I/We, the undersigned have examined the above mentioned tender enquiry document, including amendment No(s). \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed and submitting tender in connection with the subject mentioned above.
2. I/We now offer to "Supply of Text and Reference Books in the Central Library at Seth Anandram Jaipuria College, Kolkata" in conformity with your above referred document and terms and conditions, for which the price schedule is submitted as the discount percentage rate available on at the respective rates quoted in BOQ (Bill of Quantities).
3. If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.
4. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V — "Special Conditions of Contract", for due performance of the contract.
5. We agree to keep our tender valid for acceptance for a period upto as required in the GIT clause 19, read with modification, if any in Section-III — "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

6. I/We have satisfied myself/ourselves as to the schedule of work (Book/publisher list) and all other respect of the tender conditions, subject to above. I/We do hereby agree, should this tender be accepted in whole or in part to :
  - a) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto;
  - b) Complete the Work within 20 (twenty) days from the date of issue of work order as per the terms and conditions enclosed with the tender documents at no extra cost to the SAJC.
7. I/We have deposited the requisite EMD as per requirement which, I/We note, will not bear any interest and is liable for forfeiture :
  - a) If our offer is withdrawn within the validity period of acceptance.
  - b) If the work is not commenced within 20 (twenty) days after issue of work order.
8. I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.
9. I/We have not been blacklisted by any Government College / Government Aided College / State or Central University / Research Institute / Government or semi-Government Organization as a supplier or contractor at any time.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

For & on behalf of .....

(Signature with date and seal)

(Name and designation)

Duly authorized to sign the tender for and on behalf of

.....

## **Section XI: Price Schedule**

(To be filled in by the Tenderer and uploaded along with financial bid)

This Section-XI[Bill of Quantities (BOQ) as fill-in Excel spreadsheet] shall be downloaded from the e-procurement site<https://www.wbtenders.gov.in> and duly filled in for discount percentage rate (should be at least 15%), digitally signed and submitted (uploaded) in **Financial/price Bid** as quoted price for the work. This file is password protected and should not be tampered, which may lead to rejection.

## Section XII: Technical Questionnaire

(To be filled up and submitted along with Technical Bid)

NIT No. with Date : .....

Name of the Tenderer : .....

Name of the Firm : .....

Full Address of the Firm& BIDDER (FOR COMMUNICATION)

.....

.....

E-mail Address: .....

Contact Person relating to this tender with designation and mobile number:

.....

Tendering as (Status of the Firm should be given):

.....

### ChecklistDetails to Be Given

| Sl. No. | Item  | Please Mark |    | Provide Short Details/Registration No. if applicable | Remark (for Office Use only) |
|---------|---|-------------|----|--|------------------------------|
| 1.      | EMD proof/ MSME Certificate   | Yes         | No |  |                              |
| 2.      | Copy of Latest Trade License  | Yes         | No |  |                              |
| 3.      | Copy of the partnership deed/ incorporationCertificate/ society registration copy | Yes         | No |  |                              |
| 4.      | Copy of latest professional tax challan   | Yes         | No |  |                              |
| 5.      | Copy of pan card (pan no to be mentioned)   | Yes         | No |  |                              |
| 6.      | Copy of latest income tax return as desired                                       | Yes         | No |  |                              |
| 7.      | Copy of GSTIN   | Yes         | No |  |                              |
| 8.      | Credentials (at least 40% of present work value) & other papers, if any           | Yes         | No |  |                              |
| 9.      | Certificate about operational office in Kolkata                                   | Yes         | No |  |                              |

Authorized signature :  
with date and Seal

Name & Designation :

### **Section XIII: Bank Guarantee Form for EMD**

Not Applicable

EMD to be submitted online (NEFT/RTGS) as detailed in Section III (SIT)

### **SECTION XIV: Manufacturer's Authorization Form**

Not applicable for this tender document

## SECTION XV: Bank Guarantee Form for Performance Security

..... [Insert Bank's Name and Address of Issuing Branch or Office]  
Beneficiary ..... [Insert Name and Address of SAJC]  
Performance Guarantee No.: ..... Date: .....

WHEREAS ..... [name and address of the supplier], hereinafter called "the supplier", has undertaken, in pursuance of contract no ..... dated ..... to supply [description of goods and services], herein after called "the contract".

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

WE hereby waive the necessity of your demanding me said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereafter or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay Seth Anandram Jaipuria College, Kolkata (SAJC) up to the above amount upon receipt of its first written demand, without SAJC having to substantiate its demand.

This guarantee will remain in force for a period of 6 (six) month after the date of completion of the work (on the basis of Final Acceptance Certificate), for satisfactory performance and operation of the system including the warrantee obligations and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the authorized officer of the Bank]

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

## Section XVI: Contract Form

Principal/Teacher-in-Charge  
Seth Anandram Jaipuria College (SAJC)  
10 Raja Nabakrishna Street  
Kolkata 700 005  
West Bengal, INDIA

Contract No ..... dated .....

This is in continuation to this office's Notification of Award No. .... dated .....

1. Name & address of the Supplier: .....
2. SAJC's Tender document No. .... dated ..... and subsequent Amendment No. .... dated ..... (if any), issued by SAJC.
3. Supplier's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the supplier and SAJC in connection with this tender
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - i. General Conditions of Contract;
  - ii. Special Conditions of Contract;
  - iii. List of Requirements;
  - iv. Technical Specifications;
  - v. Tender Form furnished by the supplier;
  - vi. Bill of Quantities (BOQ)/Price Schedule(s) furnished by the supplier in its tender;
  - vii. SAJC's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section - V - 'General Conditions of Contract' of SAJC's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied / provided by the supplier are as under:

| Schedule No. | Brief description of goods / services | Accounting unit | Quantity to be supplied | Unit Price (In Rs. ) | Total price |
|--------------|---------------------------------------|-----------------|-------------------------|----------------------|-------------|
|              |                                       |                 |                         |                      |             |

Any other additional services (if applicable) and cost thereof: .....

Total value .....(in figure) ..... (In words)

(ii) Delivery schedule :

(iii) Details of Performance Security :

(iv) Quality Control :

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of SAJC's inspecting officer

(v) Destination and dispatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

[Signature, name and address of Principal/Teacher-in-Charge, SAJC]

For and on behalf of

Seth Anandram Jaipuria College, 10 Raja Nabakrishna Street, Kolkata 700 005

Received and accepted this contract.

.....

[Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier]

For and on behalf of

[Name and address of the supplier]

[Seal of the supplier]

Date: .....

Place: .....

## **SECTION XVII: Letter of Authority for attending a Bid Opening**

Not applicable for this tender document

## **SECTION XVIII: Shipping Arrangements for Liner Cargoes**

Not applicable for this tender document

## **SECTION XIX: Proforma of Bills for Payments**

No special proforma for this tender document

-----End of Tender Document-----