

DELHI BUREAU OF TEXT BOOKS
25/2, INSTITUTIONAL AREA, PANKHA ROAD,
“D” BLOCK, JANAKPURI, NEW DELHI-110058
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SHORT TERM E-TENDER NOTICE

Online open tender is invited from the reputed distributors operating within NCR of Delhi for the distribution of approx. one crore text books/allied study material published and distributed by the DBTB from class Nursery to XII at the door step of about 1029 Govt. schools of Directorate of Education for the academic session 2018-19, 2019-20 and 2020-21 on 2+1 year basis with mutual consent. The estimated cost of the job for the academic year 2018-19 is approx. Rs.1.15 Crore.

1. Details of the tender are as below:

1	NIT No.	Tender No. F.1-(S)/Distri/DBTB/18-19/2
2	Type of tender	Online Open e-Tender –Two bid System
3.	Description	<i>Distribution of text books/allied study material at the doorstep of all Govt. schools of GNCT of Delhi.</i>
4.	Scope of work	Described under the section ‘Scope of work’ in the tender document
5.	Closing date/time of submission of bids	18.01.2018 at 2:00 pm
6.	Opening Date/time of Technical Bid	18.01.2018 at 3:00 pm
7.	EMD /Bid security	Rs.3.45 lakh only Valid upto 31.01 2018
8.	Bid Validity	90 days from the date of opening of Un-priced Techno-Commercial Bid.
9.	Financial bid opening	Opening of financial bid will be intimated later to the technically qualified bidders.
10.	Security of books Deposit / Performance Guarantee and Insurance cover (To be submitted by successful bidder)	i) Performance Security : 07 % of order/contract value. ii) Security of Books : 5 % of the total value of books to be supplied within 10 days as per day capacity of distribution mentioned in the technical bid. iii) Insurance cover : Comprehensive insurance risk cover of entire value of books to be issued by Bureau to distributor
11.	Address of Correspondence	DELHI BUREAU OF TEXT BOOKS 25/2, INSTITUTIONAL AREA, PANKHA ROAD, “D” BLOCK, JANAKPURI, NEW DELHI-110058

2. Terms and Conditions:

2.1 Experience and past performance on similar work:

Experience and past performance in the distribution work for at least for two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

2.2 At least 100 sq.mts of covered space for storage of books.

3. Financial standing:

Requirement- The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31st march 2017 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 2017 duly attested by C.A and ITRs for the same period i.e. for the Assessment year 2015-16, 2016-17 and 2017-18.
- c) Upload the Proof of Latest GSTR-3B Return for the month of November 2017.

4. Scope of Work

- a) There are about one crore books/allied study material published and to be distributed at the doorstep of all the govt. schools of Directorate of Education. The quantity of books may be increased or decreased by 30% during the academic session.
- b) EMD will be submitted by the bidder physically alongwith other requisite documents before the closing time and date of technical bid in the tender box placed in the chamber of secretary DBTB.
- c) The books/allied study material shall be distributed by the bidder at the doorstep of schools against the demand of books and data provided by the DBTB in this respect.
- d) The books/allied study material shall be distributed by the distributor at the doorstep of the schools and proper receipt is to be obtained from the receiver in the schools with clearly mentioning date of receipt of books further countersigned by the HOS with his/her official stamp. The distributor should be registered with the GST Department of the respective state and carry a valid GST Number issued by it, however distributor shall be responsible for compliance with all conditions in this respect.

5. The last date of up-loading the completed tender document would be 18.01.2018 up to 2.00 p.m. There shall be two types of bids namely **Technical and Financial bid**.

6. The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for **Rs. 3.45 lakh** (Three lakh forty five thousand only) of any scheduled/nationalised bank valid up to 31.1.2018 in favour of Managing Director, Delhi Bureau of Text Books, is to be dropped in the tender box placed in the chamber of secretary DBTB upto the last date and time of uploading of tender.

7. The bidders not conforming to the requirements mentioned above and 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. The tender must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. 18.01.2018 to 2.00 p.m.

