



Government of West Bengal
Department of Health & Family Welfare
Office of the Director
REGIONAL INSTITUTE OF OPHTHALMOLOGY
MEDICAL COLLEGE, KOLKATA
Phone No- (033) 2963-3767
Email: riokolkata@yahoo.com Website: www.riokolkata.in

NOTICE INVITING E TENDER FOR SUPPLY OF BOOKS & JOURNALS
FOR ONE YEAR FROM THE DATE OF AWARD OF CONTRACT (AOC)
(Through Pre-qualification)
(Submission of Bid through NIC e-tender portal)

Memo No: RIO-2023/ 1499

Dated: 24.11.23

The Director, Regional institute of ophthalmology (RIO) 88, College Street, Kolkata-700073 is going to float e-tender on behalf of the Health & Family Welfare Department, Government of West Bengal for supply of books and printable journals of Rs 5,50,000/- (Approx.) for the Library of this Institute for the period of one year from the date of contract and its extension, if required for a further period of 6 (Six) months as per annexed list from the bona fide Firms/ Experienced Agencies/ Co-operative Societies/ SSI (MSME) agencies. Necessary earnest money to be submitted for participation in the Tender through Online (follow clause 7).

MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, W.B. Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

Earnest money:- (2% of Bid value) Rs.11,000/- (Eleven Thousand Only)

Anshu 24/11/2023

Director
Regional Institute of Ophthalmology
Medical College, Kolkata

Director
Regional Institute of Ophthalmology
Govt. of West Bengal, MCH Campus
Kolkata-700 073

1. General Instructions:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary earnest money may be remitted through online.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website <https://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking.

3. Time Schedules for the e-tender

Sl.	Particulars	Date & Time (on working days only excluding Sundays and Holidays)
1	Date of uploading of N.I.T. Documents (online) from this end	24.11.2023,
2	Documents download start date (Online)	24.11.2023,
3	Date of hoisting of documents at Departmental Website (www.wbhealth.gov.in)	24.11.2023 onwards
4	Pre Bid Meeting	30.11.2023, 12.00 noon
5	Bid Submission starting (Online)	04.12.2023, 10 am
6	Bid Submission closing (Online)	15.12.2023, 4 pm.
7	Bid opening technical bid(online) (Bid A)	18.12.2023
8	Date of uploading list for Technically Qualified Bidder (online) (Bid A)	22.12.2023
9	Date & for opening of Financial Proposal (Bid B) (Online)	To be declared later
10	Date of uploading of list of bidders along with the approved rate	To be declared later

1. The Tender should be addressed to The Director, Regional Institute of Ophthalmology, Kolkata -73 the bidders may download Tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in & www.riokolkata.in

4. ELIGIBILITY FOR QUOTING:

- a) The Firm/ Agency/ Co-operative Societies/ SSI (MSME) agencies must have a minimum experience for supplying of Stationary & Miscellaneous articles at any government medical college hospital
- b) The Firm/ Agency/ Co-operative Societies/ SSI (MSME) agencies must have to submit authenticated and updated certificates.
- c) The Vendors who have been blacklisted by any Govt. Concern/Health Institutions in the Country for particular item(s) are also not eligible for apply.
- d) The Firm/ Agency/ Co-operative Societies/ SSI (MSME) agencies must have capability to control his appointed manpower and the RIO authority in no circumstances will bear the responsibilities of the manpower to be engaged for this purpose.
- e) The Firm/ Agency/ Co-operative Societies/ SSI (MSME) agencies should be competent enough to deal with the business of Books and Journals.
- f) Any loss making Company as per audited profit and loss accounts and Balance Sheet would not eligible to participate in the tender. This would be assessed on the basis of their financial performance any two of the last three Assessment years i.e., 2020-2021, 2021-2022 and 2022-2023

5. SUBMISSION OF THE TENDERS:

The tender is to be submitted in a Two Bid Systems.

6. Technical BID: (SINGLE FILE MULTIPLE PAGES SCANNED)

The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid. Scanned copy of EMD should be uploaded.

BID A: - STATUTORY COVER contains the following documents:

- A. Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.
- B. Scanned copy of EMD or documents in support of exemption/relaxation claimed for
- C. EMD for the whole tender.
- D. Application in the prescribed format in Annexure I.
- E. Item List in Annexure II.
- F. Authorization letter of signatory from Company in Annexure III.
- G. No conviction certificate in the form of an Affidavit as per Annexure-IV
- H. Member of Book Seller's Association

NON-STATUTORY/ MY DOCUMENTS Containing the following documents:

