



**West Bengal  
Tenders**

## eProcurement System of Government of West Bengal

### Tender Details

Date : 22-Dec-2025 12:04 PM

Print

#### Basic Details

|                                      |                                                       |                                       |            |
|--------------------------------------|-------------------------------------------------------|---------------------------------------|------------|
| Organisation Chain                   | DEPARTMENT OF HIGHER EDUCATION  ASANSOL GIRLS COLLEGE |                                       |            |
| Tender Reference Number              | AGC/eNIT08/25-26                                      |                                       |            |
| Tender ID                            | 2025_DHE_977237_1                                     | Withdrawal Allowed                    | Yes        |
| Tender Type                          | Open Tender                                           | Form of contract                      | Percentage |
| Tender Category                      | Goods                                                 | No. of Covers                         | 2          |
| General Technical Evaluation Allowed | No                                                    | ItemWise Technical Evaluation Allowed | No         |
| Payment Mode                         | Online                                                | Is Multi Currency Allowed For BOQ     | No         |
| Is Multi Currency Allowed For Fee    | No                                                    | Allow Two Stage Bidding               | No         |

#### Payment Instruments

| Online Bankers | S.No | Bank Name       |
|----------------|------|-----------------|
|                | 1    | ICICI BANK      |
|                | 2    | ICICI NEFT/RTGS |

#### Cover Details, No. Of Covers - 2

| Cover No | Cover                 | Document Type | Description   |
|----------|-----------------------|---------------|---------------|
| 1        | Fee/PreQual/Technical | .pdf          | Tender Notice |
|          |                       | .pdf          | Books Spec    |
| 2        | Finance               | .xls          | BOQ of Books  |

#### Other Important Documents

| S.No | Category        | Sub Category                                  | Sub Category Description                                                                                                 | Format/File |
|------|-----------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------|
| 1    | CERTIFICATES    | CERTIFICATES                                  | VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX, LABOUR LICENCE |             |
| 2    | CERTIFICATES    | GST Registration Certificate                  | GST Registration Certificate                                                                                             |             |
| 3    | CERTIFICATES    | Permanent Account Number                      | Permanent Account Number                                                                                                 |             |
| 4    | COMPANY DETAILS | COMPANY DETAILS 1                             | PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE                       |             |
| 5    | CREDENTIAL      | CREDENTIAL 1                                  | CREDENTIAL 1                                                                                                             |             |
| 6    | DECLARATION     | DECLARATION FILE 1                            | DECLARATION FILE 1                                                                                                       |             |
| 7    | DECLARATION     | DECLARATION FILE 2                            | DECLARATION FILE 2                                                                                                       |             |
| 8    | FINANCIAL INFO  | PAYMENT CERTIFICATE 1                         | PAYMENT CERTIFICATE 1                                                                                                    |             |
| 9    | FINANCIAL INFO  | PAYMENT CERTIFICATE 2                         | PAYMENT CERTIFICATE 2                                                                                                    |             |
| 10   | FINANCIAL INFO  | WORK IN HAND                                  | WORK IN HAND                                                                                                             |             |
| 11   | FINANCIAL INFO  | P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR | P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR                                                                            |             |
| 12   | FINANCIAL INFO  | P/L. AND BALANCE SHEET 2023-24                | P/L. AND BALANCE SHEET 2023-24                                                                                           |             |
| 13   | FINANCIAL INFO  | P/L AND BALANCE SHEET 2024-25                 | P/L AND BALANCE SHEET 2024-25                                                                                            |             |

#### Tender Fee Details, [Total Fee in ₹ \* - 5,000]

|                              |       |                |     |
|------------------------------|-------|----------------|-----|
| Tender Fee in ₹              | 5,000 |                |     |
| Fee Payable To               | Nil   | Fee Payable At | Nil |
| Tender Fee Exemption Allowed | Yes   |                |     |

#### EMD Fee Details

|                 |       |                       |     |
|-----------------|-------|-----------------------|-----|
| EMD Amount in ₹ | 5,000 | EMD Exemption Allowed | Yes |
| EMD Fee Type    | fixed | EMD Percentage        | NA  |
| EMD Payable To  | Nil   | EMD Payable At        | Nil |

[Click to view modification history](#)

