

Tender Notice No: Date:

SSM/TTX/13/2019

dt. 28/8/19

Sealed Tenders are invited for the supply of books from the book suppliers/vendors having Government approved credentials.

#### Schedule of Work

#### Supply of Books for College Library

Quotations are invited by speed post for the purchase books from the reputed book suppliers for the central library of Surya Sen Mahavidyalaya, Siliguri, as per terms and conditions given below:


- Registration proof of the firm i.e. Trade license, PAN details and GST registration certificate.
- Books are to be supplied free of freight charges. No charges of transportation/post will be borne by Surya Sen Mahavidyalaya.
- Vendor/Supplier shall supply the paperback volumes/low price editions until specific instructions are given.
- Vendor/Supplier will ensure and provide the latest edition of the books available. Percentage of discount at flat rate should be specified in the quotation. Mention separate discount rates for books published at different level, i.e.,
  - Regional/Local
  - National &
  - International

In no circumstance, discount rate will be decreased after being accepted. It may be increased after negotiation.

- Foreign edition of the books will be supplied only if the books don't have an Indian edition.
- After the supply of ordered books, the vendor will raise a bill(s) in triplicate mentioning the order number and date.
- Books found with wrong pages/damaged condition/old edition other than the latest editions will have to be replaced by the supplier even after they have been stamped for accessioning. The replacement should be made by supplier at their own cost within 15 days.
- In case of non-availability of any book, the supplier should provide valid proof from the competent authority regarding non-availability.
- Vendor/Supplier shall supply the books exactly as per order placed by the institution within 30 days from the date of receipt of the work order.
- Payment will be made to respective supplier(s) only after final submission of the bills and satisfactory feedback / Verification from the central library.

**Interested Book suppliers/publishers are invited to submit quotation within September 15<sup>th</sup>, 2019. Tenders received after the due date shall be rejected. The undersigned is not responsible for any postal delay.**

The quotation (in sealed envelopes) should be addressed to The Principal, Surya Sen Mahavidyalaya, Surya Sen Colony, Block-B, P.O Siliguri Town, Dist: Jalpaiguri, Pin: 734004. The envelope should be clearly super scribed as "Tender for the supply of the books" **with a fee of Rs.1000/- (One Thousand), through Bank Draft / Banker's cheque drawn in favour of 'Surya Sen Mahavidyalaya', payable at Siliguri in any Nationalized Bank.**

  
Principal  
Surya Sen Mahavidyalaya