



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
(Affiliated to University of Calcutta And Bar Council of India)

NOTICE INVITING E-TENDER

NOTICE INVITING E-TENDER FOR SUPPLY OF BOOKS AT SOUTH CALCUTTA LAW
COLLEGE,
KOLKATA, WEST BENGAL, PIN-700042

NIT No.- DHE/SCLC/eNIT02/2025-2026

10/01/2026

For and on behalf of South Calcutta Law College, online bids of discount rates available on printed price (INR ONLY) (percentage rate) are invited for purchase of TEXT AND REFERENCE BOOKS for Indian and foreign publications for different departments under **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.

Name of Work: Supply of **BOOKS to the Library of South Calcutta Law College**

Earnest Money Deposit (EMD): 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-filling. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

Sl. No	Name of Work	Initial Earnest Money (Rs.)	Period of Completion	Defect liability period	Eligibility of Contractor
01	Supply of BOOKS to the Library of South Calcutta Law College	10,000.00	15 Days	1 (One Year)	Bona fide Resourceful Tenderers regarding credentials, please follow the instructions

Sd/-
Vice-Principal
South Calcutta Law College

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 and 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 CCA(**Controller of Certifying Authorities** Govt. of India) on payment of requisite amount. DSC is given as a USB e- Token.

3. The supplier can search and download NIT and 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 as a bidder:

- a. Proprietorship Firm (Valid Trade License for Specific Trade of Last Financial Year)
- b. Partnership Firm (Partnership Deed, Valid Trade License for Specific Trade of Last Financial Year)
- c. LTD Company (Incorporation certificate, Valid Trade License for Specific Trade of Last Financial Year)
- d. Society (Society Registration copy, Valid Trade License for Specific Trade of Last Financial Year)
- e. Power of attorney (if required)

5. Submission of Tenders:

Tenders are to be submitted through online in two folders at a time for each supply, one in 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 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 document contained in two covers (folders).

a. Statutory Cover containing the following documents:

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

(NIT and 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 year (2024-25)
- Valid Trade License for Specific Trade of Last Financial Year
- P-Tax Registration Certificate.
- Credential

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 two Government College / Government Aided College / State or Central University / Research Institute. At least two 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. 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 and 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 and self-attested with seal.
3. The prospective bidders should have supplied books as mentioned in the BOQ prior to the date of issue of this Notice to at least two Government College / Government Aided College / State or Central University / Research Institute.
4. 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
5. The discount rate should be kept valid for 180days from date of submission.
6. Defective books shall not be accepted in any case.
7. The supplier must supply the latest edition of the books.
8. 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.
9. Delivery period: 15 Days from the date of placing order.
10. The Organization/Firm must have an Office / Delivery Location in Kolkata and surroundings, WEST BENGAL, and upload the Office details, including the Contact Person with Contact Number.

11. 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.

12. College Authority may not purchase all books mentioned in the uploaded book lists, it depends upon the Budget & given Discount.

13. Date and Time Schedule

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	10.01.2026 after 5:00 PM
02.	Starting of Documents download (online)	10.01.2026 after 5:00 PM
03.	Bid Submission starting (on line)	10.01.2026 after 5:00 PM
04.	Last date of Documents downloads and submission of bid (on line)	06.02.2026 upto 12:00 Noon
05.	Date of Technical Bid opening	07.02.2025 after 11 A.M.
06.	Date of uploading list for Technically qualified Bidder (on line) (Bid A)	To be notified later
07.	Date and place for opening of Financial Proposal (Bid B) (online)	To be notified later
08.	Date of uploading of list of bidders along with the approved rate	To be notified later

Special terms and conditions:

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery.
3. **Since the procurement is done under Govt. grants, work orders and the subsequent payment will be made after getting administrative approval from the Dept. of Higher Education, Govt. of West Bengal.**
4. Conditional bid may not be accepted by the tendering authority.

5. **Delivery:** The supply of books should be made within 15 days or the time prescribed by the South Calcutta Law College as will be mentioned in the purchase order.
6. **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.
7. The quantity may be increased or decreased in the final order.
8. Only the latest editions of the requested titles will be accepted.
9. If the book is found defective, the supplier is bound to replace the book immediately.
10. Indian editions may be supplied only when foreign editions are not available, and this must be done with prior written approval.
11. The printed price must be clearly marked on the book itself. Sticker prices will not be accepted.
12. The price of the books must not exceed the Maximum Retail Price (MRP) or the publisher's listed price.
13. Delivery must be made to the College Library, South Calcutta Law College, as per the delivery instructions provided.
14. 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.
15. Rejected items must be replaced within 15 days from the date of notification, at no additional cost to the College.
16. The College reserves the right to cancel the full or partial work order at any time, without assigning any reason.
17. The College shall entertain no compensation or claims in the event of such cancellation.

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

To
The Vice-Principal
South Calcutta Law College
57, K.N. Sen Road
Kolkata - 700042

Dear Sir / Madam,

Date:

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.

Signed by an authorized officer of the firm

Title of the Officer

Name of the Firm with Seal Date:

Seal Date:_____