#### Work /Item(s)

|                           |                                |
|---------------------------|--------------------------------|
| Title                     | Supply of Books                |
| Work Description          | Supply of National Hindi Books |
| Pre Qualification Details | Please refer Tender documents. |

|                                             |                                |                                  |                     |                              |                                |
|---------------------------------------------|--------------------------------|----------------------------------|---------------------|------------------------------|--------------------------------|
| <b>Independent External Monitor/Remarks</b> | NA                             |                                  |                     |                              |                                |
| <b>Show Tender Value in Public Domain</b>   | Yes                            |                                  |                     |                              |                                |
| <b>Tender Value in ₹</b>                    | 42,545                         | <b>Product Category</b>          | Miscellaneous Goods | <b>Sub category</b>          | Books                          |
| <b>Contract Type</b>                        | Tender                         | <b>Bid Validity(Days)</b>        | 120                 | <b>Period Of Work(Days)</b>  | 30                             |
| <b>Location</b>                             | Asansol Girls College, Asansol | <b>Pincode</b>                   | 713304              | <b>Pre Bid Meeting Place</b> | NA                             |
| <b>Pre Bid Meeting Address</b>              | NA                             | <b>Pre Bid Meeting Date</b>      | NA                  | <b>Bid Opening Place</b>     | Asansol Girls College, Asansol |
| <b>Should Allow NDA Tender</b>              | No                             | <b>Allow Preferential Bidder</b> | No                  |                              |                                |

**Critical Dates**

|                                            |                      |                                          |                      |
|--------------------------------------------|----------------------|------------------------------------------|----------------------|
| <b>Publish Date</b>                        | 19-Dec-2025 06:00 PM | <b>Bid Opening Date</b>                  | 19-Jan-2026 06:00 PM |
| <b>Document Download / Sale Start Date</b> | 19-Dec-2025 06:30 PM | <b>Document Download / Sale End Date</b> | 15-Jan-2026 06:00 PM |
| <b>Clarification Start Date</b>            | 20-Dec-2025 10:00 AM | <b>Clarification End Date</b>            | 22-Dec-2025 10:00 AM |
| <b>Bid Submission Start Date</b>           | 22-Dec-2025 12:00 PM | <b>Bid Submission End Date</b>           | 15-Jan-2026 06:00 PM |

**Tender Documents**

|                     |      |                    |                     |                       |                       |
|---------------------|------|--------------------|---------------------|-----------------------|-----------------------|
| NIT Document        | S.No | Document Name      | Description         | Document Size (in KB) |                       |
|                     | 1    | Tendernotice_1.pdf | Tender Notice       | 1162.88               |                       |
|                     | 2    | Tendernotice_2.pdf | Books Specification | 849.24                |                       |
|                     |      |                    |                     |                       |                       |
| Work Item Documents | S.No | Document Type      | Document Name       | Description           | Document Size (in KB) |
|                     | 1    | BOQ                | BOQ_2380942.xls     | BOQ of Books          | 334.50                |

**Bid Openers List**

| S.No | Bid Opener Login Id            | Bid Opener Name | Certificate Name |
|------|--------------------------------|-----------------|------------------|
| 1.   | mr.subratamondal1975@gmail.com | Subrata Mondal  | SUBRATA MANDAL   |
| 2.   | pradip.ghanty@gmail.com        | Pradip Ghanty   | PRADIP GHANTY    |
| 3.   | saha.manika261@gmail.com       | MANIKA SAHA     | MANIKA SAHA      |

**Tender Properties**

|                                        |        |                                                       |                       |
|----------------------------------------|--------|-------------------------------------------------------|-----------------------|
| <b>Auto Tendering Process allowed</b>  | No     | <b>Show Technical bid status</b>                      | Yes                   |
| <b>Show Finance bid status</b>         | Yes    | <b>Stage to disclose Bid Details in Public Domain</b> | Technical Bid Opening |
| <b>BoQ Comparative Chart model</b>     | Normal | <b>BoQ Compartive chart decimal places</b>            | 2                     |
| <b>BoQ Comparative Chart Rank Type</b> | L      | <b>Form Based BoQ</b>                                 | No                    |

**Tender Inviting Authority**

|                |                               |
|----------------|-------------------------------|
| <b>Name</b>    | Principal                     |
| <b>Address</b> | Asansol Girls College Asansol |

**Tender Creator Details**

|                     |                      |
|---------------------|----------------------|
| <b>Created By</b>   | MANIKA SAHA          |
| <b>Designation</b>  | TEACHER IN CHARGE    |
| <b>Created Date</b> | 19-Dec-2025 05:13 PM |



# Asansol Girls' College

(NAAC Accredited with 'B++' Grade)

(GOVT. SPONSORED)

Affiliated with The Kazi Nazrul University

Dr. Anjali Roy Sarani, Asansol – 713304

Ph. : 0341 - 2257107 (Day), Mobile : 8927411542 ( 10 AM to 5 PM )

Website : [www.asansolgirlscollege.ac.in](http://www.asansolgirlscollege.ac.in) • E-mail : [mail.agcorgin@gmail.com](mailto:mail.agcorgin@gmail.com)

## Notice Inviting e-Tender

NOTICE INVITING E-TENDER FOR SUPPLY OF

**BOOKS in NATIONAL HINDI Language**

AT

ASANSOL GIRLS' COLLEGE

DR. ANJALI ROY SARANI

ASANSOL-713304

NIT No. – AGC/eNIT08/25-26

Date: 19-12-2025

Asansol Girls' College, Asansol, invites e-Tender for Supply of **BOOKS in NATIONAL HINDI Language** in compliance with G.O. No. 643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025 (Submission of Bid through **online**) for different departments for the library as per the BOQ and referred to the Booklist sheet from the eligible Bonafide Publishers / Authorized Distributers / Reputed Vendors /Book Supplier.

