

**DIRECTORATE OF EDUCATION
SCIENCE BRANCH ,
OLD SECTERATE , DELHI 110054
PHONES-----**

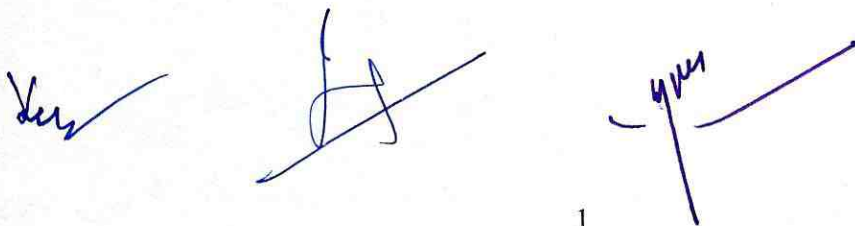
Email - dopecell@gmail.com

E-TENDER NOTICE

Onlineopen tender is invited from the reputed book sellers/publishers operating within NCR of Delhi for the supply& Distribution books for entrance exams of NEET/JEE (with30% plus and minus)Approx 17000 booksto be distributed at the door step of about350 Govt. Schools of Directorate of Education forthe academic session 2022-23 and 2023-24 on 1+1-year basis with mutual consent. The estimated cost of the job for the academic year 2022-23 is approx. Rs.2.75Crore.

1. Details of the tender are as below:

1	NIT No.	Tender No. F.1-(S)/books //22-23/ 226 dt 4/7/22
2	Type of tender	Indigenous Online Open e-Tender -Two bid System
3.	Description	Supply and Distribution of entrance exam books approx.. 17000 books at the doorstep of approx., 350 Govt. schools of GNCT of Delhi for the academic year 2022-23and 2023-24 with mutual consent.
4.	Scope of work	Described under the section 'Scope of work' in the tender document at supply of books at 350 schools
5.	Closing date and time of submission of documents in the tender physically	23/7/22 at 2 pm
6.	Closing date/timeof submission of bids	25/7/22 at 2:00 pm
7.	Opening Date/time of Technical Bid	25/7/22 at 3:00 pm
8.	EMD /Bid security	550000/ videFDR/ BANK GURANTEE in favour of DIRECTOR OF EDUCATION , DELHI valid for 6 months
9.	Bid Validity	90 days from the date of opening of Un-priced Techno-Commercial Bid.
10.	Financial bid opening	Opening of financial bid will be intimated later to the technically qualified bidders.
11.	Performance Guarantee (To be submitted by successful bidder)	i) Performance Security :03 % of order/contract value.
12.	Address of Correspondence	ADDITIONAL DIRECTOR OF EDUCATION SCIENCE BRANCH , DIRECTORATE OF EDUCATION , OLD SECTERATE DELHI 54



2. Terms and Conditions:

2.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the field of supply and distribution of books at the doorstep of schools for the last five years with Delhi NCR in the govt or govt undertaking department
- b) Experience and past performance in the supply and distribution work for at least for the last five 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

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 2021 of the previous Financial Year. The average annual turnover should be at **least 30% of the estimated cost of the work i.e. Rs. 82,50,000 P.A.**
- b) Trading and Profit & Loss A/c and Balance Sheet for last three previous financial years ending 31st March 2020 duly attested by C.A and ITRs for the same period i.e. for the Assessment year 2019-20, 2020-21 and 2021-22.
- c) Upload the Proof of Latest GSTR-3B Return for the month of April 2022


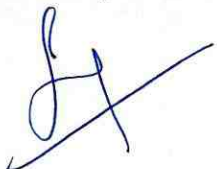
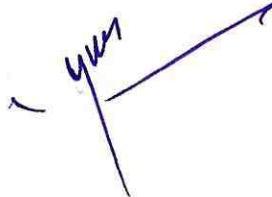
4. Scope of Work

- a) There are about 21 titles and seventeen thousand (17000) books for supply and distributed at the doorstep of 350 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 along with other requisite documents before the closing time and date of technical bid in the tender box placed in the chamber of Additional Director of Education, Old Secretariate, Delhi 110054.
- c) The books shall be distributed by the bidder at the doorstep of schools against the demand of books and data provided by the SCIENCE BRANCH in this respect.
- d) The books shall be distributed by the successful bidder 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 comply with all conditions in this respect.
- e) Only latest editions of the books are required to be supplied, no old edition of any books will be accepted.

