

# **DELHI BUREAU OF TEXT BOOKS**

(An Autonomous Organisation of the Govt. of NCT of Delhi)

**25/2, Institutional Area, Pankha Road,**

**“D” Block, Janakpuri, New Delhi-110058**

**PHONES - 2852-2049, 28524202 FAX 2852-0901**

**Email delhibureauoftextbooks@gmail.com**

## **SHORT DURATION TENDER**

On line tenders are invited from reputed dealers/firms within GNCT of Delhi engaged in stationery trade for supply of 17,600 (approx.) Teaching Learning Kits for nursery classes at the door step of about 390 (approx.) Govt. schools of Directorate of Education under GNCT of Delhi. The tender must be submitted on line on the website <https://govtprocurement.delhi.gov.in> by 27-06-2014 up to 2.00 p.m.

The bidder will have to arrange for supply of kits at the school premises. The entire work of supplying the Teaching Learning Kit is to be completed within 30 days positively. The earnest money of Rs. 50,000/- in the form of Account Payee Demand Draft/FDR/Banker's Cheque/Bank Guarantee of any Commercial bank valid upto 31-08-2014 in favour of Managing Director of Delhi Bureau of Text Books should be furnished physically along with affidavits and samples in the office of the Bureau up to 2.00 p.m. by 27-06-2014. The firms registered with the NSIC and DGS&D are exempted for furnishing the EMD. Interested dealer/firm must have: -

- i) At least 5 Year experience in the trade of stationery.
- ii) A minimum of average financial turnover of Rs. 10 lacs during the last three financial years, i.e. for 2010-11, 2011-12 & 2012-13, each financial year ending on 31<sup>st</sup> March.
- iii) The goods shall be supplied by the authorised bidder or its distributor in Delhi and against the sale invoice issued from Delhi. The delivery of goods shall also be made from Delhi. The bidder or its authorized dealer should be registered with the Delhi Vat Department and carry a valid Tax identification Number issued by the Department. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the goods are supplied by him directly or through its authorized distributors. The prices quoted should be inclusive of all taxes and duties.
- iv) The Dealer/firm blacklisted by any Govt. department or by any other agency shall not be eligible for bidding.

Every kit consist the following items: -

<b>S.No.</b>	<b>Name of the Item (Per Kit)</b>
1	Colouring with English alphabet book, A-4 size, 26 pages on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.

2	Colouring with Numericals, A-4 size, 20 pages on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.
3	Colouring with Hindi alphabet book, A-4 size, 22 pages. Two alphabet on one page on 80 gsm paper and title on 220 gsm art card with multicolour printing. Text should be in single colour and cover in four colour.
4	Drawing Sketch book 10.5" X 8.5" having 18 sheets with laminated cover - 220 gsm duplex Board, Back Hard Board, Cover multi-colour printing.
5	Plasticine (clay) 200 gms 4 shades.
6	Pencil, HB BONDED LEAD (any brand of good quality).
7	Permanent Wax Crayons (12 shades), 60 mm length. Wax Crayons should be kept in a plastic container.
8	Eraser (White) 3 cm X 1 cm X 1 cm .
9	Sharpener with cover.
10	Pencil Box (Chain Purse of foam with zip) 18cms X 4cms X4 cms
11	Plastic folder 26cms X 34cms with 2 Velcro for keeping books & stationery, weighing 60 gm.
12	Origami sheets, A-6 size

The tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>.

All bidders should apply on-line before the last date & time.

- i) Last date of submission of tender on line upto 2.00 p.m. by 27-06-2014.
- ii) On line opening of technical bid : 27-06-2014 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- iii) On line opening of Commercial bid will be declared after the evaluation of technical bid.

**For any enquiry about e-tender/digital signatures please contact NIC Help Desk, C Wing, 6<sup>th</sup> floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523.**

Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

Sd/-  
Secretary

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## **GENERAL TERMS & CONDITIONS**

The Teaching Learning Kit consisting of the following items as per specifications mentioned below must be supplied at the door step of Govt. schools under GNCT of Delhi.