Sl. No.	Category	Subcategory	Subcategory Description
A	Certificates	Certificates	<ul style="list-style-type: none"> a) PAN Card b) GST Registration certificate
B	COMPANY DETAILS	COMPANY DETAILS	<ul style="list-style-type: none"> a) Valid Trade Licence b) Enlistment Certificate c) Professional Tax Certificate for current financial year
		COMPANY DETAILS 2	<ul style="list-style-type: none"> a) Bye-law of the Co-operative Society in case of Co-operative societies. b) Enlistment of MSME Certificate in case of SSI (MSME) agencies. c) Certificate of Member of any bookseller's association/guild Registration with Register of Companies
C	CREDENTIAL	CREDENTIAL	<ul style="list-style-type: none"> a) Credential certificate for a minimum experience for supplying of books and journals at any medical college/ hospital /institute should be supported with Work order / Supply order copy b) Proof of satisfactory delivery duly signed by the concern authority against the work order.
D	FINANCIAL INFORMATION	GST Return	GST Return of last year and Services Taxpayer Identification Number (GSTIN) (GST Registration)
		Income Tax Return	Income Tax returns for last 3(three) Financial years (2020-21, 2021-22, 2022-23)
		P/L & BALANCE SHEET	P/L & Balance sheet (2020-21), P/L & Balance sheet (2021-22), P/L & Balance sheet (2022-23)

7. Payment procedure for Earnest Money Deposition:

- a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique I D and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/P.R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction fails, the bidder will again try for payment b y going back to the first step.
- b) Payment through RTGS/NEFT
 - i) On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre- filled challan having details to process RTGS/NEFT transaction.
 - ii) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
 - iii) Once payment is made, the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete, in order to verify the payment made and continue the bidding process.

If verification is successful, the fund will get credited to the respective Pooling Account of the State Government / PSU/Autonomous Body/Local Body/ PRIs etc. Maintained with the focal point branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD /Tender Fees.

Hereafter, the bidder will go to e-Procurement Portal for submission of the bid

 - vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
- c) Refund / Settlement Process (for Earnest Money).

After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender

inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e procurement portal through web services.

On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.

Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LO1 process is successful.

If the L1 bidder accept the LO1 and the same is processed electronically in the e- procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.

As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e- procurement portal–

EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head'8443-00-103-001-07' through GRIPS along with the bank particulars of the L1bidder.

EMD of the L1 bidder for the tenders of the State,/PSU/Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

RATE:

In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.

The bank will share the details of GRN No. generated on successful entry in GRIPS with the e- procurement portal for updating.

Once the EMD of L1 bidder is transferred in the manner mentioned above,

Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head “0070-60- 800-013-27” through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.

All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

Rates quoted in respect of items shall not exceed the controlled price and/or MRP (maximum retail price) fixed by GOI wherever it is applicable.

The Basic Rate Per Accounting Unit should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, Incidental Charges, Excise Duty, Cess & Service Tax etc. but excluding of GST which shall be quoted separately in the template for Bill of Quantities(BOQ).

Percentage of Excise Duty, CESS etc., Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities (BOQ).

Rate should be quoted in Indian currency.

All rates quoted should be inclusive of all leviable charges including delivery charges to institute.

ORDER & SUPPLY:

Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases as and when required by the procuring authorities. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.

WITHDRAWAL /CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.

The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason.

Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

NO- CONVICTION CERTIFICATE:

The Tenderer will also submit an affidavit in the prescribed Pro-forma attached herewith from Notary/ first class Judicial Magistrate/Executive Magistrate (Annexure II).

PENALTY CLAUSES:

In case of supply of defective item found in respect of packaging or labelling, Tenderer will be asked to replace the same.

The tender selection committee reserves the right to declare a Firm/ Co-Operative Societies /Experienced Agency/ SSI (MSME) agencies blacklisted for three (03) years due to the following reasons:

If the supplier withdraws from agreement after achieving the “Lowest Quoted Tenderer”

For supply damaged and deficient books and journals

In consequence of submission of false or fabricated documents by any Firm/Co-Operative Societies /Experienced Agency/ SSI (MSME) agencies for participating in the tender, if proved later on.

Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:

For delay in the supply of items ordered beyond the stipulated date. Part supply will not be considered.

If the supplies are not made within the stipulated period of placing the order, 0.5% of the basic cost of the materials not supplied will be deducted from the existing / pending bills of the supplier per day's delay up to 30days.

For delays beyond 30(thirty) days, the work order for the non- supplied portion will be considered as cancelled straightaway.

However, if the stipulated period ends on Saturday, Sunday or Govt. holidays, supply should be made on the next working day and in that case, no penalty would be chargeable.

The provision of penalty is system generated and cannot be waived in any case excepting force majeure.

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be

initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.

The penal measure will be

- i) Forfeiture of Earnest Money
- ii) Cancellation from the approved list of suppliers

VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period of one year from the date of Award of

Contract which may be extended up to six months or the date of completion of the next tender whichever is earlier with prior approval of the Department of Health & Family Welfare, Government of West Bengal, if necessary.

