



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL  
(MAKAUT, WB)**

(Formerly known as West Bengal University of Technology)  
Main Campus: Simhat, Haringhata, Nadia-741 249, West Bengal, India  
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

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**Ref. No.:** MAKAUT-WB/2023-24/LIBRARY-BOOK/001

**Dated:** 14-12-2023

**Enlistment of Suppliers/Vendors for Books (Print and E-books) and journals (Print and e-journals)**

**Section A**

Documents to be attached in respect of vendor's selection:-

List of publishers the Vendor deals with and the maximum percentage (%) discount they can offer in respect of the said publishers.

**Section B**

Documents to be attached in respect of vendors Credentials information:

- i) Basic information (to be provided on Company's Official Letter Head with official seal and signature)
  - a) Name
  - b) Address
  - c) Contact Number
  - d) e-mail ID
- ii) Valid Trade License.
- iii) PAN
- iv) P. Tax
- v) GSTN
- vi) Official Address Proof
- vii) Last three years Income Tax Return copies.
- viii) Credential, if any
- ix) Last Three Years Audited Balance sheet.
- x) Deeds / Memorandum of Association

## **Section C**

Terms and Conditions regarding Supply of Books:

- 1) Books to be supplied along with challans to the Central Library, MAKAUT, WB, NH12, Simhat, Haringhata, Nadia 741249
- 2) Conversion rate of the foreign books will be as per Bank Rate on the date of purchase of Books from the Publisher. Supplier shall submit the bank conversion rate of that day along with the price proof.
- 3) Latest edition of the book to be supplied if any edition is not mentioned there.
- 4) If a low-priced edition/Indian edition of a foreign book is available then that is to be quoted instead of the foreign edition.
- 5) If there is any price change of books after the order has been placed then the supplier should inform the librarian before supplying that particular book.
  
- 6) Indian books to be supplied within 15 days (preferable), latest within 21 days after receiving of the Purchase Order.
- 7) Foreign books to be supplied within 30 days (preferable) and latest within 45 days after receiving of the Purchase Order.
- 8) If Books are found damaged in condition after receiving it will be returned back.
- 9) If the books delivered to MAKAUT, WB by post (in case of the vendors reside outside West Bengal), The University address of Haringhata Campus with the term "LIBRARY" on the top and the purchase order number should be mentioned on the parcel clearly. Challan and bill should be attached with the books in a separate Envelop inside the parcel.

## **Section D**

General Terms and Conditions:

- 1) The enlistment list will be valid for two (02) years.
- 2) The bidder should be a registered firm under prevailing rules (Preferable). Bidder having an office in Nadia, North 24-Parganas or Kolkata may be given preference. The bidder will have to provide essential registration numbers like PAN, GSTN, Professional Tax, Trade license etc.
- 3) Application is to be dropped in the specified tender box at the Haringhata Campus of the University positively within the stipulated date and time.
- 4) Any firm already have any legal dispute with the University need not to submit the quotation/tender.
- 5) Any firm already have been blacklisted / debarred from any institute need not to submit the quotation/tender.

- 6) The University may ask the vendor for any other document(s)/information, if feels necessary. The vendor has to furnish the document(s)/information immediately failing which his application will be rejected.
- 7) All the documents should be authenticated with official seal and signature(s) thereon by the bidder.
- 8) Submission of false/fake documents(s)/ incomplete information by the bidder detected at any point of time will be forthwith canceled/terminated the bid without assigning any reason and the University may take strict action against the fraudulent bidder.
- 9) The University reserves the right to accept or reject any bid without showing any reasons.
- 10) The University reserves the right to cancel / reject the NIT/ NIQ after its publication without showing any reason
- 11) Delivery of the items to the destination is the sole responsibility of the vendor . No extra charge will be paid by the University for the same. Any damage of the items during transit will be the responsibility of the vendor.
- 12) Payment will be subject to successful delivery of items and necessary approval by the Competent Authority of the University. Payment against Part delivery of items will not be made.(except special case)
- 13) PAN, GSTN, P. Tax, CIN (If Company) and Bank details of the vendor/company are to be mentioned in the bill/invoice.
- 14) Statutory deductions (if any) during payment process will be made as per the existing Govt.Rules.
- 15) The payments will be made only in favour of the Vendor's name. Any exception in this regard will subject to the consideration of the University Authority only.
- 16) The last day for submission of enlistment documents is within 29-12-2023 at the Tender box kept at the Purchase Office of the University.
- 17) For any query related to the submission of the application, the Vendor/Company may contact to e-mail: [najmun.nessa@makautwb.ac.in](mailto:najmun.nessa@makautwb.ac.in)