1. Colouring with English alphabet book, A-4 size, 26 pages on 80 gsm paper and title on 220 gsm Art Card. Text should be in single colour and cover in four colour.
2. Colouring with Numericals, A-4 size, 20 pages on 80 gsm paper and title on 220 gsm Art Card. Text should be in single colour and cover in four colour.
3. Colouring with Hindi alphabet book, A-4 size, 22 pages. Two alphabets on one page on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.
4. Drawing Sketch book 10.5” X 8.5” having 18 sheets with laminated cover - 220 gsm duplex Board, Back Hard Board, Cover multi-colour printing.
5. Plasticine (clay) 200 gms 4 shades.
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8. Eraser (White) 3 cm X 1 cm X 1 cm.
9. Sharpener with cover.
10. Pencil Box (Chain Purse of foam with zip) 18cms X 4cms X4 cms.
11. Plastic folder 26cms X 34cms with 2 Velcro for keeping books & stationery, weighing 60 gm.
12. Origami sheets, A-6 size
13. Samples of kit must be submitted upto 2.00 p.m. by 27-06-2014.

### **1. Eligibility criteria: -**

**General Terms & Conditions:** - The bidders must fulfill the following eligibility conditions and must also submit documentary evidences in support of fulfilling the conditions while submitting the technical bid. The bidder must have: -

- i. At least 5 Year experience in the trade of stationery.
- ii. A minimum of average financial turnover of Rs. 7 lacs during the last three financial years, i.e. for 2010-11, 2011-12 & 2012-13, each financial year ending on 31<sup>st</sup> March.

- iii. The goods shall be supplied by the authorized bidder or its distributor in Delhi and against the sale invoice issued from Delhi. The delivery of goods shall also be made from Delhi. The bidder or its authorized dealer should be registered with the Delhi Vat Department and carry a valid Tax identification Number issued by the Department. The bidder shall, however, be responsible for compliance with all conditions, Warranties/Guarantees, irrespective of the fact that the goods are supplied by him directly or through its authorized distributors. The prices quoted should be inclusive of all taxes and duties.
- iv. The bidder blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. **Every Dealer/firm would be required to physically submit upto 2.00 p.m. by 27-06-2014, an affidavit that the bidder has never been blacklisted by any Govt. department/ Govt. undertaking/any other agency.**

**Note:**

**Officers of Delhi Bureau of Textbooks/Inspection Team has all rights to enter in to the premises of the bidder at any time and day. The Dealer/firm shall extend full co-operation to the officers of the inspecting team visiting the premises to inspect the items and progress of supply of kits and will answer the queries to their fullest satisfaction.**

- 2. **Due Date, time and mode of submission:** - E-tenders shall be uploaded on or before up to 2.00 p.m by 27-06-2014. It will be the responsibility of the bidder to ensure that the documents in accordance to the terms & conditions laid down in this tender are uploaded.
- 3. **Earnest money deposit (EMD):** - EMD is to be submitted in form of Demand Draft/FDR/Bankers Cheque/Bank Guarantee upto 2.00 p.m. by 27-06-2014 for the amount of Rs. 50,000/- and should be valid up to 31<sup>st</sup> August 2014 and **scanned copy of the EMD must be uploaded with the technical bid.** The firms registered with the NSIC and DGS&D are exempted for furnishing the EMD. The EMD of the unsuccessful bidder shall be returned after the finalization of the tender at the expense of such bidder within a reasonable time consistent with the rules and regulations in this behalf. Tenders (Technical Bids) not accompanied by EMD shall be summarily rejected.
- 4. **Details to be furnished: -**
  - a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
  - b) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
  - c) All the information in the prescribed format as required in the technical bid must be furnished otherwise the bid is liable to be rejected.

- 3. Opening and evaluation of tender:** - The tenders uploaded will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on \_27-06-2014\_ at 3.00 p.m. in presence of bidder/s or their representative/s **with a letter of authority**, who prefer to attend the opening. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of the Dealer/firms may be done by the inspection committee at any time after the opening of the Tech. Bid. After evaluation, the list of the bidders will be short-listed by Delhi Bureau of Text Books. The date for opening of Commercial bids will be declared after the evaluation of technical bid. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.
- 4. Performance Security:** - The successful bidders will have to deposit the performance security of 10% of the total value of the contract within 7 clear calendar days from the date of the award of the contract and should be valid up to 60 days beyond completion of all contractual obligations including warranty. Further the required performance security will be accepted in the form of FDR/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security within prescribed time, the EMD remitted by him may be forfeited as a penalty. The performance security will be released only after the successful completion of the job.
- 5. Agreement deed:** - The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 10/- non-judicial stamp paper within 7 days from the date of award of the contract. The Dealer/firm shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation found in the Agreement Deed, it will entail termination of the contract without prejudice to the rights of Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor. Agreement/contract will be signed after the submission of the performance security at the following terms.
- i) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
  - ii) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor.
- 6. Payment:** - 80% payment for supply of teaching learning kits will be made after receipt of certificate of supply of kits from the concerned Head of Schools.
- 7. Implementation schedule:** - The bidder shall be required to distribute the teaching learning kit within 30 days from the initial date of issue of order by the Bureau at the doorstep of school as per list given by Bureau.

