

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

NOTICE INVITING E-TENDER

On line e-tenders are invited from Manufacturer/authorized Distributor operating within GNCT of Delhi & NCR engaged in trade of stationery and related material/items for supply of 59000 (approx.) Plastic Crayons at least 90mm in length and minimum 12 shades for nursery, KG and First classes for the Academic year 2017-18 at the door step of 29 zonal centres of Directorate of Education under GNCT of Delhi. The estimated value of the tender is 35.40 Lakhs.

Terms and Conditions:

1.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the trade of stationery and related material/items for the last 5(five) years for which registration of the firm is required.
- b) Experience and past performance in trade of stationery work for at least two years. The work orders for similar works are to be submitted by the bidder.

1.2 Financial standing:

The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 years, ending 31st march 2016 of the previous Financial Year. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2016 duly attested by C.A and ITRs for the same period.
- c) Upload the Proof of Latest DVAT/Sales Tax Return of respective state.

2. Scope of Work

- 2.1 The Plastic crayons of branded quality are for class nursery, KG and First Classes. The total quantity of Plastic crayons is about 59,000.

- 2.2 The entire work is to be completed within 21 days positively from the date of issue of work order.
- 2.3 The bidder will have to submit the samples of Plastic crayons in a sealed envelope upto the last date and time of uploading of technical bid in the chamber of Secretary, DBTB.

The Tender form alongwith detailed terms and conditions are available at the website <https://govtprocurement.delhi.gov.in>

The details of the tender are as under: -

S.No.	Name of the tender/Item	Quantity	Earnest Money (In Rs.)
1	Plastic Cryons, atleast 90 MM and minimum 12 Shades of branded quality For Class Nursery, KG and First	59,000 Nos.	1,06,200/-

NOTE: 1. The quantity can be increased/decreased by 30%.

Schedule:-

- i) Last date for submission of tender on line by **2.00 p.m. on 06.04.2017** through e-procurement.
- ii) On line opening of Technical Bid : **06.04.2017 at 3.00 p.m.** in the conference room of Delhi Bureau of Text Books.
- iii) On line opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.

The first requirement to participate in e-tender is to have digital signature and registration of bidders with NIC e-Tender website. For any enquiry about e-tender/digital signature please contact Help Desk, C Wing, 6th 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
Delhi Bureau of Text Books

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GENERAL TERMS & CONDITIONS

The delivery of Plastic crayons of branded quality shall be made at the 29 zonal centres of Directorate of Education, GNCT Delhi in accordance with the supply schedule (Requirement) given by the Delhi Bureau of Text Books remaining of any after completion of distribution in zonal centres at the godown of DBTB or any other place within the NCT of Delhi as specified by the Secretary, DBTB. Delhi Bureau of Textbooks has all rights to enter in to the premises of the supplier at any reasonable hour for inspection purpose.

1.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the trade of stationery and related material/items for the last 5(five) years for which registration of the firm is required.
- b) Experience and past performance in trade stationery work for at least two years. The work orders for similar works are to be submitted by the bidder.

1.2 Financial standing:

The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 years, ending 31st march 2016 of the previous Financial Year. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2016 duly attested by C.A and ITRs for the same period.
- c) Upload the Proof of Latest DVAT/Sales Tax Return of respective state.

