



DURGAPUR M.A.M.C. TOWNSHIP MODERN HIGH SCHOOL (HS)

(English Medium)

Recognised under W.B.B.S.E. and W.B.C.H.S.E. S/RECOG/96/284

Durgapur: - 713210.

DURGAPUR MAMC TOWNSHIP MODERN HIGH SCHOOL (H.S.)

Durgapur – 713210, West Bengal

NOTICE INVITING QUOTATION

For Supply of Books and Copies for Classes Nursery to X – Academic Session 2027

Sealed quotations are hereby invited from reputed, established and financially sound book suppliers/publishers/distributors/authorised agencies for the supply, storage and distribution of books and copies, including private publication books and Board-prescribed books, for the students of Classes Nursery to X (approximately 1300 students) of Durgapur MAMC Township Modern High School (H.S.) for the Academic Session 2027.

Interested organisations fulfilling the requisite conditions may submit their quotations to the School Authority within the stipulated date and time and in accordance with the terms and conditions mentioned below.

TERMS AND CONDITIONS

1. Discount to Students

The selected organisation shall provide a minimum 15% discount on the applicable printed/MRP price of private publication books and copies to all students of the school, subject to applicable rules and lawful pricing requirements.

2. Latest Edition

Only the latest available and prescribed edition of the books shall be supplied. No obsolete, outdated or superseded edition shall be supplied.

3. Selection of Books

The selection of books, publishers, titles, editions and copies shall be made solely by the School Book Selection Committee/School Authority in accordance with the academic requirements of the school. The supplier shall have no right to insist upon inclusion of any particular publication or title.

4. Credibility and Experience

Preference may be given to organisations having established credibility, adequate experience, sound financial standing, satisfactory past performance and demonstrable capacity to undertake the complete supply and distribution work.



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5. Financial and Documentary Credentials

The organisation submitting the quotation shall provide adequate documentary evidence of its financial standing and business credentials.

A copy of the organisation's audit report for the preceding three financial years, along with the corresponding Profit & Loss Statements, shall be submitted along with the quotation.

The School Authority may seek any additional documents or information considered necessary for assessing the financial capacity and credibility of the organisation.

6. Storage and Distribution

The selected organisation shall make adequate arrangements for safe storage, timely supply and distribution of the books and copies at the place and on the dates and times specified by the School Authority.

7. Distribution Schedule

The School Authority shall determine the dates and timings of distribution. Distribution of books must be made in the school premises. The distribution period may be extended or modified by the School Authority, depending upon the requirements of students and the admission schedule.

8. Year-round Availability

As admission to the school may continue during different periods of the academic session, the selected organisation shall ensure uninterrupted availability and supply of the prescribed books and copies throughout the academic session, as and when required.

9. Packaging/Carrying Bags

Books and copies shall be properly packed and supplied in suitable carrying bags so that parents/guardians can conveniently carry them.

10. School Name and Logo

The required copies/book covers, wherever specified by the School Authority, shall bear the name of the school and/or school logo in the prescribed manner. The design and printing shall be subject to prior approval of the School Authority.



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11. Book Covers

Suitable book covers bearing the name of the school shall be provided wherever directed by the School Authority.

12. Quality of Materials

All books and copies supplied shall be of proper quality and in accordance with the specifications approved by the School Authority.

13. Damaged/Defective Books

Damaged, defective, torn, misprinted, incomplete or otherwise unsuitable books/copies shall not be accepted. Such items shall be replaced by the selected organisation at its own cost without causing inconvenience to the students or parents.

14. Supply Capacity

The organisation must have sufficient infrastructure, manpower and logistical arrangements to supply the required quantity within the stipulated time and to meet additional requirements arising from new admissions or replacement of books.

15. Financial Offer/Contribution

Interested organisations shall clearly indicate their proposed financial offer/contribution to the school, along with the applicable terms and conditions. The amount offered shall be stated clearly and unambiguously.

The financial offer/contribution payable to the school shall be paid only by A/C Payee Cheque drawn in favour of "Durgapur MAMC Township Modern High School (H.S.)".

