

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in>: 2022_UOK_424506_1

Tender Ref. No. KU/NIET/RUSA/BOOKS/2022-23/01

Date: 21st November, 2022

E-Tender is invited for Supply of **Books** for University of Kalyani from **Publishers / reputed authorized and certified Booksellers / Distributors / Dealers /Business Partners** by the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode as per the following manner:

Title of Books Published By **Springer Nature**

DETAILS OF BOOKS TO BE PURCHASED:

SL NO	ISBN	AUTHOR	TITLE	Quantity Required
1	978-981-15-3123-1	Moon-Ho Ringo Ho	Entrepreneurship–Professionalism–Leadership	2
2	978-3-319-84692-7	Julie Gedro	Identity, Meaning, and Subjectivity in Career Development	2
3	978-1-137-59154-8	Giuseppina Passiante	Creating Technology-Driven Entrepreneurship	1
4	978-1-4939-8007-9	Igor N. Dubina	Creativity, Innovation, and Entrepreneurship Across Cultures	2
5	978-3-030-01499-5	Agnieszka Skala	Digital Startups in Transition Economies	2
6	978-1-137-35406-8	Mitt Nowshade Kabir	Knowledge-Based Social Entrepreneurship	2
7	978-1-4842-3941-4	George Watt	Lean Entrepreneurship	1
8	978-3-030-07743-3	Serena Cubico	Entrepreneurship and the Industry Life Cycle	1
9	978-3-030-06265-1	Romeo V. Turcan	The Palgrave Handbook of Multidisciplinary Perspectives on Entrepreneurship	1
10	978-3-030-07913-0	Denis Hyams-Ssekasi	Experiential Learning for Entrepreneurship	1
11	978-3-030-08941-2	A. Rebecca Reuber	International Entrepreneurship	1
12	978-3-030-35193-9	Robert James Crammond	Advancing Entrepreneurship Education in Universities	1
13	978-3-030-42540-1	Giuseppina Passiante	Innovative Entrepreneurship in Action	1
14	978-3-030-39678-7	Joan Marques	Social Entrepreneurship and Corporate Social Responsibility	5
15	978-3-030-44250-7	Kuldip Singh Sangwan	Enhancing Future Skills and Entrepreneurship	2
16	978-3-030-48804-8	Sukanlaya Sawang	Entrepreneurship Education	2

17	978-3-030-59331-5	Cristina Santini	The Good Entrepreneur	2
18	978-3-030-66845-7	Matt R. Allen	Family Entrepreneurship	2
19	978-3-030-77919-1	Thomas S. Lyons	Entrepreneurship Skill Building	2
20	978-3-030-80634-7	Virginia Simón-Moya	The Emergence of Social Entrepreneurship	1
21	978-981-13-9414-0	Tim Mazzarol	Entrepreneurship and Innovation	1
22	978-981-16-0389-1	Samapti Guha	In Search of Business Models in Social Entrepreneurship	1
23	978-981-15-4861-1	Jay Mitra	Indian Entrepreneurship	2
24	978-3-030-25155-0	James A. Athanasou	International Handbook of Career Guidance	1
25	978-3-030-26137-5	Beatriz Malik-Liévano	International Perspectives on Research in Educational and Career Guidance	2
26	978-3-030-33352-2	John C. Weidman	Socialization in Higher Education and the Early Career	2
27	978-3-030-85570-3	Béla Z. Schmidt	Career Advice for Young Scientists in Biomedical Research	5
28	978-3-030-58746-8	Will Tyson	Teaching and Learning Employability Skills in Career and Technical Education	2
29	978-981-15-4445-3	Mantak Yuen	Careers for Students with Special Educational Needs	2
30	978-981-15-3629-8	Manda Raz	Careers in Law: A Guide for Students, Graduates and Professionals	1
31	978-3-030-85783-7	Pejman Habibie	Scholarly Publication Trajectories of Early-career Scholars	1
32	978-981-16-6037-5	Meera Varadharajan	Career Change Teachers	1
33	978-981-33-6356-4	Bernadette	Sustaining Communities of Practice with Early Career Teachers	1
34	978-981-15-9543-1	Prashanth N. Suravajhala	Your Passport to a Career in Bioinformatics	2

1. Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	21 st November, 2022
2	Documents download (online)	21 st November, 2022 (from 17.00 Hrs)
3	Bid Submission Start Date(on line)	21 st November, 2022 (from 17.00 Hrs.)
4	Bid Submission Closing Date (Online)	3 rd December, 2022 (up to 13.00 Hrs.)
5	Bid Opening Date (Online) – Technical Bid	5 th December, 2022 (from 13.00 Hrs.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

2. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

3. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

4. Eligibility for Quoting:

- a) At least three (03) Single purchase orders of books of substantial value from any reputed university/ higher educational institution.
- b) Profitability and Net worth of the bidder is to be positive at least in the Financial Year 2018-19, copy of audited balance sheet should be provided.
- c) **The bidder must submit scanned copies of the following documents:**
 - i. Certificate of Incorporation (in case of company) / partnership deed (in case of firm), etc.
 - ii. Valid trade licence
 - iii. Copy of the PAN Certificate
 - iv. Income Tax Returns for the Assessment Years 2019-20, 2020-21 and 2021-22.
 - v. Certificate of Authorised Dealership from the Original Publishers of the Books, where ever applicable.
- d) Vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.
- e) Vender having average annual Turn Over for last three financial years from this Trade is more than Rs.10 lakh in India for the year 2018-19, 2019 – 20 and 2020-21 are eligible to participate in the Tender.