2. **Due Date, time and mode of submission:** - E-tenders shall be uploaded on or before **06.04.2017 up to 2.00 p.m.** 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 of **Rs. 1,06,200/- thousand**(3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 30.06.17, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
4. 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.
5. The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of performance Security which will get verified by the Bureau from the concerned bank. If the bidder fails to submit the EMD and other documents required **directly in the Tender Box to the office of the Bureau upto the last date and time of opening of technical bid**, the tenders of such bidders shall be summarily rejected.
6. **Details to be furnished: -**
Special Instructions for Completing the Tender Bid: -
 - a) All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
 - b) The bidder should drop the complete copy of exemption from submission of EMD issued by Competent Authority in sealed envelope, if they have, alongwith other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
 - c) The documents required alongwith EMD in physical form should be dropped in the Tender Box in sealed envelope in the Chamber of Secretary within time prescribed in the tender.
 - d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
 - e) The tenders not conforming to the requirements as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
 - f) The bidder has to submit the 5 sets if sample upto the last date and time of uploading of technical bid.
7. **Opening and evaluation of tender:** - The uploaded bid will be opened by a Technical Evaluation committee constituted for this purpose on **06.04.2017 at 3.00 p.m** in the Chamber of MD, DBTB in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority.** The work will be awarded on the basis of Quality cum Cost Based Selection (QCCBS), whereby the technical proposals/Quality of a material will be allotted a weightage of 40% while the financial proposals will be allotted 60% weightage. Technical and

financial bids will be evaluated by a Tender Evaluation Committee. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical and financial bid.

8. Performance Security: -

A. The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 5 days from the issue of Letter of Intent (LOI). The PG will remain valid upto 60 days after the completion of work order. The work order will be issued only after the submission of performance Guarantee. The Bureau will have the discretion to take any or all the following actions in case of non submission of performance security within stipulated time: -

- i) Forfeiture of its EMD.
- ii) Termination of the contract.
- iii) Any other action as decided by Chairman, DBTB

Further, the required performance security will be accepted in the form of FDR/Irrevocable Bank Guarantee of any Scheduled/nationalized bank in favour of Managing Director, Delhi Bureau of Text Books. The performance security will be released only after the successful completion of work, final payment of the job or 60 days after completion of work order whichever is later. No interest will be paid by DBTB.

B. The performance Bank Guarantee can be forfeited in the following cases:-

- i) If the bidder fails to perform any contractual obligation as per Clause 9(iv).
- ii) For any unexcused delay in supply of Plastic crayons as per Clause 13(A).
- iii) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order as per Clause No. 13(B).
- iv) If the L-1 bidder fails to execute all the jobs as per Clause No. 14.(b).
- v) In the event of furnishing false/incorrect information by the bidder as per Clause No. 15.(a).

Note :- Performance security, so required, will not be adjusted against any other Bank Guarantee/FDR already submitted to Bureau by the bidder against any other work. The successful Bidder has to submit fresh performance security in the form of FDR/Irrevocable Bank Guarantee for the work awarded.

9. Agreement deed: -

- i) The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 5 days from the date of award of the contract. The bidder shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation found in the Agreement Deed, the bidder 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. Agreement/contract will be signed after the submission of the performance security at the following terms.

- ii) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- iii) 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.
- iv) After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be forfeited or any other action as deem fit by Chairman, DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

10. Payment: - The payment for supply of Plastic Crayons will be made after receipt of Challans duly receipt by 29 Zonal Centers. The Bureau will deduct VAT as per schedule rates applicable.

11. Implementation schedule: - The bidder shall be required to distribute the Plastic crayons within 21 days from the initial date of issue of order by the Bureau at the 29 zonal Centres of Directorate of Education 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.

12. 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.

13. Penalty: -

A) If the entire quantity of Plastic crayons is not supplied within stipulated time i.e. 21 days from the date of issue of order/distribution list of zones (whichever is later), thereafter a penalty of 5% of the total value of unsupplied Plastic crayon per week at pro-rata daily basis will be imposed from 22ND day . The Plastic crayons shall be of good quality and match the specifications as laid down at Clause No. 25. 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 @ 5% per specification of the total cost of the tender. For any unexcused delay beyond 15 days after 21 days the Bureau will have the discretion to take any or all of the following actions:-

- i)** Forfeiture of its Performance Security or payment of bills.