16. Basis of Selection

The selection shall NOT be based solely on the highest financial offer. The School Authority/Book Selection Committee shall consider the quotation as a whole, including, inter alia:

- Credibility and reputation of the organisation;
- Experience and past performance;
- Quality and authenticity of books and copies;
- Availability of latest editions;
- Ability to maintain uninterrupted supply;
- Storage, logistics and distribution arrangements;



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- Compliance with the specifications and terms of the school;
- Proposed financial offer/contribution;
- Financial soundness and documentary credentials;
- Proposed discount to students; and
- Overall suitability and reliability of the organisation.

Accordingly, the highest financial offer shall not confer any automatic right to selection.

17. Discretion of the School Authority

The School Authority/Book Selection Committee reserves the right to accept or reject any quotation, in whole or in part, and/or to reject all quotations, without being bound to accept the highest financial offer.

18. No Claim by Quotationer

Submission of a quotation shall not create any vested right, contractual right or legitimate expectation in favour of the quotationer. No organisation shall claim selection merely on the basis of having submitted the highest financial offer.

19. Decision of the Selection Committee

Subject to applicable rules and regulations, the decision of the duly constituted Book Selection Committee/competent School Authority regarding selection shall be final for the purpose of the quotation process. The Committee may take into consideration all relevant factors necessary to ensure the academic, administrative and logistical interests of the school and its students.

20. Payment Schedule

The financial arrangement with the selected organisation shall ordinarily be as follows:

- 25% of the agreed amount at the time of issuance of the Work Order;
- 25% on the first day of book/copy sale/distribution; and
- 50% on the third day of book/copy sale/distribution.

The exact payment arrangement shall be incorporated in the Work Order/Agreement issued to the selected organisation.

Any financial offer/contribution payable to the school shall be made by A/C Payee Cheque in favour of “Durgapur MAMC Township Modern High School (H.S.)”.



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21. Compliance with Law and Regulations

The selected organisation shall comply with all applicable laws, statutory requirements, taxation requirements, consumer protection requirements, applicable educational regulations and other relevant governmental directions.

22. Prohibition of Improper Influence

Any attempt by an organisation, its representatives, agents or associates to influence, threaten, induce, pressurise, provoke or instigate any member of the School Authority, Selection Committee, teaching/non-teaching staff, students or parents in connection with the quotation/selection process shall be treated as a serious violation of the terms of this notice and may result in rejection/disqualification of the quotation and/or such other action as may be permissible under the applicable rules.

23. Canvassing

Canvassing, directly or indirectly, in connection with the selection process shall render the quotation liable to rejection.

24. False Information

Furnishing any false, misleading or materially incomplete information may result in disqualification and cancellation of the quotation/work order, as applicable.

25. No Obligation to Place Full Order

The School Authority reserves the right to vary the quantity, distribution schedule and requirements according to actual student strength, admission and academic requirements.

26. Amendment/Cancellation

The School Authority reserves the right to modify, postpone, extend or cancel the quotation process, wholly or partly, if considered necessary in the interest of the school and its students, subject to applicable rules.

N.B.: After going through all the terms and conditions, interested organisations may submit their quotations accordingly.

SUBMISSION OF QUOTATION

The quotation should be submitted in a sealed envelope superscribed:

**“QUOTATION FOR SUPPLY AND DISTRIBUTION OF BOOKS & COPIES –
ACADEMIC SESSION 2027”**

The quotation must contain:

1. Full name of the organisation;
2. Registered/business address;



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3. Contact details;
4. Details of experience and past performance;
5. Relevant credentials;
6. Proposed discount;
7. Financial offer/contribution;
8. Audit reports for the preceding three financial years along with Profit & Loss Statements;
9. Any other relevant supporting documents; and
10. Written confirmation of acceptance of all the terms and conditions of this notice.

LAST DATE AND TIME FOR SUBMISSION

Last Submission Date: 14th October 2026

Time: 12:30 p.m. to 1:30 p.m.

Mode of Submission: The sealed quotation shall be submitted in the school office within school hours.

Place: School Office, Durgapur MAMC Township Modern High School (H.S.), Durgapur – 713210.

Quotations received after the stipulated date and time shall not ordinarily be considered.

AUTHORITY TO INTERPRET TERMS

In case of any ambiguity regarding the terms of this notice, the interpretation of the competent School Authority, subject to applicable law and regulations, shall prevail.

The School Authority reserves the right to take such decision as may be necessary to safeguard the academic interest of the students, convenience of parents and guardians, quality of books, continuity of supply and proper administration of the school.

Sd/-

Book Selection Committee

Durgapur MAMC Township Modern High School (H.S.)

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