



MANIKCHAK COLLEGE

ESTD. – 2014

NAAC Accredited 'B'

Govt. Aided Degree College Recognized by University Grants Commission u/s 2(f) and 12(B) & Affiliated to the University of Gour Banga)

AISHE CODE: C-50818

Phone: 913512252556/ 9733770053

POST: LALBATHANI, MATHURAPUR, DIST.: MALDA, PIN: 732203

Ref. No. F/19/1190/2025-26

Date. 17-12-2025

NOTICE

Manikchak College, Malda, invites discount percentage rate e-Tender for Supply of Books in the Library detailed in the table below in compliance with G.O. No. 643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025. (Submission of Bid through E-Tender).

Name of the Work	Specification	Quantity	Estimated amount for the books tendered	Earnest Money (as per Government Guidelines)	Time for completion	Price of Technical Bid (Only for successful bidder)	Liability Period
Supply of Books for College Library	As per Book List annexed with notice	As per Book List annexed with notice	Rs. 5,59,987/- only	Rs. 11,200/- only	2 months from receiving Work Order	Rs. 1,500/- only	1 year

Instructions

- i) In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtender.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the <https://etender.wb.nic.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid will be online. As per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, Govt. of West Bengal, the intending tenderers shall not have to pay the cost of tender documents in case of participation in e-tender except the lowest tenderer at the time of formal agreement.
- ii) Both technical Bid and Financial Bid will have to be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website and submission of Technical Bid / Financial Bid will be done as per Tender Schedule. The documents submitted by the Tenderers should be properly indexed and be **self attested with seal**.

website: <https://manikchakcollege.ac.in/> // E-mail: principal@manikchakcollege.ac.in



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2. ELIGIBILITY CRITERIA FOR PARTICIPATION IN TENDER:

The prospective Tenderers shall have satisfactorily completed as a prime agency.

A. Intending tenderers should produce credentials of similar nature of completed work of minimum value of 25% of the estimated amount put to tender during 5 (Five) years prior to the date of issue of the tender notice.

or

B. Intending tenderers should produce credentials of two (2) similar nature of completed work, each of the minimum value of 20% of the estimated amount put to tender during 5 (Five) years prior to the date of issue of the tender notice.

or

C. Intending tenderers should produce credentials of One(1) single running work of similar nature has been completed to the extent of 60% or more and value of which is not less than the desired value at above.

3. ESSENTIAL DOCUMENTS AND ARRANGEMENTS

a. Pan card, Professional Tax Certificate, Trade License, Valid 15-digit Goods and Service Taxpayer" Identification number CST Act, 2017. P.F. Registration Certificate, E.S.I. registration Certificate and Bank solvency. - Silicate (25% of estimated amount put to tender and not more than one year old), Bank Account Details of the Bidder to be submitted with the Technical Bid document. Income Tax (Saral) Acknowledgement Receipt for two consecutive years i.e. the Assessment year 2023-24 & 2024-25 to be submitted. All taxes shall be deducted from all types of Bill. Challan of P.T., PF & ESI issued within previous six months from the month of floating of e-NIT has to be submitted.

i) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Registered Article of Association and Memorandum.

ii) Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law. Valid Registration Certificate issued by the Co-operative Department. Current Audit Report along with other relevant supporting papers.

iii) Where there is a discrepancy between the rate in figures and words the rate in words will govern.

iv) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.

v) No change of BOQ will be accepted under any circumstances.

vi) No Joint venture Firm/ Consortium will be entertained.

vii) Tenderers should note that conditional tender will be rejected without showing any reason for such rejection.

b. The Agency must quote their rate in percentage above or below or at per.

c. No advance payment shall be made at any time.

d. Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid / Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."



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- e. Notarized Affidavit for non-conviction/blacklisting.
- f. Bibliographical data of each book must be provided in excel format. Bibliographical data must contain title of the book, author surname, author fore name, ISBN, publisher, year of publication, place of publication, printed price, number of pages and edition. (font type & size)

4. FINANCIAL BID

- i) The Tender Document should mention the flat discount rate for supply of Foreign and Indian Publication.
- ii) Re-Tender will be called if no sufficient number of bidders are found in the first call/2nd call. In case of Re-Tender, participated Tenderers in the 1st call/2nd call must have to bid in the second call or in third call.
- iii) The decisions taken by the Higher Authority/Governing Body of this college and also the Dept. of Higher Education, Govt. of West Bengal will be final in this regard.
- iv) Work Order to be issued to the selected Bidder only after receiving the Administrative Approval form the Dept. of Higher Education, Govt. of West Bengal.
- v) No part payment or full payment will be made until the Dept. of Higher Education, Govt. of West Bengal disbursed the fund mentioned vide G.O. No. 643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025 to the college.