8. The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -

- a) All bidders should submit **the EMD and Self Declaration/Undertaking directly to the office of the Bureau upto the last date and time of uploading the technical bid**.
- b) Last date for uploading the tender documents on line 18.01.2018 up to 2:00 p.m. through e-procurement.
- c) On line opening of Technical Bid: 18.01.2018 at 3:00 p.m. in the conference room of Delhi Bureau of Text Books.
- d) On line opening of Financial Bid: The date, time will be declared after the evaluation of technical bid.

The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory.

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.

**Secretary
Delhi Bureau of Text Books**

GENERAL TERMS & CONDITIONS

The text books/allied study material are to be distributed at the doorstep of about 1029 Govt schools of Directorate of Education. Bureau of Textbooks has all rights to enter in to the premises of the distributor at any reasonable hour for inspection purpose.

1. **Eligibility criteria:** - 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.
2. **Experience and past performance on similar work:**

- a. Experience and past performance in distribution work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.
- b. The bidder must have the capacity to distribute **at least 50,000 (fifty thousand)** books/allied study material per day at the doorstep of schools.

3. **Financial standing:**

The Bidder will upload the following:

- a. The proof of average annual turnover duly certified by C.A. for the last 3 financial years ending 31st march 2017 of the previous Financial Year duly attested by C.A. The average annual turnover should be at least 30% of the estimated cost of work or above.
- b. Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2017 duly attested by C.A and ITRs for the same period (Assessment year 2015-16, 2016-17 and 2017-18).
- c. Upload the Proof of Latest GSTR-3 B return for the month of November 2017.
- d. The books/allied study material shall be supplied by the distributor at the doorstep of all Govt schools of Delhi as assigned by the DBTB and a proper receipt is to be obtained from the school with clearly mentioning the date and signature of the receiver in the school countersigned by the head of the school with his/her official stamp. The distributor should be registered with the GST Department of the respective state and carry a valid GST Number issued by it. GST will be deducted as per the guidelines of Delhi Value Added Tax Department if applicable. The distributor shall, however, be responsible for compliance with all conditions, in this respect. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

Note: A. All the distributors should quote rates for the delivery of Books/allied study material as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the respective distributor should be completed within the stipulated time.

B. Penalty : The distributor will have to distribute the available quantity of books/allied study material at the doorstep of schools within Ten days from the next date of generation of delivery challan of books/allied study material by the DBTB, failing which a penalty of 20 paise per book per day on unsupplied books will be charged. The day one for the distribution of books will be counted from the next date of generation of challan by DBTB and delay penalty will be counted from the 11th day. For any unexcused delay beyond 20 days after 10 days. The bureau will have the discretion to take any or all of the following actions:-

- i) **Forfeiture of its Performance Security and 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 Chairman, DBTB.**

4. The bidder blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. **Every bidder would be required to submit an Self Declaration/Undertaking that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/any other agency, directly to the office of the Bureau upto the last date and time of submission of bids.**
5. **Due date and time:** - On line tender documents should be uploaded on or before 18.01.2018 up to 2:00 p.m.
6. **Uploading the tender containing Technical and Financial Bid:** - This tender document contains the following: -
 - a) **Tender Terms and conditions-** A certificate regarding acceptance of all the terms & conditions of the tender will be uploaded by the bidder with the technical bid.
 - b) **Technical Bid Forms** - To be uploaded after completion in all respect.
 - c) **Financial Bid Forms** - To be uploaded quoting the rates of delivery charges of the books/allied study material, the rates should be quoted on per book/allied study material irrespective of considering weight or size of the book/allied study material in the BOQ.
7. **Earnest money deposit (EMD):** -
 - a) EMD of **Rs.Three Lakhs Forty Five Thousand** (3% of estimated cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 31.01.2018 in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
 - b) 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.
 - c) 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 be got 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 uploading of bids**, the tenders of such bidders shall be summarily rejected.
8. **Special Instructions for Completing the Technical 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 not impose any counter condition and in such case tender shall be summarily rejected.
 - c) 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.
 - d) The business premises of the bidders may be inspected at the time of qualifying the Technical bid, if so required by DBTB.
9. **Opening and evaluation of tender:** - The uploaded bid will be opened by a committee under the Chairmanship of Secretary, Delhi Bureau of Text Books on 18.01.2018 at 3:00 p.m. in the Chamber of Secretary, DBTB in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority**. 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 all the distributors will be done by the inspection committee, if so required, at any time or at the time of the opening of the Tech. Bid. After evaluation, the list of the bidders will be short-listed by the Delhi Bureau of Text Books in the light of eligibility criteria of the tender. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech.