5. The last date of up-loading the completed tender document would be up to 25/7/22 to 2.00 p.m. There shall be two types of bids namely **Technical and Financial bid.**

6. The **Earnest Money Deposit:- 5,50,000/ IN THE FORM OF FDR/BANK GURANTEE IN FAVOUR OF DIRECTOR OF EDUCATION DELHI.**

Note: The EMD and other requisite documents in sealed envelope should be dropped in the tender box in the chamber of Additional Director of Education Delhi 54, before the time and date of uploading of the bid. The

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detail of the declaration of EMD/bid security and other requisite documents shall also be uploaded with technical bid.

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. 25/7/22 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) Last date for uploading the tender documents on line: 25/7/22 up to 2:00 p.m. through e-procurement.
 - b) On line opening of Technical Bid: 25/7/22 3:00 p.m. in the Chamber of Ad. Dir. of Education, Room No. 13, Old Secretariat, Delhi
 - c) 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 for any enquiry about e-tender/digital signature, please contact at NIC help desk e-wing 6th Floor, vikas Bhawan 2 near metcaff house civil lines, Delhi- 110054, Tel No- 23813523.

Director of Education reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

Handwritten signature and initials

Handwritten signature
**Additional Director of Education
Science Branch**

GENERAL TERMS & CONDITIONS

The books are to be delivered at the doorstep of about 350 Govt schools of Directorate of Education.

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. The bidder must be in existence in the field of supply and distribution at doorstep of books in govt/govt undertaking sector for the last five years.
- b. Satisfactory performance Certificate in supply and distribution of books at doorstep work for at least three years in govt/govt undertaking sector. 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.

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 2021 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 2021 duly attested by C.A and ITRs for the same period (Assessment year 2019-20, 2020-21 and 2021-22).
- c. Upload registration of GST and GSTR-3 B return for the month of APRIL 2022
- d. Upload the Copy of pan card of the Firm/ Company/ Proprietor.
- e. Books shall be delivered by the successful bidder at the doorstep of 350 Govt schools of Delhi as assigned by the science branch and a proper receipt is to be obtained from the school with clearly mentioning the date and signature of the receiver in the school and also countersigned by the head of the school with his/her official stamp. The bidder should be registered with the GST Department of the respective state and carry a valid GST Number issued by it.

4. **Penalty :** The contractor will have to supply and distribute awarded quantity of books at the doorstep of schools within 45 days from the work award, failing which a penalty of 5% of value per week on unsupplied books will be charged. For any unexcused delay beyond 45 days after 15 days. The department 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 Director of Education Delhi

5. The bidder blacklisted by any Govt/Govt undertaking department or by any other agency shall not be eligible for bidding. **Every bidder would be required to submit a 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 Additional Director of Education Science Branch ,Old Secteriate Delhi 54.upto the last date and time of submission of bids.

Note:-The assigned work should be completed with in the stipulated time schedule , No extension of time shall be allowed for any reason except force majeure i.e war,hostility, civil commotion, sabotagequarintine restriction, act of God and act of government (including but not restricted to prohibition of exports or imports) Floods, explosions, epidemic.

6..**Due date and time:** - On line tender documents should be uploaded on or before 25/7/22 up to 2:00 p.m.

7 **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.

c) **Technical Bid Forms** - To be uploaded after completion in all respect.

d) **Financial Bid Forms** - To be uploaded quoting the ratesof discount offered on MRP of books,title wise in the BOQ.