5. Submission of Tenders

General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6. Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure** –

- a) Basic Information (Vide Annexure I) (to be submitted in “**Annexure**” folder)
 b) Application for Tender - (Vide Annexure II) (to be submitted in “**Annexure**” folder)

c) Authorization letter - (Vide Annexure III) (to be submitted in “**Annexure**” folder)

d) Affidavit Proforma - (Vide Annexure IV) (to be submitted in “**Annexure**” folder)

e) DECLARATION ON NIT - (Vide Annexure V) (to be submitted in “**Annexure**” folder))

2. **Technical details of the Items Quoted as per Annexure - VI (Bidders must submit Information as sought for in “Technical Details” Folders.**

3. Audited Annual Accounts for last three years 2018-19, 2019-20 & 2020-21 or during the period since formation of the Firm, if it was set up in less than such 3- year period. (to be submitted in “**Accounts**” folder)

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			Certificate of Authorised Dealership from the Original Publishers of the Books, wherever applicable
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate
			Certificate of Incorporation/Commencement of Business/ Partnership Deed in case of Partnership Concern
			GST Certificate
3	Credential	Credential 1	Copy of the purchase order for supplying books
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2019-20
			Income Tax Returns submitted for the Assessment year 2020-21
			Income Tax Returns submitted for the Assessment year 2021-22

7. **Financial Bid**

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

- 8. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
9. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

10. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. **Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation.** The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

11. **As per the GST Rules, there should be no GST on Books. Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force, if applicable.**

12. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

1. Bid Information:

- a) **Bidder may quote in Currency as available in the BOQ Sheet.**
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) **Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**
- d) **Partial Quotation/Incomplete Quotation within the quoted item(s) both for Technical and Commercial aspects may subject to cancellation of tender.**

2. Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender. In case of any technical error for which University of Kalyani is not accountable, University of Kalyani may take suitable measure to rectify the error and derive actual fact and figures.

3. Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

4. All the books should be according to the details given in the tender and should be of latest edition (unless specific edition is mentioned), new and good in condition and as per the required quantity.

5. In case any defect and dispute are found in any book, the same has to be replaced at the earliest without any cost.

6. Discount rates offered by the bidder shall not be linked with the quantum of the purchase order.

7. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.

8. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune University of Kalyani may deem fit.

9. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.

10. As per relevant order issued by the Higher Education Department, Government of West Bengal, Book Supplier must quote discount not less than 15%.

11. Bidder should submit copy of updated Trade Licence and Income Tax Return submission document.

12. Time Schedule: The supply work must be completed within 21 days from the date of receipt of the order either through e-mail or by post, whichever is earlier.

13. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of **120 days** from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

14. University reserves the discretion to issue work order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

15. Place of delivery: University of Kalyani, Kalyani, Nadia-741 235

16. Payment Information: Payment be made after satisfactory delivery of the books. For Foreign Books quoted in foreign currencies, payment be made to the book seller/publisher/bidder in INR as per the conversion rate mentioned in the GOC Rate Sheet.

17. Quantity Changeability: Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

18. Requisite Documents to be submitted: Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, Audited Statement of Accounts and other documents.

19. Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

20. Conditional bid may be liable for rejection.

21. Discretion of the University:

- a. University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints and/or for other valid reasons.
- b. University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- c. University enjoys the right to select vendor either item wise or as a whole or as a group or by a suitable manner as to be decided by the Tender Evaluation Authority.

d. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

22. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

23. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

24. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please upload copy of Trade License)	
6	PAN(Please upload copy of PAN Card)	
7	Are you a Publisher or Dealer (Please upload Dealership Certificate, if applicable)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please upload credentials as per tender requirements)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET (Please upload Audited Accounts)	2018-19: Rs..... 2019-20: Rs..... 2020-21: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder(Please upload copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder

(With Seal)

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
The Development Officer
University of Kalyani,
Kalyani-741235,
Nadia, West Bengal

Sub: NIT for Supply of **Books** for University of Kalyani from **Publishers / reputed authorized and certified Booksellers / Distributors / Dealers /Business Partners.**

Ref: - **KU/NIET/RUSA/BOOK/2022-23/01 dated 21/11/2022**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....in the capacity..... duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate only for the latest editions of the books etc.
5. The actual prices of Publications have been charged without any handling/postage charges.
6. We are not supplying remaindered titles/ damaged books with missing pages.
7. The Indian/Low priced editions of these publications (if foreign) are not available in India.
8. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date: -

Signature of applicant including title and capacity
in which application is made.