bid. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical and financial bid.

10. Performance Guarantee: -

- A)** The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 5 clear calendar days from the issue of Letter of Intent (LOI). The PG will remain valid upto 60 days after the completion of contractual obligations. The work order will be provided 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: -
- a) Forfeiture of its EMD.
 - b) Termination of the contract.
 - c) Any other action as decided by Chairman, DBTB
- B)** 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 contractual obligations whichever is later. No interest will be paid by DBTB.
- The performance security can also be forfeited in the following cases:
- i) If the bidder fails to perform any contractual obligation.
 - ii) For unexcused delay in the distribution of books/allied study material.
 - iii) If the maximum aggregate penalty on possible issues will exceed 25% of the total work order.
- a) If the distributor fails to execute the allotted job.
 - b) In the event of furnishing false/incorrect information by the bidder.

11. Security of books:

Books/allied study material are supplied in two lots viz main lot, starting immediately from the award of work and supplementary lot starting from July. The successful bidder will have to deposit security of books @ 5% of the total value of books/allied study material to be distributed in Ten (10) days as per the capacity mentioned in the technical bid. The security of books/allied study material is to be submitted within 5 clear calendar days of the issue of work order. In case of non submission of Security of books with in 5 clear calendar following actions will be initiated:-

1. Rs. 1000 per day for next 10 days will be charged.
2. Rs. 2000 per day for next 5 days will be charged and after that forfeiture of performance guarantee.

The bidder will have to deposit same rate of 5% of the total estimated cost of books/allied study material to be supplied in the supplementary lot if the security deposit submitted against first lot has been got released after completion of supplies of first lot. The security of books of respective lots will be released after the successful completion of total supply of books/allied study material at the doorstep of schools of respective lots and submission of accounts thereof.

Further the required security of books/allied study material 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. No interest will be paid by DBTB.

Note :- Performance security/Security of books/allied study material, 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.

12. Agreement deed: -

- a) The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 5 clear calendar days from the date of award of the work. The distributor shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation is found in the Agreement Deed, the distributor 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 at the following terms.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder/s.
- c) 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.
- d) 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.

13. Payment: - The payment shall be made on the basis of submission of accounts with proper delivery challans/receipt obtained from the schools clearly indicating date of receipt of books/allied study material in the school with signature of the receiver countersigned by the HOS with his /her official stamp. The payment will be made on the basis of the verification of delivery challans/bills and completion certificate issued by the HOS.

14. Implementation schedule: - The distributor shall be required to distribute the books/allied study material within Ten(10)days of the generation of challan by the bureau, failing which a penalty of 20 Paise per book per day will be imposed on unsupplied books/allied study material or Any other action as deemed fit by the Chairman (DBTB).

The next date of generation of bill/challan by DBTB for the distribution of books/allied study material at the doorstep of schools by distributors will be counted as day one of the implementation schedule.

The distributor will have to distribute the available quantity of books/allied study material at the doorstep of schools without waiting for the accumulation of considerable quantity of books/allied study material in bureau's godown.

15. Further assigning of tender in whole or part: - The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances. If outsourcing of work is found to be done by any tenderer then that firm may be blacklisted apart from taking other appropriate action as per terms & conditions of the tender.