- ii) Termination of the contract
- iii) Debarring of the firm for specified period.
- iv) Blacklisting of the firm
- v) Any other action as deemed fit by the Chairperson, DBTB

B. Maximum Limit of Total penalty:

The maximum aggregate penalty on all possible issues, will not exceed 25% of total work order which will be besides the option of forfeiture of Performance Security submitted by the supplier. Other penal action would also remain available to DBTB as per the Terms & conditions of the Tender.

14. Power of acceptance 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/ reject/withdrawal 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) If the L-1 bidder fails to execute all the jobs, the Bureau with the permission of Chairman, allot the work to the other supplier at L-1 rates and forfeit the Performance Guarantee of defaulter supplier/firm and blacklist the firm.
- c) Tender with incomplete information is liable for rejection.
Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi

15. 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/ suppressed/ concealed information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor in r/o this job 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, his EMD/ performance security deposit mentioned above will be forfeited. Depending upon the gravity of the violation/omission, the contractor

- 16. Submission of Self declarations/Undertaking:** - The bidder will have to furnish the following two self declarations/Undertakings with the tender documents **directly to be dropped in the tender box placed in the chamber of Secretary, DBTB upto the last date and time of uploading of technical bid.**
- i. 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.
 - ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations.
- 17. Quoting of rates:** - The per copy rates of the Plastic crayons should be uploaded in the prescribed BOQ Performa of the e-tender (including all charges like corrections, taxes, DVAT, Cover, freight, loading, unloading, stacking etc.). the prices shall be quoted in Indian Rupees only. However, the payment shall be made by the Bureau to the bidder after deducting TDS. The quoted rates shall be valid up to **31.03.2018** for all extended orders up to **30% of** the main print order.
- 18. Delivery:** - The Plastic crayons shall be delivered at the 29 zonal centres remaining of any after completion of distribution in zones at the godown of DBTB or any other place within the NCT of Delhi as specified by the Secretary, DBTB as per the list provided later on by the Bureau.
- 19. Registration with VAT department:** - The bidder/authorized distributor should be registered with the Value Added Tax/Sales Tax Department of the concerned state in NCR and shall submit the documentary proof with latest VAT/Sales Tax return. In case of bidder/s unregistered with DVAT, VAT/ Sales Tax shall be deducted at the specified rates by the DVAT, Govt. of N.C.T. of Delhi.
- 20. Variation in purchase order:** - The purchase order may be increased/ decreased by 30% 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.
- 21. Submission of documents for the required turnover:** - The bidder should upload Trading Account, Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2016 authenticated by the chartered accountant with the technical bid alongwith copy of ITR for the same period.

- 22. Submission of documents for the partnership firms and in other cases:** - The bidder should upload a partnership deed in case of partnership firm and certificate of registration/incorporation/commencement of business in case of private/public limited company or registered society with the technical bid.
- 23. Taxes and Duties:** - The Dealer/Firm shall be entirely responsible for all Taxes, Duties, License Fees, Road Permits etc. incurred in distributing the Plastic crayons to the zones.
- 24. 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.
- 25. Evaluation of Technical and Financial Bids:**
The evaluation of bids shall be carried out in two stages, i.e Technical and Financial. The Technical Bids will be evaluated and assigned a weightage of 40 Marks on the basis of the following parameters:

S.No.	Remarks	Marks
1.	Erasable	7
2.	Non Flaky Colouring	7
3.	Non-Stainable	7
4.	Fragrance Free	7
5.	Sharpened Fine for fine point	7
6.	Any add-ons items with main product	5
	Total	40

25.1 Opening and Evaluation of Technical Bids

Technical Bids shall be first opened and evaluated. The Tender Evaluation Committee of the Bureau shall evaluate the Technical Bids on the basis of the responses to the scope of work, samples submitted by the bidder etc.

Responsive Bid will be given a Quality score (QS) and the bids receiving marks greater than or equal to cut off marks (25) will be eligible for further consideration. The QS will have a weightage of 40%. A Bid shall be rejected at this stage, if it does not respond to any of the condition, scope of work or if it fails to achieve the minimum QS(25marks).