5. TERMS AND CONDITIONS

- a) Earnest Money: Deposit of money should compulsorily be made on-line by the bidder. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI as per memorandum no.1592-F(Y) dated 20.03.2014. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
- b) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in this tender before bidding.
- c) In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
- d) No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
- e) In case of quoting rate no multiple lowest rates will be entertained by the Authority. Only one rate for Indian Publications and another rate for Foreign Publications are allowed.
- f) The Principal or authorized persons or the authorized body reserve the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- g) During scrutiny, if the credential or any other documents submitted by a tenderer are found incorrect / manufactured / fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- h) Before issuance of the work order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if necessary. If on verification, it is found that such documents submitted by the lowest tenderer are either manufactured or false, in that case, work order will not be



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issued in favour of the lowest tenderer under any circumstances.

i) If any discrepancy arises between two similar clause on different notifications, the clause as stated in the later notification will supersede the former in the following sequences:-

j) Prescribed Manikchak College, Malda, tender form

i) NIT

ii) Technical Bid

iii) Financial Bid

k) The supplier shall supply all the ordered books within the period of 15 working days for Indian publications and 25 working days for Foreign Publications from the date as specified in the purchase order.

l) If Books are not supplied within specified time, EMD will be forfeited as per following percentage:

i) 10% if informed before 30 days of the last date

ii) 25% if informed before 20 days of the last date

iii) 50% if informed before 15 days of the last date

m) All Books/Monographs shall be supplied with an authentic price proof.

n) Price proof will be accepted as distributor's and/or publisher's invoice to the supplier or Printout/ certified photocopy from the publisher's catalogue. The GOC rates should be used for exchange rate.

o) The actual prices of books (without discount) must exclude any handling/postage/taxes charge. Handling/postage charges of books or any taxes will not be entertained in any manner.

p) Only the latest editions of the books have to be supplied, except if otherwise specially mentioned.

q) In case of foreign books, if Indian/low price edition is available, such editions should be supplied but photocopy of foreign or Indian books will not be entertained.

r) Damaged books, duplicate or pirated books and/or books with missing pages shall have to be returned back by the Supplier even after these have been stamped for accessioning. And in the last stage of the processing of the books in such cases, invoice price/bill price will be deducted by the amount of the those books.

INSTRUCTIONS TO TENDERER

I. General guidance for e-Tendering

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

2. Registration of Contractor

Any bidder/contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> (the web portal of West Bengal State Government). The contractor has to click on the link e-tendering site as given on the web portal.

3. Digital Signature Certificate (DSC)

Each contractor is required Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.



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Details are available at the said Web Site.

4. Collection of Tender Documents

The contractor can search & download e.NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Submission of Tenders

Tenders are to be submitted online through the website stated in Clause 2 in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

5 A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

Folder-I Contains

I. Tender form prescribed by Manikchak College, Malda,

II. e- NIT.

III. Technical Bid (as prescribed in the e-NIT).

Folder-2 Contains

I. Financial bid (BOQ)

Note: Failure of submission of any of the above-mentioned documents as stated in as 'Folder-1 & 2' will render the tender liable to be summarily rejected for both statutory & non-statutory cover.

5 B. Tender Evaluation Committee (TEC)/

Opening of Technical proposal: -

a) Technical proposal will be opened by the Principal, Manikchak College, Malda or his authorized representative electronically from the website, using their Digital Signature Certificate.

b) Folder-I will be opened first & if found in order, subsequent Folders will be opened. If there is any deficiency in the documents, tender will be summarily rejected.

c) Decrypted (transformed into readable formats) documents of the Folders as per Cl. No. 5 of section-A will be downloaded and handed over to the tender evaluation committee.

d) Uploading of summary list of technically qualified Tenderers.

e) Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderers of work will be uploaded in the well panel before 48 hours of opening of financial bid.

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

g) Intending tenderers may remain present if they so desire.

5 C. Financial Proposal

a) The financial bid should contain the following documents in folder-2 i.e. Bill of quantities (BOQ) where contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting in the BOQ.

b) Only downloaded copies (".xls or .xlsx" file with same name) of the above documents are to be uploaded after virus scanned and Digitally Signed by the contractor. Intending tenderer may remain present if they so desire.



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6. Rejection of Bid

The authority reserves the right to accept or reject any bid and to cancel the Tenderer process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Tenderer or Tenderers.

7. Award of Contract

The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement as prescribed by Manikchak College, Malda along with the tender form will incorporate all agreements between the Tender Accepting Authority and the successful Tenderer. All the tender documents including e-NIT & BOQ will be the part of the contract document. Work Order will be given

only after receiving Administrative Approval from the Department of Higher Education, Govt. of West Bengal.

DATE & TIME SCHEDULE

S.N.	Particulars	Date & Time
1	Date of start online downloading the document etc.	17-12-2025, 7.00pm
2	Date of closing downloading the document etc.	03-01-2026, 5.00pm
3	Date of closing online submission of Technical & Financial Bid	13-01-2026, 5.00pm
4	Date of opening of Technical Bid	15-01-2026, 5.00pm
5	Date of opening financial bid	19-01-2026, 12 noon


Dr. ANIRUDDHA CHAKRABORTY
Principal
MANIKCHAK COLLEGE, MALDA