



सा विद्या या विमुक्तये

Phone :

# MANIKCHAK COLLEGE

(Affiliated to the University of Gour Banga)

Post : Mathurapur, Dist : Malda, Pin : 732203

ESTD. - 2014



Ref. NO MC/445(0)/18

Date... 28/2/2018

Sealed 'Quotations' are invited from reputed vendors/ distributors /library book suppliers in India for supplying books for Manikchak College Library. Interested vendors/distributors/library suppliers specifying percentage of rebate on the printed price of the following books may submit the quotations along with one copy each of the requisite documents to Teacher-in-Charge, Manikchak College, PO +Dist. Malda – 732 203, West Bengal (India) or directly submit the requisite documents in the Quotation Box available in the Office number 1 of the College. Brief and tentative details of the number of books to be supplied per Department is mentioned in the table below:

Sl No.	Department	No. of Books
1	Bengali	44
2	English	30
3	Education	15
4	History	56
5	Political Science	39
6	Sanskrit	21
7	Sociology	07
8	Philosophy	28

**Last Date for Submission of Quotation: 09.03.2018 up to 14:00 hrs.**

**The Quotations will be opened in presence of willing agents in the Principal's Chamber by members of the Finance Committee on 09.03.2018 at 15: 00 hrs.**

**Terms & Conditions:**

1. The rates should be quoted in accordance with the lists.

2. Bidder should quote i) title with edition and year, ii) the actual unit price in INR, and GST (if

The detailed department-wise list of books is available and may be downloaded from the college website [www.manikchakcollege.com](http://www.manikchakcollege.com) through this link- [Combined book list Manikchak College.](#)



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**Suppliers have to adhere to the following purchase norms set by the college**

The quotations must be typed on their own letterhead and submitted the same in sealed envelope with superscription on the top "Quotation for Supplying Books". Edition & Year of publication of books must be latest and it must be noted in the quotation. **Though it is desired that a bidder should bid for supplying the Books of all the Departments mentioned in the detailed list, a bidder may bid for supplying books of one single Department as well. However, in such case the Bidder will be bound to supply all books for the Department the Bidder is willing to supply books for.**

**The quotation must accompany the following documents:**

1. Self attested copy of valid Income Tax Return (Assessment Year 2016 – 17),
2. Self attested copy of valid Pan Card,
3. Self attested copy of valid Trade License.

**Terms & Conditions:**

1. The rates should be quoted in accordance with the lists.
2. Bidder should quote i) title with edition and year, ii) the actual unit price in INR, and GST (if any).
3. Minimum 20% discount must be given for the books supplied (except Govt. publications).





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4. Books should be supplied within 21 (twenty one) days from the placement of orders failing which orders are liable to be cancelled and will be given to the next lower bidder.
5. Validity period of quotation must be mentioned.
6. The supplier will remain bound to replace books at their cost within a specified period if the books are found torn, defective or mutilated after unpacking the shipment.
7. The books are to be supplied at the Manikchak College Library, Malda.
8. Latest edition of books already published as on date of supply are to be provided irrespective of the edition mentioned in the book list.
9. By default, paperback editions of books must be supplied.
10. By default, Indian editions of books must be supplied.
11. Invoice(s)/bill(s) are to be submitted department-wise in triplicate (3 copies).
12. The Invoice should bear the firm's IT PAN.
13. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

*Somnath Das*  
28-02-2018  
Somnath Das  
Teacher-in-Charge  
Manikchak College  
Teacher-in-Charge  
MANIKCHAK COLLEGE  
MALDA



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14. Invoice should be raised in favour of The Teacher-in-Charge, Manikchak College, Malda , West Bengal.

15. Every price proof should contain seal and authorized signature of the vendor.

16. Proof of Good Offices Committee (GOC) exchange rates having prices in foreign currencies as on the date/month of invoice for the remittance.

17. Institute may take approx 90 days from the date of the ordered Book (s) received for final payment to the vendors/suppliers.

18. The undersigned reserves the right to accept or reject any quotation without assigning any reason.

19. Punitive action will be taken against those who fails to supply at least 70% of ordered books within the supplied time.

20. Number of copies to be ordered will finally be decided by the members of the Library committee and will depend on availability of fund. The final work-order shall contain the details of the same.

*Somnath Das*  
28-02-2018  
Somnath Das

Teacher-in-Charge

Manikchak College

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MANIKCHAK COLLEGE  
MALDA