

# 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

PHONE-011-45534846, 45572649

Email delhibureauoftextbooks@gmail.com

## SHORT TERM NOTICE INVITING E-TENDER

On line e-tenders are invited from Manufacturer/Distributor/Stockist operating within GNCT of Delhi and NCR engaged in trade of stationery and related items/material for supply of 65600 (approx.) Branded Dough, 4 shades of 100 grams or 2x50gms each along with tools for the students of Class Nursery, KG and First for the Academic year 2022-23 and extendable for one more year i.e. 2023-24 (with mutual consent) at the godown of Delhi Bureau of Text Books or any other place within the NCT of Delhi as specified by the Secretary, DBTB. The estimated value of the tender for AY 2022-23 is **Rs. 58 Lakhs.**

1. Details of the tender are as below:

1.	NIT No.	Tender No. F.11/001/N.Kit/Dough/PB/DBTB/2022-23/41
2.	Type of tender	Indigenous Open e-Tender -Two bid System
3.	Description	Supply of Branded Dough for Class Nursery, K.G. and First for the Academic Session 2022-23 and extendable for one more year i.e. 2023-24 (with mutual consent).
4.	Scope of work	Described under the section 'Scope of work' in the tender document
5.	Closing date/time of submission of bids	16.02.2023 at 2:00 pm
6.	Opening Date/time of Technical Bid	16.02.2023 at 3:00 pm
7.	EMD	<b>Rs. 1.74 Lakh</b> Valid Upto <b>31-05-2023</b>
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 Deposit / Performance Bank Guarantee (To be submitted by successful bidder/ Contractor)	03 % of order/contract value
11.	Address of Correspondence	<b>DELHI BUREAU OF TEXT BOOKS 25/2, INSTITUTIONAL AREA, PANKHA ROAD, "D" BLOCK, JANAKPURI, NEW DELHI-110058</b>



### 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 from licensing Authority.
- b) Experience and past performance in trade stationery work for at least two years. The work orders for similar 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.

### 1.2 Financial standing:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31<sup>st</sup> March 2021. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Profit & Loss A/c and Balance Sheet for last three Financial Years ending 31<sup>st</sup> March 2021 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2019-20 & 2020-21 & 2021-22.
- c) Upload the Registration of GST for respective state and also upload the GSTR-3B Return for December, 2022.
- d) Upload the copy of PAN Card of Firm/Company/Proprietor.

**NOTE:** GSTIN Number of Delhi Bureau of Textbooks is 07AAATD4122G1Z7 and PAN No. is AAATD4122G.

### 2. Scope of Work

- 2.1 The Branded Dough along with tools are for class nursery, KG and First. The total quantity of Branded Dough is about (approx.) **65,600** in a packing of 100gm or 2x50gm each of 04 different colour each along with atleast 01 roller and 03 cutters of different shapes of good quality plastic.
- 2.2 The entire work is to be completed within 45 days (30+15) days positively from the date of issue of work order as per implementation schedule.
- 2.3 The bidder will have to submit the 03 samples of Branded Dough along with tools in a sealed envelope upto the last date and time of opening 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 (approx.)
1.	<b>Dough of Natural Material (Non Toxic and Non Harmful) of Branded Quality, 04 Shades of 100 Gram or 2x50gm each along with Tools i.e. atleast 01 roller and 03 cutters of different shapes of good quality plastic.</b> (For Class Nursery, KG and First)	<b>65600 Nos.</b>

**NOTE:** The quantity may be increased or decreased by 40% each respectively. If the quantity increase or decrease, the proportionate payment shall be made.



**Schedule:-**

- i) Last date for submission of tender on line by **2:00 p.m. on 16.02.2023** through e-procurement.
- ii) Online opening of Technical Bid : **16.02.2023 at 3:00 p.m.** in the conference room of Delhi Bureau of Text Books.
- iii) Online opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.