16. Penalty:- The distributor will have to distribute the available quantity of books/allied study material at the doorstep of the schools within 10 days from the next date of generation of challan by DBTB failing which a penalty @ 20 paisa per day per book will be imposed on unsupplied books/allied study material and delay penalty will be counted from the 11th day. For any unexcused delay beyond 20 days after 10 days. The bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of its Performance Security and 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 Chairman, DBTB.

- 17. Power of acceptance and withdrawal of the tender :**
- a) The final acceptance of the tender 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 the Chairman DBTB the bidder shall have no right to withdraw his tender or claim higher price.
- b) **If L-1 bidder is not found capable of distributing all the books the bureau may consider allotting job/s to other bidders on the basis of merit in rates on L-1 rates.** The capacity to distribute the books/allied study material will be worked out by multiplying per day capacity with 15 days.
- c) Tender with incomplete information is liable for rejection.
- 18. False Information:** - 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.
- 19. Submission of Self declarations/Undertaking:** - The bidder will have to furnish the following three self declarations/Undertaking 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 submission of 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/Undertakings/ Organizations.
- c) Authority letter who signs the tender document
- 20. Registration with GST/ Sales Tax department:** - The distributor should be registered with the Sales Tax/GST Department of the concerned state and shall submit the documentary proof of registration of GST. The GST shall be deducted if applicable at the specified rates by the VAT Department of Delhi at the time of making payment.
- 21. Quoting of rates:** - The rates of delivery charges of the books/allied study material should be quoted on per book basis.(including all charges like transportation, labour, taxes/GST, freight, loading, unloading, stacking, segregating schoolwise/classwise/titlewise books etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS.
- 22. Validity of Rates:** The rates should be valid up to 28.02.2021 for the distribution of text books/allied study material at the doorstep of Govt. schools of GNCT of Delhi.
- 23. Amendment of tender documents:** - At any time prior to the deadline for uploading of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website of the Delhi Govt. i.e. <https://govtprocurement.delhi.gov.in>. The amendment will be binding on all the bidders.
- In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid, the DBTB may, at its discretion, extend the deadline for the submission of bids.
- 24. Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.

- 25. Power to reject the tender:-**The Chairman, DBTB does not bind himself/herself to accept the lowest or any other tender and reserves the right to accept the tender in whole or in part or reject it entirely, without assigning any reasons at any time.
- 26. Submission of documents for the partnership firms and in other cases: -** The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.
- 27. Taxes and Duties: -** The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in distribution of books as per the directions given by the Bureau.
- 28. IMPORTANT NOTES: -**
- a. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all terms and conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates. From L-1 bidder
 - b. If the L-1 bidder does not have the capacity to execute entire job, the Bureau may consider allotting the job to the next lower bidder/s on the basis of merit in rates at L-1 rates.
 - c. The implementation schedule specified in the contract shall be strictly adhered to.
 - d. Secretary, Delhi Bureau of Text Books reserves the right to change the godowns/place of lifting of books within NCR region at his discretion.
 - e. 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.
 - f. Rates of delivery charges quoted by the Bidder will remain fixed during the Bidder's performance of the contract and not be subject to variation on any account. A Bid submitted with an adjustable rate, quotation will be treated as non-responsive and rejected.
- 29. More Instructions for Technical Bid**
- i) 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.
 - ii) The quotations should be strictly in accordance with the specifications of the terms & conditions specified above. Uploading of incomplete tender/specifications or any false information shall be liable for rejection and forfeiture of EMD.
 - iii) The details as required in the Technical bid form shall be provided by the distributor to the Bureau and no self-made condition or counter conditions shall be written by the bidder.
 - iv) Rates shall not be quoted in the technical bid form. In case rates are mentioned therein directly or indirectly, the bid shall be summarily rejected.
 - v) The bidder must upload its per day capacity of distribution of books in the schools in prescribed tender bid form.
 - vi) The owner/partner of the firm should upload a declaration with the technical bid of the tender that **“the supplies shall be made in accordance with the time schedule mentioned in the tender if any order is placed with them”**. In the event of such document not uploaded with the Technical Bid, the tender will be rejected.
 - vii) The distributor must upload the undertaking with the technical bid that all the terms & conditions of the tender are acceptable to him and shall abide by the same fully and the rates quoted shall remain effective till 28.02.2021.
 - viii) A self declaration confirming that the information furnished in the tender document is correct to the best of knowledge and belief.
 - ix) A declaration regarding financial bid has to be signed and submitted with the technical bid as given below: -

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

- x) A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
- xi) Such other information as may be specified in the technical bid Form.

