



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

No.: E-NIT/BOOKS/42/DHWU/2025

Date: 18-03-2025

E- Tender

DIAMOND HARBOUR WOMEN'S UNIVERSITY desires to empanel distributors / vendors / book sellers / suppliers for supply of state level, national and international books and Journals. For this Purpose Expression of Interest are invited from the distributors / vendors / book sellers / suppliers are invited for Empanelment for supply of books to the Central Library and Departmental Library of Diamond Harbour Women's University. Relevant documents may be downloaded from the University website www.dhwu.ac.in / www.wbtenders.gov.in and the same after filled up must be submitted in E Tender Portal www.wbtenders.gov.in .

Bidders should deposit non-refundable tender processing fees Rs.1000.00 (Rupees One Thousand only) in the form of Demand Draft from any Scheduled bank in favour of Diamond Harbour Women's University payable at Diamond Harbour and refundable Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) in favour of DIAMOND HARBOUR WOMEN'S UNIVERSITY. Scan copy of the Demand Draft is to be uploaded with tender bids. EMD will be refunded to unsuccessful bidder after completion of the tender process.

Bidders want to avail exemption for EMD, valid Exemption Certificate from Govt. to be uploaded along with technical bid.

Last date of submission E- tender document: 05/04/2025 up to 3 PM.

Bidders must comply the Terms and Conditions as mentioned in the Annexure-1 of the Tender Documents.

Purchase order will be placed to the distributors / vendors / book sellers / suppliers who will offer highest rate of discount. If certain books are not available then the order will be placed to the next higher discount vendor.

Eligibility Criteria:

1. Trade license for book supply.
2. PAN and GST
3. Experience for similar nature of work at least 3 years.
4. Income Tax Return last 3 years with PL/Balance Sheet.
5. Professional Tax & PTPC

Sd/-

OSD (Admn.)



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

Annexure-1

Sub: Empanelment of distributors / vendors / book sellers / suppliers for Supply of Books to the Central Library and Departmental Library of Diamond Harbour Women's University.

1. Diamond Harbour Women's University invites expression of Interest for "Empanelment of distributors / vendors / book sellers / suppliers for the Supply of Books and Journals" on E- Tender portal from reputed vendors/distributors/library suppliers in India, to DHWU Central Library and Departmental Library. This empanelment will be valid initially upto one year from the date of final approval of empanelled suppliers /vendors list and it may be further extendable with written request from the distributors / vendors/suppliers, at the sole discretion of the University upto five years. Interested vendors/distributors/suppliers may submit the applications along with requisite documents to the portal www.wbtenders.gov.in .

2. Instructions for applicants detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

2.1. Incomplete and conditional applications will not be considered.

2.2. At any given point of time, if any of the documents furnished by the distributors/vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

2.3. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applicants are liable to be black-listed by the institute. The empanelled vendor(s)/distributors(s)/library supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books and Journals" as stipulated hereunder.

2.4. Vendors must have valid up to date I.T and experience for at least three years for supplying similar type of items.

3. The empanelment for supply of Books and Journals will be governed by the following "Terms and Conditions".

3.1. General

3.1.1. The authority of DHWU reserves the right to approve or reject any or all the distributors/vendors / suppliers, what so ever may be the reason, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.

3.1.2. DHWU does not bind to place the purchase order to the approved first distributor/vendor/supplier.



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

3.1.3. Please provide an affidavit on a non-judicial stamp paper of Rs. 100/- for not having blacklisted for minimum 5 years by any Institution/ College / University.

3.2 Purchase Orders

3.2.1. The authority will place purchase orders with the empanelled vendor(s) who offers best and prompt services and will try to distribute purchase orders rationally among vendors.

3.2.2. Supply of books has to be made strictly against the purchase orders only.

3.2.3. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory.

3.2.4. Any clarification/query regarding the purchase order should be sought from the Librarian-in-charge within three days of receipt of the order.

3.3 Time-frame for supply

3.3.1. 30 days (maximum) - for Indian/Foreign titles (if available in India).

3.3.2. 60 days (maximum) - for foreign titles (if not available in India).

3.3.3. The Books should be consigned to Librarian-in-charge, Central Library, DHWU, West Bengal

3.3.4. If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.

3.3.5. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

3.3.6. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

3.3.7. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the authority may consider extending the supply time as may deem fit. However, this should not exceed seven weeks from the original supply due date.

3.3.8. The supply should be free of freight charges.

3.3.9. If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. & Train will not be accepted.

3.3.10. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

3.4. Preference will be given to low priced books and number of copies should not be determined by the supplier.

4. Conditions for cancellations of the released purchase orders

4.1. If the empanelled distributors / vendors / book sellers / suppliers to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the authority regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, upto seven weeks.

4.2. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4.3. The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the competent authority of the University shall be final in this regard.

5. Edition specifications

5.1. Latest editions of books must be supplied.

5.2. By default, paperback editions of books must be supplied.

5.3. By default, Indian editions of books must be supplied.

5.4. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.

5.5 The supplier should certify on the bills that only latest editions have been supplied and they are not remaindered titles.

6. Rate of discount should not be less than 20%. Otherwise, quotation will be rejected.

7. Invoicing procedure

7.1. The Invoice should bear the firm's IT PAN, GST.

7.2. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).

7.3. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

7.4. Invoice should be raised in favour of the authority issuing purchase order, Diamond Harbour Women's University, West Bengal.

7.5. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.

8. Mandatory enclosures with Invoice



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

- 8.1. For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted if above is not applicable.
- 8.2. Every price proof should contain seal and authorized signature of the vendor.
- 8.3 Proof of Good Offices Committee (GOC) exchange rates having prices in foreign currencies as on the date/month of invoice for the remittance.

9. Other Terms and Conditions

- 9.1. The University reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- 9.2. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the DHWU shall have the right to procure books/publications on higher discount rates.
- 9.3. The library may invite empanelled vendors for small book exhibitions at regular interval of time.
- 9.4. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by DHWU.
- 9.5. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Hon'ble Vice Chancellor, DHWU or Registrar, DHWU. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the rules and regulations of DHWU. The decision of the University authority is full and final and bound to comply for all the parties.
- 9.6. Any modification /Amendment in Tender documents will be intimated / notified in Website of DHWU.
- 9.7. Empanelled distributors/vendors/suppliers will have to submit security deposit of Rs. 2,00,000/- (Rupees two lac only) by Demand Draft which will be returned to the vendors after completion the supply.
- 9.8. The distributors/vendors/suppliers are requested to go through the rules and regulation before submitting the bid.

Sd/-

OSD (Admn.)