8. **Earnest money deposit (EMD): -Rs. 5,50,000/ vide FDR /Bank guarantee in favor of Director of Education Delhi 54.**

a) The bidder will have to submit bid security declaration "accepting that if they withdraw or modifying their bids during the period of validity. They will be suspended for the time specified in the tender document.

b) The EMD of the successful bidders will be released only after signing of the Agreementby the bidder and after submission of Performance Security which will be got verified by the Science Branch from the concerned bank. If the bidder fails to submit thedeclaration regarding EMD and other documents required **directly in the Tender Box to the office of the Additional Director of Education science branch upto the last date and time of uploading of bids**, the tenders of such bidders shall be summarily rejected.

9. **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 documents required along with EMD in physical form should be dropped in the tender box in sealed envelope in the chamber of Additional Director of Education ,science with in time prescribed for the tender.

c) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.

d) 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.

10. **Opening and evaluation of tender:** - The uploaded bid will be opened by a committee under the Chairmanship of Additional Director of Education, Science on 25/7/22 at 3:00 p.m. in the Chamber of Additional Director of Education, Science 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 science branch 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 science branch, shall be final regarding the evaluation of technical and financial bid.

11. Performance Guarantee: -

A) The successful bidders will have to deposit the performance security at the rate of 3% of the total work awarded within 7 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 Science Branch 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) Debarring of the firm for specified period.
- d) Blacklisting of the firm
- e) Any other action as decided by Director of Education Delhi

B) Further, the required performance security will be accepted in the form of FDR/Irrevocable Bank Guarantee of any Scheduled commercial/nationalized bank in favour of Director of Education, Delhi. 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 Science Branch.

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 supply and distribution of books
- III. If the bidder fails to execute the allotted job.
- IV. In the event of furnishing false/incorrect information by the bidder

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 bidder 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 Science branch 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 Science branch 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 deemed fit by Director of Education may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.
- e) If the distributor backout after giving the consent of next year i.e. 2023-24, the Science branch will have the discretion to take any of the following action.
 1. Forfeiture of performance security.
 2. Any other action decided by the Director of Education, Delhi

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 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.
14. **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.
15. **Power of acceptance and withdrawl of the tender :**
- a) The final acceptance of the tender vest with the Director of Education who reserves the right to accept or reject anyor all tenders without assigning any reason whatsoever. There is no obligation on the science branch to communicate in any way with rejected bidder. After acceptance of the tender by the Science branch the bidder shall have no right to withdraw his tender or claim higher price.
16. **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.
17. **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 Additional Director of Education ,Science 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
18. **Quoting of rates:** - The ratesof the books should be quoted on per book basisincluding all charges like transportation,labour, freight, loading, unloading booksetc (Excluding GST). However, the payment shall be made by the Science branch to the bidder after deducting TDS.
19. **Validity of Rates:** The rates should be valid up to 28.02.2024
20. **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 Science branch may, at its discretion, extend the deadline for the submission of bids.

21. **Completeness of the tender document:** - The Science Branch is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.
22. **Power to reject the tender:**-The Director of Education 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.
23. **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.
24. **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 Science branch .
25. **IMPORTANT NOTES:** -

There are four subjects group in which books to be purchased
i. physics, chemistry, biology and maths 5 titles from physics ,6 titles from chemistry, 5 titles from biology and 5 titles from biology , the detailed list of books with author and publishers name is given below; every participated bidder should quote offer rate of discount on MRP of books for entire subject group otherwise bid will be rejected , the offered average highest rate of discount will be 1-1 bidder , so here maximum four 1-1 bidder may be for whole contract

S.NO	NAME OF BOOK	NAME OF AUTHOR	NAME OF PUBLISHER	QTY
1	Principles of physics	Resnickhaliday	Wiley india	789
2	Objective physics	D. Mukherjee	Bhartibhawan	789
3	Cengage JEE Advance physics set of 6 books	B.M Sharma	Cengage	789
4	Errorless Physics (NEET) Vol-1 & II	Universal Books	Universal Books	789
5	Objective Physics for NEET Vol-IV	R.C. Lakhanpal	Dinesh Publication	789
6	Companion Chemistry Class -XI, XII (vol 1 & 2)	SkMalhotra	Dinesh Publication	789
7	MTG NCERT at your fingertips chemistry (XI & XII)	MTG	MGT Learning Media (P) Ltd. New Delhi	789
8	Advanced Problems in organic Chemistry of IIT-JEE	HimanshuPandey	GRB Books	789
9	Errorless	Universal Books	Universal Books	789