**NOTE: The EMD, undertaking and other requisite documents (Form-2, Form-10, Form-11 to be submitted in original) in sealed envelope should be dropped in the Tender Box in chamber of Secretary, DBTB. The details of the EMD and other requisite documents shall also be uploaded with the Tech. 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, 6<sup>th</sup> floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523.**

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



Sd/-

**Secretary**

**Delhi Bureau of Text Books**



## GENERAL TERMS & CONDITIONS

The delivery of Branded Dough along with tools shall be made 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 from licensing Authority.
- b) Experience and past performance in trade stationery work for at least two years. The work orders for similar 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.

### **1.2 Financial standing:**

- a) The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31<sup>st</sup> March 2021. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Profit & Loss A/c and Balance Sheet for last three Financial Years ending 31<sup>st</sup> March 2021 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2019-20 & 2020-21 & 2021-22.
- c) Upload the Registration of GST for respective state and also upload the GSTR-3B Return for December, 2022.
- d) Upload the copy of PAN Card of Firm/Company/Proprietor.

**NOTE:** GSTIN Number of Delhi Bureau of Textbooks is 07AAATD4122G1Z7 and PAN No. is AAATD4122G.

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- 2.2 The entire work is to be completed within 45 days (30+15) days positively from the date of issue of work order as per implementation schedule.
- 2.3 The bidder will have to submit the 03 samples of Branded Dough along with tools in a sealed envelope upto the last date and time of opening 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 (approx.)
1.	<b>Dough of Natural Material (Non Toxic and Non Harmful) of Branded Quality, 04 Shades of 100 Gram or 2x50gm each along with Tools i.e. atleast 01 roller and 03 cutters of different shapes of good quality plastic.</b> (For Class Nursery, KG and First)	<b>65600 Nos.</b>

**NOTE:** The quantity may be increased or decreased by 40% each respectively. If the quantity increase or decrease, the proportionate payment shall be made.

**Note: A. All the Manufacturer/Distributor/Stockiest should quote rates for the supply of Branded Dough alongwith tools as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the respective Manufacturer/Distributor/Stockiest should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure i.e. war, hostility, civil commotion, sabotage, quarantine restrictions, act of God and acts of Government (including but not restricted to prohibition of exports or imports, floods, explosions, epidemics).**

**B. The financial bid of those bidder will be open whose samples approved by the technical committee.**

**3. Due Date, time and mode of submission:** - E-tenders shall be uploaded on or before 16.02.2023 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.

**4. Earnest money deposit (EMD):** - EMD of **Rs. 1.74 Lakh** in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 31-05-2023, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.

**5.** 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.

**5.1** The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of Performance Guarantee which will 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 submission of technical bid**, the tenders of such bidders shall be summarily rejected.



- 5.2 The EMD will be submitted by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The document with regard to claim of Exemption will be submitted alongwith other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.

**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 3 sets of sample upto the last date and time of opening 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 16.02.2023 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 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 and Tender committee respectively. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical and financial bid.

**8. Performance Guarantee: -**

- A. The successful bidders will have to deposit the Performance Guarantee at the rate of 3% 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 Academic Session. The Performance Guarantee will be released only after the successful completion of work, final payment of the job or 60 days after completion of Academic session whichever is later. No interest will be paid by DBTB. 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 Guarantee within stipulated time:



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

Further, the required Performance Guarantee 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.

- B. The performance Bank Guarantee can be forfeited in the following cases:-
- i) If the bidder fails to perform any contractual obligation and back out after giving consent. (Clause 9(d) and (e))
  - ii) For any unexcused delay in supply of Branded Dough along with tools.(Clause 13)
  - iii) If maximum aggregate penalty except delay penalty will exceed 25% of total work order.(Clause No.13.D)
  - iv) If the L-1 bidder fails to execute all the jobs.(Clause No. 15.b)
  - v) In the event of furnishing false/incorrect information by the bidder.(Clause No. 16)

**Note :- Performance Guarantee, 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 Guarantee in the form of FDR/Irrevocable Bank Guarantee for the work awarded. However, if the work is also assigned for the next Academic year on mutual consent, then the Performance Guarantee of the previous year may be adjusted, however the validity of the PG has to be extended as per requirement.**

**9. 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 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 Guarantee at the following terms.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- 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 Guarantee 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.