**The date of issue of order shall be counted as day one of implementation schedule. The participating bidders should give their acceptance to the implementation schedule in the prescribed form with the technical bid.** No deviation in the implementation schedule shall be allowed with the tender and shall be counted as counter condition and the tender shall be liable for rejection.

**8. Further assigning of tender in whole or part:** - The bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or corporate body. No under letting or subletting to any person or corporate body for the execution of the contract or any other part thereof is permitted under any circumstances.

**9. Penalty:** - If the entire quantity of teaching learning kits is not supplied within stipulated time from the date of issue of order/distribution list of schools (whichever is later), thereafter a penalty of 1% of the total cost of unsupplied kits per week will be imposed. The kit shall be of good quality and match the specifications. The substandard goods shall not be acceptable at all and no payment shall be made for sub-standard goods. Any deviation from the sample kit will attract penalty @ 1% per specification of the total cost of the tender.

**10. Power of acceptance, reject and withdrawal of the tender: -**

- a) The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept and reject any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- b) Tender with incomplete information is liable for rejection.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

**11. False Information: -**

- a) In the event of furnishing false/incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.
- b) If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation, the EMD and performance security deposit mentioned above will be forfeited. Depending upon the gravity of the

violation/omission, the contractor is liable to be blacklisted for a considerable period.

- 12. Submission of Affidavits:** - The bidder will have to submit the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner physically **by 2.00 p.m. on the date of opening of technical bid.**
- a) That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender.
  - b) That the firm has never been blacklisted in the past by any Govt. Department/Agency.
- 13. Quoting of rates:** - The rates should be quoted in Indian Rupees only on the basis of per kit, which will be valid up to 31-12-2014 inclusive of all taxes/duties.
- 14. Delivery:** - The Teaching Learning Kit shall be delivered at the doorstep of the 390 (approx.) schools of the Directorate of Education, Govt. of NCT of Delhi as per the list provided later on by the Bureau.
- 15. Registration with VAT department:** - The dealer/firm should be registered with the Value Added Tax Department in Delhi and will submit the documentary proof of VAT/Sales Tax Registration.
- 16. Variation in purchase order:** - The purchase order may be increased/decreased by 20% but no time extension will be allowed if order is placed during course of supply of main order, however in case of extended order given after supply of main order the proportionate time will be given to the dealer/firm.
- 17. Submission of documents for the required turnover:** - The bidder should upload the scanned copy of the turnover for the last three financial years i.e. 2010-11, 2011-12 and 2012-13 including following documents authenticated by the chartered accountant.
- a) Trading Account, Profit and Loss Account & Balance Sheet
  - b) Annual Report in case of private/public limited firms.
- 18. Submission of documents for the partnership firms and in other cases:** - The bidder should upload a scanned copy of partnership deed in case of Partnership Firm and certificate of registration in case of private/public limited company or registered society.
- 19. Taxes and Duties:** - The Dealer/Firm shall be entirely responsible for all Taxes, Duties, License Fees, Road Permits etc. incurred in distributing the Teaching Learning Kit to the schools.

**20. Submission of undertaking of the acceptance of all the and terms and conditions:-** The bidder will upload an undertaking in the prescribed proforma that he accepts all the terms & conditions of the tender and shall abide by the same fully.

**21. IMPORTANT NOTES: -**

1. The rates for the supply of teaching learning kit should be quoted per kit basis.
2. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.
3. Chairman, Delhi Bureau of Text Books reserves the right to change any of the terms and conditions prior to the dead line for submission of bids.

**22. More Instructions for Technical Bid**

1. The tender documents not submitted/uploaded in prescribed form and not accompanied with EMD shall be disqualified.
2. The **sample** of the kit containing all items as mentioned in the specification must be submitted directly to the office of the Bureau by 2.00 p.m. on the date of opening of technical bid.
3. The details as required in the Technical Bid Form shall be provided by the Dealer/Firm to the Bureau and **no self-made condition or counter conditions shall be written by the bidder.**
4. The owner/partner/Director of the firm should upload a declaration in the technical bid of the tender that “the distribution of teaching learning kits shall be made in accordance with the time schedule mentioned in the tender”. In the event of such document not uploaded, the tender will be rejected.
5. The Dealer/Firm must upload the undertaking that the rates (all inclusive) quoted shall remain effective up to 31.12.2014.
6. Any other information as may be specified in the technical bid Form shall be uploaded.