	Chemistry Vol 1 & 2 for NEET			
10	Cengage Chemistry combo set of 6 books(for JEE/NEET)	Ks Verma	Cengage Publication	789
11	Pradeep's New Course Chemistry XII (Vol 1 & 2)	SC Kheterpal S N Dhawan P N Kapil	Pradeep Publication	789
12	Objective Biology Vol 1 & 2	Dr Ali Akhtar	SaSa	789
13	Elementary Biology Vol 1 & 2	MpTyagi& KN Bhatia	Trueman's	789
14	Objective Biology	KnBhati	Dinesh	789
15	Objective Biology (NEET) Vol 1 & 2	M P Tyagi And ArvindGoyal	Truemen's	789
16	Objective NCERT Fingertips		MTG	789
17	IIT Mathematics for JEE (Main) advance set of 2 Vol	M L Khanna	Jai ParkashNath Publication Meerut	789
18	Objective Mathematics Vol1& 2	RD Sharma	DhanpatRai Publication	789
19	Problems Plus in IIT Mathematics	A Das Gupta	BharatiBhawan Publication	789
20	Comprehensive Mathematics	Ravi Parkash Ajay Kumar Usha Gupta	Tata McGraw Hills	789
21	Objective Mathematics of JEE Mains & Advance	Dr. RamanishGundala	MTG Learning Media	789

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

27. 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 Director of Education Delhi 54.
- 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.

28. 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 2024.**

ADDITIONAL DIRECTOR OF EDUCATION (SCIENCE)

BOQ Performa (in Excel sheet)

FORM 14 (BOQ)

Sr. No.	Name of Book/Title	Author	Publication/Publisher	No. of Copies	MRP/Actual Rate	Discount %	Actual Price after Discount
1	Principles of Physics	Resnick & Haliday	Wiley India	789			
2	Objective Physics	D. Mukherjee	Bharti Bhawan	789			
3	Cengage JEE Advance Physics set of 6 books	B M Sharma	Cengage	789			
4	Errorless Physics (NEET) Vol I & II	Universal Books	Universal Books	789			
5	Objective Physics for NEET Vol. IV	R C Lakhanpal	Dinesh Publication	789			
6	Companion Chemistry class – XI, XII (Vol 1 & 2)	S K Malhotra	Dinesh Publication	789			
7	MTG NCERT at your fingertips chemistry (XI & XII)	MTG	MTG Learning Media (P) Ltd.	789			
8	Advanced Problems in organic chemistry for IIT-JEE	Himanshu Pandey	GRB Books	789			
9	Errorless Chemistry Vol 1 & 2 for NEET	Universal Books	Universal Books	789			
10	Cengage chemistry combo set of 6 books (for JEE/NEET)	KS Verma	Cengage Publication	789			
11	Pradeep's New Course Chemistry XII (Vol 1 & 2)	S C Kheterpal S N Dhawan P N Kapil	Pradeep Publication	789			
12	Objective Biology Vol 1 & 2	Dr. Ali Akhtar	SaSa	789			
13	Elementary Biology Vol 1 & 2	M P Tyagi & K N Bhatia	Trueman's	789			
14	Objective Biology	K N Bhati	Dinesh	789			
15	Objective Biology (NEET) Vol.1 & 2	M P Tyagi and Arvind Goyal	Trueman's	789			
16	Objective NCERT Fingertips		MTG	789			
17	IIT Mathematics for JEE (Main) advance set of 2 Vol	M L Khanna	Jai Prakash Nath Publications	789			
18	Objective Mathematics Vol 1 & 2	R D Sharma	Dhanpat Rai Publications	789			
19	Problems plus in IIT Mathematics	A Das Gupta	Bharati Bhawan Publication	789			
20	Comprehensive Mathematics	Ravi Prakash Ajay Kumar Usha Gupta	Tata Mc Graw Hills	789			
21	Objective Mathematics of JEE Mains & Advance	Dr. Ramanish Gundala	MTG Learning Media	789			