25.2 Opening and Evaluation of Financial Bids:

Financial Bid will be opened only for short listed agencies. The financial bid will be allotted a weightage of 60%. The bid with the Lower cost shall

be given a cost Score (CS) of 100 and other bids would be given CS that is invariably proportional in relation to their prices.

The “ Total Score” for each agency will be calculated by weighing the respective QS (Quality Score) and CS (Cost Score) as per the score and LS (Last Score) as per the formula (TS= 0.4XQS + 0.6XCS). On the basis of combined weighted score for quality and cost, the Agencies shall be ranked in terms of total score obtained. The bid obtaining the highest total combined score in evaluation of quality and cost will be ranked as L-1 followed by the bids securing lesser score as L-2, L-3 etc.

26. IMPORTANT NOTES: -

1. The rates for the supply of Plastic crayons should be quoted per kit basis.
2. 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.

27. More Instructions for Technical Bid: -

1. The tenders not uploaded in prescribed form and non submission of EMD, self declarations, and necessary documents, upto the last date of uploading the tender shall be disqualified.
2. The details as required in the Technical bid shall be uploaded by the supplier and **bidder shall not make any self-made condition or counter condition/s.**
3. **Rates shall not be quoted in the technical bid form.** In case they are mentioned therein directly or indirectly, the bid shall be summarily rejected.
4. If the supplier backs out after the work order is issued by the Bureau, then the bidder shall be liable to be debarred from the allotment of work for the future and the bid security deposited will be **forfeited. The Bureau will get the work executed at the risk and cost of the bidder.**
5. The bidder should upload a declaration with the technical bid of the tender that **“the supplies shall be made in accordance with the specification and time schedule mentioned in the tender if any order is placed with them”**. In the event of such document not submitted with the Technical Bid, the tender will be rejected.
6. **The bidder must upload the undertaking that the rates quoted shall remain effective including extended orders up to 31.03.2018.**
7. **An undertaking regarding acceptance of all the terms & conditions of the tender has to be uploaded with the technical bid.**
8. A declaration regarding commercial bid has to be signed and uploaded with the technical bid as given below: -

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

9. A certificate of reading/understanding of technical specifications as mentioned in the tender document has to be signed and uploaded with the tech. bid.
10. If the tender is signed by other than proprietor/partners/Director of the firm, the authority letter issued by the proprietor/Director/partners of the firm must be uploaded in the technical Bid, failing which, tender will not be considered.
11. All the manufacturer/Authorised distributor should quote rates for the supply of Plastic Crayons as per their capacity and capability. While uploading the rates, it should be calculated that quantum of work allotted to them should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure. If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority may allot the work to the next lower manufacturer/ authorized distributor at L-1 rates. The bidder must upload the detail of the same along with other documents in the following proforma at the time of submissions of their online bids:

Certificate Regarding Capacity of Supplying of Plastic Crayons.

Certified that I/We can supply _____(Quantity) of Plastic Crayons as per the delivery within schedule time of 21 days.

Name of the Manufacturer/ Authorised Distributor
Signature with Stamp

28. More instructions for Financial bid: -

1. The successful bidder shall have to deposit the following documents:
 1. Performance Security
 2. Agreement Deed

However, the time allotted for completion of the job will be observed in strict conformity with the implementation schedule mentioned above in the tender details.

2. The work will be awarded on the basis of Quality cum cost based selection (QCCBS), whereby the technical proposals/quality will be allotted a weightage of 40% while the financial proposals will be allotted 60% weightage.
29. **Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder will upload an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully.

The scanned copy of the undertaking is to be uploaded with the Tech. Bid.

