

# Prabhat Kumar College, Contai

Estd.- 1926

Re-accredited by NAAC with Grade 'A'

P.O.- Karkuli, P.S.- Contai, Dist.- Purba Medinipur  
West Bengal, India, PIN- 721 404



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## NOTICE INVITING E- TENDER (TWO COVER SYSTEM)

**NIT NO. PKC/NIT-1/2026**

**Dated: 28/02/2026**

For and on behalf of **Prabhat Kumar College, Contai, The Principal** invites e-Tender in percentage rates for the following supply of Books through online bids of discount rates available on printed price (INR ONLY) 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 Requirement List (Rate Quote) and BOQ referred to in the Booklist sheet in compliance with **G.O. No. 643-HED-17011(23)/1/2025-CS SEC dated 29.08.2025**.

Details are available in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

Sl. No.	Name of the work	Estimated Cost (Rs.)	Earnest Money/ Bid Security (Rs.)	Price of Technical & Financial Bid documents & other annexure (Rs.)	Supply Period (in days)
1.	Supply of Books to the Central Library of the Prabhat Kumar College, Contai under Purba Medinipur District.	796559.00	15,931.00	1,000.00	45 days from date of issue of Work Order

- Intending bidders may download tender documents from e-procurement portal of our website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) from **28/02/2026 at 11:00 Hours to 07/03/2026 (upto 11:00 Hours)**. The pre-qualification bid documents duly filled and digitally signed in all respect may be submitted online before **11:00 hrs (as per server clock) on 07/03/2026**.
- Tender Inviting Authority will not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bidding.

### **Earnest Money (Cost of Bid Security) and Price of Technical & Financial Bid documents & other annexure (Both)**

The Earnest Money and cost of Tender Fees (both) should be deposited through online Payment Gateway system under ICICI Bank. No other payment option will be allowed.

- The pre-qualification (Technical Bids) documents will be opened on **09/03/2026 at 11:00 Hrs** by the Tender inviting Authority.
- Tender Inviting authority reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.**
- The Financial bid of the technically qualified bidders will be opened for evaluation and the financial bid of non-qualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line only.

**B) List of Important Dates of Bids:**

SI No.	Particulars		Date	Time
1	Published Date		28/02/2026	11:00Hrs
2	Documents Download / Sale Start Date	From	28/02/2026	11:00 Hrs (as per Server Clock)
3	Documents Download / Sale End Date	To	07/03/2026	11:00 Hrs (as per Server Clock)
4	Bid Submission Start Date		28/02/2026	11:00Hrs (as per Server Clock)
5	Bid Submission End Date		07/03/2026	11:00Hrs (as per Server Clock)
6	Documents verification (Physically)		07/03/2026	From 12-00 Hrs. TO end of the process
7	Bid Opening Date (Technical)		07/03/2026	11:00 Hrs (as per Server Clock)
8	Bid Opening Date (Financial)		After Evaluation of Technical Bid	
9	Place of Opening Bid	Prabhat Kumar College, Contai		
10	Officer Inviting Bid	<b>The Principal</b>		
11	Last Date of Bid Validity	90 days from the date of opening of Financial Bid.		

No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line. No individual intimation will be given.

**Instructions to Bidders (ITB)****A. Scanned copies of the following documents to be up-loaded in PDF format in e-portal website <https://www.wbtenders.gov.in>**

1. Online Payment Gateway transaction successful receipt copy.
2. GST registration certificate (GSTIN) with the Return of the last month GST filling documents.
3. Pan card (IT).
4. Trade license (latest valid).
5. Income tax return for last 3 years.
6. Professional Tax registration with last Enrollment certificate and upto date eChallan (P.TAX).
7. Financial statement and Balance sheet of last 3 years. (if applicable)
8. EMD Exemption is allowed to bidder having MSME certificate certified and inspected by any state/central government organization.
9. **Submission of unnecessary or excessive documents will be treated as grounds for rejected tenderer.**
10. **The Bidder / suppliers should be attached PAN, GST Registration Copy and the last month GST filling documents Last three financial years ITR , Profit And Loss Account, Balance Sheet.& 5 years of Turn Over certificate approved by CA. Bidders/Suppliers Should have achieved minimum 1 crore Annual Financial turnover ( in Gate/Iron fabrication/related products)in any one of the last 3 Financial years.. Profit and Loss: Bidder should not incurred losses in ANY OF Last 3 FY years ending FY 24-25.**
11. Bidder must not be black listed in any states in past 5 financial years. Affidavit must be attached along with the bid.

**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/she log 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 (Trade License)
- b. Partnership Firm (Partnership Deed, Trade License)
- c. LTD Company (Incorporation certificate, Trade License)
- d. Society (Society Registration copy, Trade License)
- 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).

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.

#### **Black Listed / Banned by Govt. or like organization :**

**The Black Listed agencies will not be allowed. The Bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department /Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government agencies / Govt. Department /Quasi Govt. Dept / PSU / Board / Council or similar organization has banned the Bidder and later on lifted the Ban, the fact must be clearly stated. [Affidavit format attached ].**

#### **Experience / Credential :**

The Credential Certificate / Book supply completion Certificate with Payment Certificate must be submitted at least one contract of similar nature of supply works with Minimum **60 (Sixty) %** of the **Tender Cost** mentioned in Tender Amount or BOQ within last **3 (three)** Financial Years from the issue of this Notice.

#### **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.4 & 5. 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 and Tender Cost by Indian Bank Demand Draft from any nationalize Bank according to Finance Order No. 3975 F(Y) dated 28.07.2016.
5. The discount rate should be kept valid for 90 days 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: 45 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. The BOQ must be fill properly.**
14. The L1 Bidder will be considered for the Work Order / supply order (as per Govt. rules).

**Special terms and conditions:**

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery and after getting the fund.
3. Since the procurement is done under Govt. grants, 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 45 days or the time prescribed by the **Prabhat Kumar College, Contai** 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, **Prabhat Kumar College, Contai**, 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.

Sd/-  
**Principal**  
**Prabhat Kumar College, Contai**

**Copy forwarded for kind information and wide publication to:-**

- 1. The Director of Public Instruction, HED, Kolkata, West Bengal.**
- 2. The Convener, Finance Committee, Prabhat Kumar College, Contai.**
- 3. The Convener of the Purchase Committee, Prabhat Kumar College, Contai.**
- 4. The Convener of the Library Committee, Prabhat Kumar College, Contai.**
- 5. The Head clerk, Prabhat Kumar College, Contai.**
- 6. The Office Notice Board.**

**Sd/-**

**Principal  
Prabhat Kumar College, Contai**

# Form —II

[To be furnished on Firm's Letter Head]

To  
The Principal,  
Prabhat Kumar College, Contai,  
Purba Medinipur.

Dear Sir,

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 ORGANISATION

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

eMail: \_\_\_\_\_

3. Name and address of Bankers:

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm :

**Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.**

# AFFIDAVIT-Y

**[To be furnished in Non-Judicial Stamp paper of appropriate value duly notarized]**

1. I, the under signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted provide to be false or concealed, the application may be rejected an no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/s. .... nor any of constituent partner had been debarred to participate in tender by the Govt. or any other departments, during last 5 (five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
5. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm and I have not applied severally for the same Job.

**Date :**

**Place :**

\_\_\_\_\_  
**Signature of the Bidder(s) / applicant including  
Title and Capacity in which application is made**