30. More instructions for Financial bid: -

- i) The distributor will have to fill financial bid for the distribution of text books/allied study material in the schools. The rates are to be quoted on per book basis irrespective of considering size or weight of the book in Indian Rupees including all charges like taxes, GST, freight, loading, unloading, stacking segregating books schoolwise/classwise/titlewise etc..

31. Submission of accounts

- i) The distributor will have to submit the detail of books/allied study material received from the office of Bureau indicating challan No., date and quantity in the following format:

S.NO	DATE	CHALLAN NO. OF DBTB	QTY. LIFTED

- ii) The distributor will have to submit consolidated statement indicating datewise quantity of books delivered on the basis of receipts obtained from individual schools on the following format:

S.NO	DATE OF DELIVERY OF BOOKS/ALLIED STUDYMATERIAL IN THE SCHOOLS	CHALLAN NO. OF DISTRIBUTER	QTY. DELIVERED

32. BOQ Format: - The rate should be quoted as per BOQ format given in Bid Form 14.

33. 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 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 party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration.

34. 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.

35. Submission of undertaking of the acceptance of all the terms and conditions:- The bidder must upload an undertaking with technical bid **that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 28 02 2021.**

SECRETARY
Delhi Bureau of Text Books

Technical Bid Form - 1**TECHNICAL BID FOR THE distribution of text books/allied study material at the doorstep of all Govt schools of GNCT of Delhi for the academic year 2018-19,2019-20 and 2020-21 with Mutual Consent. (SIGNED BY THE BIDDER WITH SEAL)****1. GENERAL INFORMATION: -**

- The distributor 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 _____
- 1.4 Proof of requisite experience uploaded/Not uploaded
 (As per Clause No.1 of Eligibility Criteria of General Terms and Conditions)
- 1.5 Copy of the PAN Card uploaded/Not uploaded
- 1.6 Copy of GST Registration No. uploaded/Not uploaded
 (As per clause no. 20 of T & C)
- 1.7 Details of Earnest Money Deposit (EMD) uploaded/Not uploaded &
 (Original EMD to be submitted directly in Submitted/Not Submitted
 the tender box) **(Scanned copy should be
 uploaded)** Lying in the Chamber of Secretary,
 DBTB **FORM-2**
- 1.8 Proof of average turnover during last uploaded/Not uploaded
 3 years ending 2017 and ITR for the last
 three financial year
**ending 2016-17(for the assessment
 year 2015-16, 2016-17 & 2017-18)
 (Authenticated by C.A.) FORM-3**
- 1.9 Certificate of reading/understanding of uploaded/Not uploaded
 Technical specifications **FORM-4**
- 1.10 Acceptance of Implementation schedule uploaded/Not uploaded
FORM-5
- 1.11 Declaration regarding financial bid uploaded/Not uploaded
FORM-6
- 1.12 Undertaking regarding acceptance of uploaded/Not uploaded
 all terms & conditions of the tender
FORM-7
- 1.13 Validity of rates upto 28-02-2021 **FORM-7** uploaded/Not uploaded
- 1.14 Declaration regarding distribution of uploaded/Not uploaded
 Books/allied study material as per schedule
FORM-8
- 1.15 Certificate regarding declaration of per uploaded/Not uploaded
 day distribution capacity in the schools.
Form No.9
- 1.16 Self declaration regarding incorrect/false Submitted/Not Submitted and
 Information. **FORM-10** uploaded/Not uploaded
(Directly to be submitted in the Bureau)