PAYMENT TERMS:

Payment will be made through e-pradhan system, subject to:

Supply of the materials as per specification as provided in the tender documents and the catalogue.

Supply of the materials within the supplied period as specified in the work orders

On being selected, the successful vendors will have to submit one application stating the name of the payee/ recipient, Bank account no with MICR code, IFSC of the payee/recipient to the procuring authorities for making e payment. No manual payments will be made.

During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

TERMS & CONDITIONS

All papers submitted with the Tender & the Tender Form itself must be legibly written in ink or typed. Rates are to be quoted in Indian Currency both in figures and in words in the Tender Form for ONE YEAR. Interpolation, insertion, inscriptions etc if any, should be signed by the Tenderer with date. Erasing or overwriting is strictly prohibited and these will make the Tenders Liable to rejection.

The purchase will be made following the existing policy of the Government of West Bengal (Vide West Bengal Financial Rules, Vol-1 specially its Rule-47(1), 47- A, 47-B as amended from time to time and price preference policy as stated in Notification No. 10500-F dated

19-11-2004). Tenderer shall be deemed to have been acquainted themselves with this existing Government Orders /Rules.

All Rates quoted should be inclusive of all Levi able Charges (including delivery charges to the library department of the institute inclusive of GST as prescribed in the BOQ. Suppliers may opt to offer products of different Manufacturers in respect of any particular item. In such cases quoted rates of respective manufacturers are to be mentioned separately. Rates shall not exceed the controlled prices, if there be any for the time being in force. Maximum retail price (MRP) for each item has to be indicated in the Tender. The quoted rate should not exceed the MRP.

All Papers forming part of the Tender should bear serial pagination mark and should be signed by the Tenderer. Non-compliance of this directive shall make the Tender liable to cancellation.

Rates shall be valid throughout the period from ONE YEAR. In case of exigency, the contract period may be extended up to 6(Six) months with the prior approval of the Secretary/ Principal Secretary, Health & Family Welfare Department, West Bengal.

The Tendering Authority reserves the right to withdraw any item from the Tender at any stage. In such contingency the selection of such item, if already made in favour of any Tenderer shall be treated as cancelled. The Tendering Authority also reserves the right to accept / reject at any stage without assigning any reason whatsoever, and also not to accept the lowest Tender offer. The Tendering Authority reserves the right to purchase any item(s) at the approved rate from any outsider (Non Tenderer) during the Tender period in case of emergency, or if the Tenderer fails to supply such items on a notice of ten days. The Hospital Authority reserves the right to procure any item of the tender directly from the State Government undertaking even if a Tender for the same has been accepted.

The Tenderer shall be bound to totally replace the supplied quantity with a fresh supply of equivalent quantity if the item(s) are found to be defective. In case of supply of substandard items, the defective batch / batches as determined by the appropriate authority will not be returned to the Tenderer for replacement but it will be destroyed in the presence of the supplier, and the payment of the defective batch will not be made to the supplier if the equivalent quantity of the item(s) is / are not replaced. Appeal against such decision of the Hospital Authority imposing such penalty may be made to the Director of Medical Education, W.B. Review of any decision of DME; W.B. in this matter may be done by the Health & Family Welfare Department of the Govt. of West Bengal.

Acceptance of the offer rate of the selected Tenderer will be intimated to the Tenderer by the Hospital Authority either in one each or different each.

Payment will be made only after the delivery of the articles and satisfactory certification by an Authority fixed by the Hospital Administration. No request for advance payment will be considered.

In case of rejection of any supply on quality grounds or failure or refusal to replace the contracted items within the specified time or according to specifications / quality, the Hospital Authority will have the authority to recover the loss if any by making deductions from any pending claim of the supplier.

Any monetary loss accruing to the Hospital Authority for failure to supply the Tender articles(s) as per the order of the Hospital Authority within 10 days from the date of demand (i.e. as caused due to placing order to another supplier with higher rates of offer) shall be recovered from any pending bills with this office.

Intending Tenderer may get in touch with the office of the Director, Regional Institute of Ophthalmology, Kolkata to have an idea as to the quantity of different items that were purchased by this Hospital in the last financial year. However quantities of the present demand may be increased or decreased during the period of validity of the present Tender.

Any Notice intended to be served to the Tenderer will be deemed to have been duly served if sent by registered post to the address mentioned in the Tender and / or displayed on the Notice Board of this office for at least 6(six) consecutive working days.

In case of any dispute involving the Tender or the subsequent services from the successful Tenderer the matter may be referred to the Director of Medical Education, W.B. and his/ her decision on the matter shall be final and binding on all.

Rate to be quoted in Indian currency both in figures & in words.

The Tenders are to be accompanied with the following papers/documents;

The selected agency has to provide a Bank guarantee of 10% of total BID value on any nationalized bank for each BOQ.