- e) If the printer back out after giving consent for next year i.e. 2023-24, the Bureau will have the discretion to take any or all the following action.
1. Forfeiture of the Performance Guarantee.
  2. Any other action as decided by the Chairman, DBTB.

**10. Payment:** - The payment for supply of Branded Dough will be made after receipt of Challans duly receipt by Store Branch of DBTB. The 75% payment will be made after the satisfactory supply of the complete consignment and the submission of bill. The balance 25% will be paid within reasonable time of supply of the consignment with no defects. The amount of defected/damaged Branded Dough will be recovered from the final payment. The payment will be made on the basis of the verification of delivery challans with bills. No separate intimation will be given to the printer for any defects/short comings.

**Note :** **The payment shall be made by the Bureau to the printer after deducting TDS as per the schedule rate at the time of payments. TDS applicable as per various status will be deducted from the bills submitted by the printer but the final payment of bills will be as per the terms & conditional of the work order i.e. deduction of TDS at the figure of bills will not confirm the claims.**

**11. Implementation schedule:** - The bidder shall be required to supply the 60% of the total work order to be delivered within 30 days from the initial date of award of the work and the remaining 40% will have to be supplied within next 15 days. The entire supply is to be completed within 45 days from the date of award of work.

The bidder shall be required to supply the Branded Dough at the godown of Delhi Bureau of Text Books or any other place within the NCT of Delhi as specified by the Secretary, DBTB.

**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. Delay Penalty**

- a) If 60% of the items are not supplied within 30 days from the initial date of award of the work, a penalty @ 5% per week at pro-rata daily basis will be imposed on the unsupplied lot from 31<sup>st</sup> day from the initial date of award of work.



- b) If remaining 40% of the items are not supplied within next 15 days from the 31<sup>st</sup> day upto 45<sup>th</sup> day of date of award of the work, a penalty @5% per week at pro-rata daily basis will be imposed on the unsupplied lot from 46<sup>th</sup> day. For any unexcused delay beyond 15 days after 45 days the Bureau will have the discretion to take any or all of the following actions:-
- i) Forfeiture of Performance Guarantee 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

c) **Penalty for not adhering to the parameters of quality test:**

- i) If the bidder fails in one parameter of quality testing, penalty of 10% of the total cost of supply will be imposed by the Bureau.
- ii) If the bidder fails in two parameters, penalty of 25% of the total cost of supply will be imposed by the Bureau. In addition to it, Bureau will have the discretion to take any or all of the following action:-
  - a) Forfeit of Performance Guarantee or payment of bills.
  - b) Blacklisting of the firm.
  - c) Any other action as deemed fit by the Chairperson, DBTB.

d) **Maximum Limit of Total penalty:**

The maximum aggregate penalty except delay penalty will not exceed 25% of total work order which will be besides the option of forfeiture of Performance Guarantee 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) Tender with incomplete information is liable for rejection.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

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 Guarantee 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 Guarantee 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 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 opening 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 rates of the Branded Dough should be quoted as per item basis of the job (including all charges like corrections, Cover, freight, loading, unloading, stacking in the godown etc.). **The rate should be exclusive of GST.** However, the payment shall be made by the Bureau to the bidder after deducting TDS as per the scheduled rate at time of payments. GST will be paid as per Govt. Norms. The quoted rates shall be valid up to **31.03.2024** for all extended orders up to **40%** of the main print order.
18. **Delivery:** - The Branded Dough along with tools shall be delivered 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 GST Department:** - The bidder/authorized distributor should be registered with the Sales Tax/GST Department of the concerned state and shall submit the documentary proof of registration of GST.
20. **Variation in purchase order:** - The purchase order may be increased/decreased by **40%** 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, Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2021 authenticated by the chartered accountant with the technical bid.
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 Branded Dough along with tools 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.	Food Grain Colour	08
2.	Softness	08
3.	Non-Stainable	08
4.	Without Chemical (Natural)	08
5.	Quality of Tools	08
	Total	40

**25.1 Opening and Evaluation of Technical Bids**

Technical Bids shall be first opened and evaluated. The Technical 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(25).