30. Dispute Resolution:-

1. Any Dispute Resolution:-

- a.** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Chairman, DBTB.
 - b.** The award of the sole Arbitrator shall be final and binding on all the parties, The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
 - c.** The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract ,neither partly shall be entitled to suspend the work /service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.
- 2.** Arbitration proceeding will be held at Delhi/New Delhi only.

31. Jurisdiction of court-The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Note: -

The bidder shall submit only those documents physically, which are required in the tender in open envelop. No extra document will be accepted.

Sd/-

Secretary,

Delhi Bureau of Text Books

Technical Bid (Form 1)

TECHNICAL BID FOR THE PURCHASE OF PLASTIC CRAYONS FOR NURSERY, KG & CLASS-I FOR ACADEMIC YEAR 2017-18

**(EACH PAGE OF THE TECHNICAL BID MUST BE SERIALY SIGNED BY
THE BIDDER WITH SEAL)**

GENERAL INFORMATION: -

The supplier should furnish the following details

- 1.1 Name & Address _____

- 1.2 Nature of the Firm -- Public/Private/Partnership/Proprietorship
- 1.3 Contract Nos. & fax -- Land Line _____
Mobile _____ Fax _____ Email _____
- 1.4 Technical Bid Form 1 Uploaded/Not uploaded
- 1.5 Proof of requisite experience uploaded/Not uploaded
in trade of stationery & related items/material
(As per Clause No.1 of Eligibility Criteria of General Terms and
Conditions)
- 1.6 Copy of the PAN Card Uploaded/Not uploaded
- 1.7 Copy of DVAT No./Sale Tax Registration Uploaded/Not uploaded
No. (whichever is applicable)
- 1.8 Details of Earnest Money Deposit (EMD) uploaded/Not uploaded
(Original EMD to be submitted directly in
the tender box) **(Scanned copy should be
uploaded)** Lying in the Chamber of Submitted/Not Submitted
Secretary,DBTB **FORM-2**
- 1.9 Proof of average turnover during last Uploaded/Not uploaded
3 years (Authenticated by C.A.) along with
Balance Sheet and
Scanned copy of last 3 years Annual
Income Tax Return. **Form-3**
- 1.10 Certificate of reading/understanding of Uploaded/Not uploaded
Technical specifications **Form-4**
- 1.11 Acceptance of Implementation schedule **Form-5** Uploaded/Not uploaded

- | | | |
|------|--|--------------------------|
| 1.12 | Declaration regarding financial bid Form-6 | Uploaded/Not uploaded |
| 1.13 | Undertaking regarding acceptance of all terms & conditions of Tender Form-7 | Uploaded/Not uploaded |
| 1.14 | Declaration from the concerned Bidder regarding supply of Plastic crayons as per specification & schedule Form-8 | Uploaded/Not uploaded |
| 1.15 | Undertaking regarding validity of quoted Rates upto 31-03-2018 Form-9 | Uploaded/Not uploaded |
| 1.16 | Self declaration regarding incorrect/false Information. FORM-10
(Directly to be submitted in the Bureau) | Submitted/Not Submitted |
| 1.17 | Self declaration regarding never Blacklisting. FORM-11
(Directly to be submitted in the Bureau) | Submitted/Not Submitted |
| 1.18 | Documents for partnership of the firm/
Certificate for incorporation of company | Uploaded/Not uploaded |
| 1.19 | Whether all documents signed with seal by the Proprietor/Partner/Director of the press . | Uploaded/Not uploaded |
| 1.20 | Upload the proof of Latest D-VAT Return (Technical Bid Form No.12) | Uploaded/Not Uploaded |
| 1.21 | Proof of 02 years experience in the field of Trade of Stationery and related items/material.(as per Clause No.1 of General Terms and conditions) | Yes/No |
| 1.22 | Authority Letter FORM-13 | uploaded/Not uploaded |
| 1.23 | Sample of Plastic Crayons (5sets)
(To be submitted directly in the bureau) | Submitted/ Not submitted |
| 1.23 | Certificate regarding capacity to handle The work in 21 days. Form-14 | Uploaded/ Not Uploaded |