- | | | |
|------|---|--|
| 1.17 | Self declaration regarding never blacklisting FORM-11 | Submitted/Not Submitted and uploaded/Not uploaded
(Directly to be submitted in the Bureau) |
| 1.18 | Documents for partnership of the firm/
Registration of firm | uploaded/Not uploaded |
| 1.19 | Authority Letter FORM-12
as per clause 19(c) | uploaded/Not uploaded and submitted/not submitted
(Directly to be submitted in the Bureau) |
| 1.20 | Whether all documents signed with seal
By the Owner/Partner/Director of the Firm. | Yes/No |
| 1.21 | Upload the proof of Latest
GST Return 3 B for the
month of November 2017.
(Technical Bid Form No.13) | 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): -

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

Note: The EMD of the above mentioned amount and valid upto 31.01.2018, directly submitted in the office of the Bureau and detail and copy to be uploaded in above mentioned form.

Place & Date:

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

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	ITR for the financial year 2014-15, 2015-16 and 2016-17 (Assessment year 2015-16, 2016-17 and 2017-18)
2014-15		Uploaded/Not uploaded	Uploaded/Not uploaded
2015-16		Uploaded/Not uploaded	Uploaded/Not uploaded
2016-17		Uploaded/Not uploaded	Uploaded/Not uploaded

Note: Trading A/c, Profit and Loss A/c and Balance Sheet Authenticated by Chartered Accountant 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 along with Specifications and have quoted the rates accordingly.

**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

Acceptance of Implementation schedule: -

- a) I/we shall distribute the available quantity of text books/allied study material within 10 days from the next date of generation of challan by the bureau failing which a penalty of 20 paise per book per day on unsupplied books/allied study material will be imposed. Delay penalty will be counted from the 11th day. For any unexcused delay beyond 20 days after 10 days. The bureau will have the discretion to take any or all of the following actions:-
- i) Forfeiture of its Performance Security and 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 Chairman, DBTB.
- b) The bidder shall have to lift available books and distribute in the schools without waiting for the accumulation of considerable quantity.
- c) I/we accept the implementation schedule in the prescribed form with sign seal, with the technical bid. The day one for the distribution of books will be counted from the next date of generation of challan.

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 condition and strictly as per the conditions of the tender documents and I/We aware that the financial bid is liable to be rejected if it contains any other condition.

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

TECHNICAL BID FORM-7

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER AND VALIDITY OF RATES

I/We hereby undertake that all the technical & financial tender conditions and other terms & conditions mentioned in this document 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 and the rates quoted shall remain effective including extended orders up to 28.02.2021.

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

Place:

Date:

TECHNICAL BID FORM-8

DECLARATION REGARDING DISTRIBUTION OF BOOKS/ALLIED STUDY MATERIAL AS PER TIME SCHEDULE

I/We declare that distribution shall be made in accordance with the time schedule mentioned in the tender, if any order is placed with them.

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

Place & Date

TECHNICAL BID FORM-9

CERTIFICATE REGARDING PER DAY CAPACITY OF DISTRIBUTION OF BOOKS IN THE SCHOOLS

- i) Certified that I/We can distribute _____quantity of books/allied material per day at the doorstep of schools of GNCT of Delhi.

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 TECHNICAL BID REGARDING FALSE INFORMATION

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 REGARDING BLACKLISTING.

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-12

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 NO. 13

Certificate regarding filling of latest GSTR 3-B Return for the month of November 2017

Certified that I/We _____ proprietor/director/partner of M/s _____ Address _____ hereby certify that I have filed the latest return of GSTR 3-B return for the month of November 2017 Of the respective state and the same is uploaded.

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

Place & Date

BID FORM-14

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books	
Name of Work: Short Term E- Tender for the distribution of text books/allied study material at the doorstep of Govt schools of GNCT of Delhi.	
Contract No: F.1-(s) Distri DBTB/18-19/2 TENDER ID: 2018_DBTB_143367_1	
Bidder Name :	
	Rates of delivery charges per book irrespective of considering weight or size of the book.
	Rs.