



# RAJA PEARY MOHAN COLLEGE

## রাজা প্যারীমোহন কলেজ

1, ACHARYA DHURUBA PAL ROAD, UTTARPARA, HOOGHLY, WEST BENGAL, PIN - 712258

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১, আচার্য্য ধ্রুব পাল রোড, উত্তরপাড়া, হুগলী, পশ্চিমবঙ্গ, পিন - ৭১২২৫৮

দূরভাষ : ০৩৩-২৬৬৩-০৮৮১ / ২৬৬৩-০১৯১ ফ্যাক্স : ০৩৩-২৬৬৩-৪১৫৫

Ref. No. / সূচক সংখ্যা \_\_\_\_\_

Date / তারিখ ০৭/০৫/২২

### Selection of E-Book Suppliers for the Distribution of E-Books to Users at Raja Peary Mohan College, Uttarpara

#### Part-I Instructions

Instructions to e-book suppliers, eligibility criteria, detailed terms and conditions, application proforma, financial bid are as follows:

Work:

“Selection of E-Book Suppliers for the Distribution of E-Books to Users at Raja Peary Mohan College, Uttarpara” on prescribed format from reputed vendors/ distributors/ suppliers/ publishers in India.

Issue of the bid  
document

To be issued via RPMC website on 08/05/2022

Last Date of submission

Quotations/bids and supporting documents complete in all respects, should be submitted via email only to [rpmelibrary20@gmail.com](mailto:rpmelibrary20@gmail.com) latest by 15/05/2022 by 5.00 P.M. The email subject should be as “Selection of e-book suppliers for the supply of ebooks”.

Details of bidder

Annexure-I is to be filled, duly signed, stamped, and submitted scanned copy with supporting documents of pre-qualification criteria via email.

Authorized signatory

The application should be signed by an authorized signatory of the vendor bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.

Discipline

Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing OR repeated communication should be made to the Institute. Failing to maintain this might lead to disqualification/ black-listing of the vendor by the Institute.

Terms and conditions	The short-listed vendor(s)/distributor(s)/supplier(s)/Publisher(s) for empanelment are required to agree to supply as per the Institute's "terms & conditions for supply of e-books" as mentioned in Part-III.
Taxes and duties	The e-book supplier must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Network).

## Part-II Terms and Conditions

**The empanelment will be governed by the following 'Terms and Conditions' and purchase procedure**

<b>Title</b>	<b>Description</b>
The bid documents will be rejected without any further notice to the e-book supplier, if	<ul style="list-style-type: none"> <li>a) The bid form is Incomplete.</li> <li>b) Incorrectly filled or providing inaccurate information (if found at a later stage, the contract cancelled without any notice).</li> <li>c) Bids received after the due date.</li> <li>d) RPMC, Uttarpara reserves the right to approve or reject any or all the vendors. The decision in this regard will be final in all cases in respect of acceptance/rejection /arbitration.</li> </ul>
Contract agreement	This empanelment will be valid for a period of one year from the date of final approval of empanelled e-book suppliers list and it may be further extendable based on their performance and at the sole discretion of the Institute.
Purchase orders	<ul style="list-style-type: none"> <li>a) In reply to e-book supplier(s) response to email query, purchase order will be released to the vendor concerned with request to supply e-books. The e-book supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order.</li> <li>b) Any clarifications/query regarding the purchase order should be sought from the Library within 2 days of receipt of the order.</li> </ul>
The time frame for supply	E-book access should be activate within 5 days from the date of issue of the purchase order OR email confirmation.
Edition & Access Mode specifications (By default)	<ul style="list-style-type: none"> <li>a) Low-cost Indian ed. &amp; Latest ed., of e-books must be supply unless mentioned otherwise.</li> <li>b) If the unavailability of indian ed. &amp; latest ed., clarification/permission should be sought, preferably by email, from the Library, regarding the supply of the available editions instead of the default.</li> <li>c) Publisher original e-book format only.</li> </ul>

**Invoicing procedure**

- a) Two copies of invoices/bills are to be submitted.
- b) Invoice/Bill should be in favour of Raja Peary Mohan College, 1 A. D. Paul Road, Uttarpara, Hooghly, PIN-712258.
- c) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O. Should not be combined and supplied under one invoice.
- d) The price in the invoice should be indicated in original currencies.
- e) Payment will be made to the respective supplier(s) within 30 days after e-book access activation.

