



Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091.

Memo No. 314-HED-17011(99)/59/2024-CS SEC-Dept. of HE

Date : 07.05.2025

Order

Sub : Procurement Method for Purchase of Books and Journals in Government-aided/Government General Degree/ B.Ed./B.P.Ed. Colleges.

Procurement Method for the Purchase of Books and Journals in Government-aided/Government General Degree/ B.Ed./B.P.Ed. Colleges will be as follows :

1. E-tendering may be done on discount rate contract basis and the bidder offering Highest Discount will be selected. There will be multi item/ segmental e-tendering on the basis of the nature of the publisher like International, National, Local etc. Both Publishers and book sellers may participate in the e-tender.
2. Concurrence which was accorded vide U.O. No. Group T 2019-2020/0300 dated 12/07/2019 for Purchase of Books/Periodicals directly from the publishers only with minimum 15% discount by the State Aided Universities may be made applicable for the Colleges.
3. Procurement of journals may be done directly from the publishers/ distributors.

This order is issued with concurrence of Group T of the Finance Department vide U.O. No. : Group T/2025-2026/0071 dated 02/05/2025.

Deputy Secretary

Memo No. 314/1(5) -HED-17011(99)/59/2024-CS SEC-Dept. of HE

Date : 07.05.2025

Copy forwarded for information and necessary action to the :

1. Director of Public Instruction , West Bengal ;
2. Sr. P. S. to the Principal Secretary, Higher Education Department ;
3. The Private Secretary to the Hon'ble MIC, Higher Education Department ;
4. Sr. P. S. to the Senior Special Secretary (College Sponsored), Higher Education Department
5. Guard file

Deputy Secretary