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

Place:
Dated:

- Note:** - 1. All the documents uploaded with this form should be self attested and stamped by the Firm.
2. Firm shall not upload any other additional documents 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. Please submit the original EMD directly to the office of the Bureau upto the date of opening of technical bid at 2.00 p.m. and upload the scanned copy of the same.**
- 2. In case of exemption, the firm shall submit the registration certificate of NSIC/DGS&D duly attested upto the date of opening of technical bid at 2.00 p.m. 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 lac)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	Income Tax Return
2013-14		Uploaded/ Not Uploaded	Uploaded/Not Uploaded
2014-15		Uploaded/ Not Uploaded	Uploaded/Not Uploaded
2015-16		Uploaded/Not Uploaded	Uploaded/Not Uploaded

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

Place:

Date:

TECHNICAL BID FORM-4

CERTIFICATE

It is certified that I/We have read and understood the technical specifications mentioned in the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the Plastic crayons, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the Authorized person with seal of the Firm/Partner of the Firm/ Director/ Proprietor. With rubber stamp

Place & Date

TECHNICAL BID FORM-5

IMPLEMENTATION SCHEDULE: -

I/We will supply the Plastic crayons to the **29 zonal centres of Directorate of Education of GNCT of Delhi remaining of any after completion of distribution in zones at the godown of DBTB or any any other place within the NCT of Delhi as specified by the Secretary, DBTB** within 21 days from the initial date of award of the tender/issue of production material whichever is later,

- a) Date of award of contract/Production material(whichever is later)--
--
Day one (1)
- b) Completion of the contract within 21 days from the date of award of the Contract/Production material.

The above implementation schedule is acceptable to us.

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

Place:

Date:

TECHNICAL BID FORM-6

DECLARATION REGARDING FINANCIAL BID

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

Place:

Date:

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

TECHNICAL BID FORM-7

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

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

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.

Place: With rubber stamp

Date:

**TECHNICAL BID FORM-8
DECLARATION REGARDING SUPPLY OF PLASTIC CRAYONS AS PER
SPECIFICATION AND SCHEDULE**

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with us.

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.

With rubber stamp

Place & Date

**TECHNICAL BID FORM-9
Undertaking of validity of quoted rates: -**

I/We hereby undertake that the rates quoted in Financial Bid shall remain valid upto **31-03-2018** for main order/extended order and I/We shall abide by the same fully.

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.

With rubber stamp

Place & Date

TECHNICAL BID FORM-10

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHINCAL BID

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.

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

Place & Date:

TECHNICAL BID FORM-11

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
Address _____ certified that our
firm has never been blacklisted in the past by any Govt.
Department/Organisation/Undertaking.

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

Place& Date

TECHNICAL BID FORM NO. 12

Certificate regarding filling of latest DVAT Return

Certified that I/We _____ proprietor/director/partner of M/s _____
Address _____ hereby certify that I have
filed the latest return of DVAT for the period from _____ to _____.

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

Place & Date

TECHNICAL BID FORM-13

AUTHORITY LETTER

Certified that I/We _____ proprietor/director/partner of
M/s _____ Address _____

hereby authorize to Sh. _____ to sign the tender documents on my / own behalf.

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

Place & Date

TECHNICAL BID FORM-14

CERTIFICATE REGARDING CAPACITY OF SUPPLYING OF PLASTIC CRAYONS.

- i) Certified that I/We can supply _____(Quantity) of Plastic Cryaons as per the delivery schedule within schedule time of 21 days.

Name & signature of the Manufacturer/ Authorised Distributor.

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books						
Name of Work: Tender for supply of Plastic crayons.						
Contract No: F.1-P /TLK(Crayon)/DBTB/17-18/				TENDER ID:		
Bidder Name :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder PER UNIT(inclusive of all taxes) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8