**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 inveribly 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*) of both items as per the score and TS (*Total Score*) as per the formula  $(TS = 0.4 \times QS + 0.6 \times CS)$ . 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.

**NOTE :** The average technical and financial score for Branded Dough should be taken.

**26. IMPORTANT NOTES: -**

1. The rates for the supply of Branded Dough alongwith tools 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. (Form-8)
6. **The bidder must upload the undertaking that the rates quoted shall remain effective including extended orders up to 31.03.2024.**
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 Financial 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 Financial bid is liable to be rejected if it contains any other condition"**. (Form-6)
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. (Form-4)
10. If the tender is signed by other than proprietor/partners/Directors of the firm, the authority letter issued by the proprietor/Director/partner of the firm must be uploaded in the technical Bid, failing which, tender will not be considered. (Form-12)

**28. More instructions for Financial bid: -**

1. The successful bidder shall have to deposit the following documents:
  1. Security deposit
  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:-**

- 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 party shall be entitled to suspend the work /service to which the dispute relates on account of the arbitration. 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 SUPPLY OF BRANDED DOUGH along with TOOLS for NURSERY, KG & CLASS-I for ACADEMIC YEAR 2022-23 and extendable for one more year i.e. 2023-24 (with mutual consent)**

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

**1. GENERAL INFORMATION: -**

The Printer 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 Technical Bid **Form No. 1** Uploaded/ Not uploaded
- 1.5 Proof of requisite experience Uploaded/Not uploaded  
In trade if stationery & related item/  
Material (As per Clause No.1 of Eligibility  
Criteria of General Terms and Conditions)
- 1.6 Copy of the PAN Card (As per Clause 1.3(d)) Uploaded/Not uploaded
- 1.7 Copy of GST Registration No. Uploaded/Not uploaded  
(As per Clause No. 19)
- 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 Submitted/Not Submitted  
uploaded)** Lying in the Chamber of  
Secretary, DBTB **(FORM-2)**
- 1.9 Proof of average turnover during last Uploaded/Not uploaded  
3 years ending March 2021  
**(Authenticated by C.A.)** & ITR for the last three financial years ending  
2020-21 **(for the assessment year 2019-20, 2020-21 & 2021-22)**  
(Clause 1.2(a)(b) of T & C) **(FORM-3)**
- 1.10 Certificate of reading/understanding of Uploaded/Not uploaded  
Technical specifications **(FORM-4)**
- 1.11 Acceptance of Implementation schedule Uploaded/Not uploaded  
**(FORM-5)**
- 1.12 Declaration regarding financial bid Uploaded/Not uploaded  
**(FORM-6)**