Sd/-  
Secretary





- |      |   |   |
|------|---|---|
| 1.15 | Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/-               | Submitted/Not submitted<br><b>(Submit directly to the office of the Bureau)</b> |
| 1.16 | Affidavit that firm has never been blacklisting on Non- Judicial Stamp Paper of Rs. 10/-              | Submitted/Not submitted<br><b>(Submit directly to the office of the Bureau)</b> |
| 1.17 | Documents related to constitution of the firm as to whether Proprietorship, Partnership, Company etc. | Uploaded/Not Uploaded   |
| 1.18 | Whether all scanned copies signed with seal by the Owner/Partner/ Director of the firm.               | Yes/No.   |
| 1.19 | Sample of Kit   | Submitted/Not submitted<br><b>(Submit directly to the office of the Bureau)</b> |

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**

**Place:**

**Date:**

- Note:** - 1. All the documents submitted with this form should be self attested and stamped by the Firm.  
2. Firm will not enclose any other additional document/s other than asked above.

## TECHNICAL BID FORM-2

### DETAILS OF EARNEST MONEY DEPOSIT (EMD): -

Name of the Firm with Address \_\_\_\_\_

S.No.	Name of the Bank	Amount	Details of the EMD

**Note:**

1. The bidder will submit the original EMD directly to the office of the Bureau by 2.00 p.m. on the date of opening of technical bid and upload the details of EMD in Technical Bid Form 2.
2. In case of exemption, the firm shall submit the attested copy of registration certificate of NSIC/DGS&D by 2.00 p.m. on the date of opening of technical bid and upload the scanned copy of the same.

**Date:** \_\_\_\_\_ **Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**

**Place:** \_\_\_\_\_

## TECHNICAL BID FORM-3

### PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

Annual turnover for the last three years \_\_\_\_\_  
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2010-11		Uploaded/Not Uploaded
2011-12		Uploaded/Not Uploaded
2012-13		Uploaded/Not Uploaded

**Date:** \_\_\_\_\_ **Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**

**Place:** \_\_\_\_\_

**TECHNICAL BID FORM-4**

**CERTIFICATE**

It is certified that I/We, the authorized signatory of the firm M/s \_\_\_\_\_  
\_\_\_\_\_ have read and understood the technical specifications mentioned in the tender document and have quoted the rates accordingly. The kit will match the specifications. If any deviation is found in the kit, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor. with rubber stamp**

**Place:**

**Date:**

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**TECHNICAL BID FORM- 5**

**IMPLEMENTATION SCHEDULE: -**

The entire supply for Teaching Learning kits consisting all 12 items is to be completed within 30 days from the date of the issue of the order at the doorstep of 390 (approx.) schools as given in the tender.

**Date:**

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**

**Place:**

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**TECHNICAL BID FORM-6**

**DECLARATION REGARDING COMMERCIAL BID**

Name & Address of the Firm \_\_\_\_\_  
\_\_\_\_\_

I/We declare that the commercial bid has been submitted without any condition and strictly as per the conditions of the tender documents and I/We am/are aware that the commercial bid is liable to be rejected if it contains any other condition.

**Date:**

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**

**Place:**

**TECHNICAL BID FORM-7**

**UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER**

Name & Address of the Firm \_\_\_\_\_

I/We hereby undertake that all the terms & conditions mentioned in the tender or any changed conditions prior to the dead line for submission of bids shall be acceptable to us and I/We shall abide by the same fully.

**Date:** \_\_\_\_\_ **Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**  
**Place:** \_\_\_\_\_

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**TECHNICAL BID FORM-8**

**Undertaking of validity of quoted rates: -**

Name & Address of the Firm \_\_\_\_\_

I/We hereby undertake that the rates quoted in Commercial Bid shall remain valid upto 31-12-2014 and I/We shall abide by the same fully.

**Date:** \_\_\_\_\_ **Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**  
**Place:** \_\_\_\_\_

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**TECHNICAL BID FORM-9 (Sample)**

**SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
Address \_\_\_\_\_ has/have furnished the correct information in the tender and I/We shall be solely responsible for furnishing wrong/false information in the tender.

**Date:** \_\_\_\_\_ **Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp**  
**Place:** \_\_\_\_\_

**TECHNICAL BID FORM-10 (Sample)**

**SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF  
RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
Address \_\_\_\_\_ certified that our firm  
has never been blacklisted in the past by any Govt. department/Agency.

**Date:**

**Name & signature of the authorized signatory  
of the Firm/Partner of the Firm/ Director/  
Proprietor with rubber stamp**

**Place:**