All the Terms & Conditions prescribed / detailed above shall have to be accepted by the Tenderer and no representation will be entertained for modification of such Terms & Conditions outlined herein.

Books & Journal

BOQ

Sl, No.	Title	Author	Book/ Journal	Publisher	% of Excise Duty	% of GST	Rate per Unit Rs.
01.	Albert & Jakobiec's Principles and Practice of Ophthalmology, 10 vols		Book	Springer			
02.	BCSC : Basic and Clinical Science Course (2023-24), Set of Books	by AAO	Book	AAO			
03.	Ryan's Retina, 7th Ed.		Book	Elsevier			
04.	SOCH, 5th Ed.	Utsav Bansal	Book	CBS			
05.	Harrison's Principles of Internal Medicine 21 st Ed.		Book	McGrHill			
06.	Disorder of eyelids, lacrimal system, orbit & oculoplastic surgery	Khurana	Book	CBC			
07.	American Journal of Ophthalmology		Journal	Elsevier			
08.	RETINA: The Journal of Retinal and Vitreous Diseases		Journal	Wolters Kluwer			

**The Director
Regional Institute of Ophthalmology
Medical College, Kolkata-73**

Annexure I

APPLICATION FORMAT

(To be furnished in the official letter pad with full address and contact no, E mail, etc)

To
The Director
Regional Institute of Ophthalmology
88, College Street, KOLKATA-73

Sub: NIT for Books & Journals for RIO for the year 2022-2023

Ref: -dated

Sir/ Madam,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

That the application is made by me/us on behalf of.....In the capacity duly authorized to submit the offer.

We accept the terms and conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.

We are offering rate for the following item /items and assured supply to the Regional Institute of Ophthalmology

We propose that the order and bill should be raised in our name. We have appointed M/S , having its office at....., Mobile No.....
E mail

OR

We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S....., having its office at.....Mobile no Email :..... (Address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

We are the existing vendors in the RIO / we are not the existing vendor in the RIO (strike out whichever is not applicable).

In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

We understand that:

Tender Selection Committee can amend the scope & value of the contract bid under this project.

Tender Selection Committee reserves the right to reject any application without assigning any reason.

Signature of applicant

Date: -

Contact no:

Annexure II

LIST OF BOOKS & JOURNALS

Sl. No.	Title	Author	Book/ Journal	Publisher
01.	Albert & Jakobiec's Principles and Practice of Ophthalmology, 10 vols		Book	Springer
02.	BCSC : Basic and Clinical Science Course (2023-24), Set of Books	by AAO	Book	AAO
03.	Ryan's Retina, 7th Ed.		Book	Elsevier
04.	SOCH, 5th Ed.	Utsav Bansal	Book	CBS
05.	Harrison's Principles of Internal Medicine 21 st Ed.		Book	McGrHill
06.	Disorder of eyelids, lacrimal system, orbit & oculoplastic surgery	Khurana	Book	CBC
07.	American Journal of Ophthalmology		Journal	Elsevier
08.	RETINA: The Journal of Retinal and Vitreous Diseases		Journal	Wolters Kluwer

Signature & Seal of Bidder

Annexure III

FORMAT

Authorization letter in favour of the applicant (other than Managing Director/ Proprietor)

– from the competent authority.

(To be furnished in the Company's official letter pad with full address and contact no, Email Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr./ Mrs. (Name), An employee of this Organisation as(Official Designation) is hereby authorized to submit tender online, Vide NIT No....., Dated on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorized Person)

Signature of Mr./ Mrs.....

.....is hereby attested

Annexure IV

Draft Affidavit Proforma

I, Sri/Smt.

.....,

The Managing Director/ Proprietor (etc.) of (Name of the firm),

(address).....

P.O.....P.S.....Dist.....

.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply ofto any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply ofto the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent (s)

Check List

(MUST BE PROPERLY FILLED)

Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.

S. No	Particulars	Pl put tick or NA	Page No.
1	A Proof of submission of applicable EMD/MSME Proof		
2	Application in the prescribed format given in Annexure I		
3	Authorization letter of signatory from Company in Annexure III		
4	No conviction certificate in the form of an Affidavit as per Annexure-IV		
5	PAN Card of the authorized signatory		
6	GST Registration certificate		
7	Valid and Current Trade License in the name of participating firm		
8	Member of any bookseller's association/guild		
9	List of purchasers in Govt. Institutions		
10	Income Tax Returns submitted for any two of the last three Assessment years i.e., 2020-21, 2021-22, 2022-23		
11	GST Returns (any one month) of any one year 2020-21, 2021-22, 2022-23		
12	Audited P/L Account& Balance Sheet for any two of the last three Assessment years i.e., 2020-21, 2021-22, 2022-23		

Signature & Seal of Bidder