- |      |  |  |
|------|--|--|
| 1.13 | Undertaking regarding acceptance of <b>all</b> terms & conditions of the tender and validity of rates upto 31.03.2024 ( <b>FORM-7</b> )                      | Uploaded/Not uploaded                              |
| 1.14 | Declaration regarding supply of items as per specification & schedule ( <b>FORM-8</b> )  | Uploaded/Not uploaded                              |
| 1.15 | Certificate regarding capacity to handle the work in 45 days. ( <b>FORM-9</b> )  | Uploaded/Not uploaded                              |
| 1.16 | Self declaration regarding incorrect/false Information.<br><b>(Directly to be submitted in bureau in original)</b><br><b>(FORM-10)</b>                       | Submitted/Not Submitted<br>& Uploaded/Not uploaded |
| 1.17 | Self declaration regarding never Blacklisting.<br><b>(Directly to be submitted in Bureau in original)</b><br><b>(FORM-11)</b>                                | Submitted/Not Submitted<br>& Uploaded/Not uploaded |
| 1.18 | Documents for partnership of the Press/<br>Registration of Firm/company.   | Uploaded/Not uploaded                              |
| 1.19 | Authority Letter. ( <b>FORM-12</b> )   | Uploaded/Not uploaded                              |
| 1.20 | Whether all documents signed with seal<br>By the Owner/Partner/Director of the Press.  | Yes/No   |
| 1.21 | Upload the proof of Latest <b>GST-3B Return</b> for the month of December, 2022<br><b>(Clause No. 1.2 (c) of T &amp; C)</b><br><b>(Form No.13)</b>           | Uploaded/Not Uploaded                              |
| 1.22 | Proof of 02 years experience in the field of Trade of stationery and related items/<br>material <b>(as per Clause No. 1 of General Terms and conditions)</b> | Uploaded/ Not uploaded                             |
| 1.23 | 03 Samples of each items.<br><b>(To be submitted directly in the Bureau upto Last date and time of opening of Technical bid)</b>                             | Submitted/ Not submitted                           |

Kindly note that all documents/undertakings which are to be submitted in original are also to be uploaded along with documents.

**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: Please Submit the EMD of the above mentioned amount and valid upto 31-05-2023, directly to the office of the Bureau and details copy o be uploaded in above mentioned form.**

**Place & Date:**

**Name & signature of the authorized signatory  
of the Press/Partner of the Press/ 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)	Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	ITR for the financial year 2018-19, 19-20 and 20-21. (Assessment year 2019-20, 20-21 and 21-22)
2018-19		Uploaded/Not uploaded	Uploaded/Not uploaded
2019-20		Uploaded/Not uploaded	Uploaded/Not uploaded
2020-21		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 along with Specifications given at clause-Scope of Work of the tender document and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished items, the action will be taken as per terms & conditions of the tender along with punitive action.

**Name & signature of the authorized signatory  
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 Branded Dough made at the godown of Delhi Bureau of Text Books or any other place within NCT of Delhi as specified by the Secretary, DBTB within 45(30+15) days from the initial date of award of tender.

- a) Date of award of contract- **Day 01**
- b) Completion of the contract within 45(30+15) days from the date of award of the contract.

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 am/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 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 31.03.2024.

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

**TECHNICAL BID FORM-8**

**DECLARATION REGARDING SUPPLY OF BRANDED DOUGH ALONG WITH TOOLS 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 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 CAPACITY OF SUPPLYING OF BRANDED DOUGH ALONG WITH TOOLS.**

Certified that I/We can supply **65600** (Quantity) of Branded Dough alongwith tools as per the delivery schedule within schedule time of 45 days.

**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**

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/Organization/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.

**Signature of Sh. \_\_\_\_\_ attested  
(Authorised signatory of the Firm/Partner/Director/Proprietor)  
With rubber stamp**

**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 GST Return 3B**

Certified that I/We \_\_\_\_\_ proprietor/director/partner of M/s  
\_\_\_\_\_ Address \_\_\_\_\_ hereby certify that I  
have filed the latest return of GSTR 3B for the month of December, 2022.

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

**Place & Date**





### BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books						
Name of Work: Short Term E-Tender for supply of Branded Dough alongwith tools.						
Contract No: F.11/001/N.Kit/Dough/PB/DBTB/ 2022-23/41				TENDER ID:		
Bidder Name :						
<b>PRICE SCHEDULE</b>						
<small>(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 )</small>						
NUMBER #	TEXT #	NUMBE R #	TEXT #	NUMBER #	NUMBER #	TEXT #
SI. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder PER UNIT(exclusive of GST) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8