**Mandatory enclosures with invoice**

- a) Price Proofs: Publisher catalogue/Publisher certified letter will be accepted.
- b) Currency conversion rate certificate should contain the seal and authorized signature of the e-book supplier.
- d) Bank A/C Details: The supplier is required to provide the Bank details MANDATE FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER.

**Cancellation of an order**

- a) The order is liable to be cancelled if the access is not enabled within the stipulated time period unless due extension has been allowed.
- b) E-book format if not compatible to PC/Mobile/Tablet.
- c) If the supplied e-book (s) doesn't match to purchase order specifications.

  
**PRINCIPAL**  
**Raja Peary Mohan College**  
**Uttarpara, Hooghly**

**ANNEXURE – 1**  
**PARTICULARS OF E-BOOK SUPPLIER**

**Selection of E-Book Suppliers for the Distribution of E-Books to Users at**  
**Raja Peary Mohan College, Uttarpara**

1. Name of the Firm
  - (a) Trade Name (in Block letters) \_\_\_\_\_
  - (b) Status of the bidder \_\_\_\_\_  
(Proprietorship/Partnership/LLP/Limited Co.) (in Block letters)
  - (c) Name of Proprietor/Partners/CEO/Directors \_\_\_\_\_  
(in Block letters)
2. Postal Address \_\_\_\_\_  
\_\_\_\_\_
3. Mobile No. \_\_\_\_\_
4. E-mail / Website address (if available) \_\_\_\_\_
5. Are you a member of Federation of Publishers` and Booksellers` Association of India (FPBAI) If so, attach a copy of the membership.  
\_\_\_\_\_
6. Are you a member of any other State / National Association of Books suppliers? If so, attach a copy of the membership  
\_\_\_\_\_
7. Are you a distributor/dealer/stockiest/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of Distributor/ Dealership/stockiest/exclusive/preferred agents  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Minimum 3 references of the Libraries of reputed Govt. organizations with whom you are an already regular supplier.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. PAN (Enclose self-attested photocopy) \_\_\_\_\_
10. Trade License/Business License/CIN (if applicable) \_\_\_\_\_  
(Enclose self-attested photocopy)
11. GSTN (Goods and Service Tax Network) (Enclose self-attested photocopy)  
\_\_\_\_\_
12. Any other Relevant Information \_\_\_\_\_

(e.g. Number of Years of Experience in similar line of business / Turnover for last financial year and supporting documents)

We hereby declare and affirm that I/we have read and understood the terms and conditions of this empanelment invitation as stipulated in the Ref. notice No. ....accordingly we accept the terms and conditions and hereby offer the discount rates for **"Selection of E-Books Suppliers for the Distribution of E- Book to Users at Raja Peary Mohan College, Uttarpara.**

Signature \_\_\_\_\_

Name of the E-BOOK SUPPLIER \_\_\_\_\_

Date \_\_\_\_\_

Official seal of E-BOOK SUPPLIER

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## ANNEXURE – 2

### List of E-books

#### Central Library

ISBN	Author	Title
9788122445541	Chaddha, G.S.	Quantum Mechanics
9788122439014	Chattopadhyay, D.	Foundations of Electronics
9788122447651	Gupta, Navneet	Electromagnetic Field and Waves
9788122477740	Chakrabarty,	D.K. Inorganic Chemistry
9788122458497	Kar, Ashutosh	Pharmaceutical Drug Analysis
9788122457117	Choudhary, B.	The Elements of Complex Analysis
9788122477979	Joshi, K.D.	Introduction to General Topology
9788122451153	Rao, Shanker G.	Discrete Mathematics Structures
9788122471946	Das, L.D.V.	Plant Breeding
9788122447026	Rastogi, S.C.	Biochemistry
9788122458282	Bansal, Raj K.	A Textbook of Organic Chemistry
9788122477795	Negi, A.S.	A Textbook of Physical Chemistry
9788122425208	Chaudhary, B.L.	CSIR-Net Life Science
9788122458350	Datta, Subhash Chandra	Plant Physiology
9788122446289	Bhasin, Harsh	Python for Beginners
9788122477276	Goel, Ritendra	Computer Applications in Management (UPTU)
9788122458046	Ramamurthy, P.	Management and Entrepreneurship (All India)
9788122445985	Joshi, J.M.	Microeconomic Theory: An Analytical Approach
9788122447668	Kumari, Jindagi	Communication Skills
9788122471250	Sen, S.N.	History of Modern India
9788122477658	Arora, Ramesh K.	Ethics, Integrity and Values in Public Service
9788122475197	Rastogi, S.C.	Experimental Physiology
9788122478105	Laud, B.B.	Fundamentals of Statistical Mechanics