**Name of Work:** Supply of **BOOKS in NATIONAL HINDI Language**.

**Earnest Money Deposit (EMD):** Earnest Money of Rs. 5,000 (Five Thousand only) to be deposited by the prospective eligible bidders through online payment as per order no.- 3975F(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>.

Sd/-

Principal

Asansol Girls' College

## **Instructions to Bidders**

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

1. The bidder should have had an Office in State of West Bengal. or if an authorized dealer is bidding for the parent company then the authorized representative should be having an office in West Bengal.
2. Bidder should have average annual financial turnover of Rs.5 lakh on during the last three years ending ~~31~~ March 2025. (Copy of Certificate from Chartered Accountant to be furnished).
3. Security Deposit: A security deposit @ 5% of order value to be deducted at the time of payment.
4. TDS: TDS will be deducted as per government rule.
5. 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.
6. The bidder should be authorized publishers/distributors/vendors of books.
7. The bidder should be registered member of National/State trade federation such as AIPB, FPBA, DSBPA etc. The copy of membership registration shall be submitted.
8. The bidder shall not be black listed by any Govt./Semi Govt./ Private Institution.
9. The bidder shall submit at least three purchase orders of supply of books to national level educational/research institutions

### **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 percentage rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid.

##### **b. Non-statutory cover include(to be uploaded online):**

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

#### **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. Also fill up Form – I for sake of completeness.

#### **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.

### **Date & Time Schedule:**

| Sl. No. | Items                                                                     | Publishing Date(s)        |
|---------|---------------------------------------------------------------------------|---------------------------|
| 01      | Date of uploading of N.I.T. & tender documents (online) from this end     | 19.12.2025                |
| 02      | Starting of documents download (online)                                   | 19.12.2025 after 6:30 pm  |
| 03      | Bid Submission starting (online)                                          | 22.12.2025 after 10:00 am |
| 04      | Last date of Documents download and submission of bid (on line)           | 15.01.2026 upto 6:00 pm   |
| 05      | Date of Technical Bid opening                                             | 19.01.2026 after 6:00 pm  |
| 06      | Date of uploading list for Technically Qualifier Bidder (on line) (Bid A) | 22.01.2026                |
| 07      | Date and Place for opening of Financial Proposal (Bid B) (on line)        | 27.01.2026 after 11:00 am |
| 08      | Date of uploading of list of bidders along with the approved rate         | 30.01.2026                |

### **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 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 Asansol Girls' College, Asansol, 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 the books are not supplied within specified time, the bidder should be immediately inform to the institution authority about the same by e-mail and decision of the institution in such case will be final.
- 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 those books.
- s) Payment is to be made after delivery and verification of items. No advance payment will be done any circumstances.
- t) In case of any dispute the college decision will be treated as final without any clarification and all legal actions are subject to Asansol Jurisdictions only.
- u) If the L1 does not agree to execute the job after opening a bid, the earnest money will be forfeited without any further any intimation and may be construed as an attempt to disturb the tendering process.
- v) Work order only to be issued to the L1 bidder after administrative approval of the Higher Education Department, Govt. of West Bengal.

**Form-I**  
**FINANCIAL BID (English Books)**

1. Name of the Firm/Co. ....
2. Address & Mob. Number: .....
3. Minimum discount of 10% is mandatory:

| Sl. No. | Category of Books                                                   | Rate of discount in round figure |
|---------|---------------------------------------------------------------------|----------------------------------|
| 1.      | International English Language Books (Foreign & Indian Publication) |                                  |
| 2.      | National English Language Books (Indian Publication)                |                                  |
| 3.      | Bengali Language Books (Foreign & Indian Publication)               |                                  |
| 4.      | National Hindi Language Books (Indian Publication)                  |                                  |

Note: Short listing for successful bidder(s) will be based on highest discount offered for each category of books. Give the percent of discount in round figure only.

**DECLARATION:**

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:..... Signature:.....

Date:.....Name:.....Designation:.....

**Form — II**

**(To be furnished in the Companies official letter head with full address, mail ID and contact number)**

To  
PRINCIPAL  
ASASOL GIRLS' COLLEGE  
DR. ANJALI ROY SARANI  
ASANSOL - 713304

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 Department 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: \_\_\_\_\_



**Form — III**

**STRUCTURE AND ORGANIZATION**  
**(To be furnished in the companies official letter head)**

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.

**Signature Not Verified**

Digitally signed by MANIKA SAHA  
Date: 2025.12.19 17:10:41 IST  
Location: West Bengal-WB