Contact no:

E-mail address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr..... (Name)

Employee of this Organisation as (Official Designation) is

Hereby authorised to submit tender online, Vide NIT No KU/NIET/RUSA/BOOK/2022-23/01 dated 21/11/2022 on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper

of appropriate value duly notarized)

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm,

..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of Tender Ref. No. **KU/NIET/RUSA/BOOK/2022-23/01** dated 21/11/2022

On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

Full signature of the Person

(Designation with Seal)

Date:

Place

Validate

Print

Help

BoQ

Tender Inviting Authority: University of Kalyani

Name of Work: Supply of Books for University of Kalyani from Publishers / reputed authorized and certified Booksellers / Distributors / Dealers /Business Partners.

Contract No: KU/NIET/RUSA/BOOKS/2022-23/01

Name of the

PRICE SCHEDULE**(This BOQ template must not be modified/replaced by the bidder and the same should be updated after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)**

NUMBE	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC PRICE Per Unit Rs. P	Discount Offered on Basic Price Per Unit (if any) Rs. P	Any Other Charges in total (if any) Rs. P	TOTAL AMOUNT without Taxes Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	14	17	53	55
1	Supply of Books for University of Kalyani from Publishers / reputed authorized and certified Booksellers / Distributors / Dealers /Business Partners.							
2	Entrepreneurship–Professionalism–Leadership	2.00	Nos				0.00	INR Zero Only
3	Identity, Meaning, and Subjectivity in Career Development	2.00	Nos				0.00	INR Zero Only
4	Creating Technology-Driven Entrepreneurship	1.00	Nos				0.00	INR Zero Only
5	Creativity, Innovation, and Entrepreneurship Across Cultures	2.00	Nos				0.00	INR Zero Only
6	Digital Startups in Transition Economies	2.00	Nos				0.00	INR Zero Only

7	Knowledge-Based Social Entrepreneurship	2.00	Nos				0.00	INR Zero Only
8	Lean Entrepreneurship	1.00	Nos				0.00	INR Zero Only
9	Entrepreneurship and the Industry Life Cycle	1.00	Nos				0.00	INR Zero Only
10	The Palgrave Handbook of Multidisciplinary Perspectives on Entrepreneurship	1.00	Nos				0.00	INR Zero Only
11	Experiential Learning for Entrepreneurship	1.00	Nos				0.00	INR Zero Only
12	International Entrepreneurship	1.00	Nos				0.00	INR Zero Only
13	Advancing Entrepreneurship Education in Universities	1.00	Nos				0.00	INR Zero Only
14	Innovative Entrepreneurship in Action	1.00	Nos				0.00	INR Zero Only
15	Social Entrepreneurship and Corporate Social Responsibility	5.00	Nos				0.00	INR Zero Only
16	Enhancing Future Skills and Entrepreneurship	2.00	Nos				0.00	INR Zero Only
17	Entrepreneurship Education	2.00	Nos				0.00	INR Zero Only
18	The Good Entrepreneur	2.00	Nos				0.00	INR Zero Only
19	Family Entrepreneurship	2.00	Nos				0.00	INR Zero Only
20	Entrepreneurship Skill Building	2.00	Nos				0.00	INR Zero Only
21	The Emergence of Social Entrepreneurship	1.00	Nos				0.00	INR Zero Only
22	Entrepreneurship and Innovation	1.00	Nos				0.00	INR Zero Only
23	In Search of Business Models in Social Entrepreneurship	1.00	Nos				0.00	INR Zero Only

24	Indian Entrepreneurship	2.00	Nos				0.00	INR Zero Only
25	International Handbook of Career Guidance	1.00	Nos				0.00	INR Zero Only
26	International Perspectives on Research in Educational and Career Guidance	2.00	Nos				0.00	INR Zero Only
27	Socialization in Higher Education and the Early Career	2.00	Nos				0.00	INR Zero Only
28	Career Advice for Young Scientists in Biomedical Research	5.00	Nos				0.00	INR Zero Only
29	Teaching and Learning Employability Skills in Career and Technical Education	2.00	Nos				0.00	INR Zero Only
30	Careers for Students with Special Educational Needs	2.00	Nos				0.00	INR Zero Only
31	Careers in Law: A Guide for Students, Graduates and Professionals	1.00	Nos				0.00	INR Zero Only
32	Scholarly Publication Trajectories of Early-career Scholars	1.00	Nos				0.00	INR Zero Only
33	Career Change Teachers	1.00	Nos				0.00	INR Zero Only
34	Sustaining Communities of Practice with Early Career Teachers	1.00	Nos				0.00	INR Zero Only
35	Your Passport to a Career in Bioinformatics	2.00	Nos				0.00	INR Zero Only
total in Figures							0.00	Zero Only
Word Rate in Words								