

# DIRECTORATE OF EDUCATION

SCIENCE BRANCH: DOE

OLD SECRETARIAT, DELHI 110054

Email: [doepecell@gmail.com](mailto:doepecell@gmail.com)

## E-TENDER NOTICE

Online open tender is invited from the reputed Educational Goods/Services providers operating within NCR of Delhi for the supply & distribution of equipment related to Geography Lab at the door step of about 400 Govt. Schools of Directorate of Education for the academic session 2022-23. The estimated cost of the job for the academic year 2022-23 is approx. **Rs. Four Crore.**

### 1. Details of the tender are as below:

1	NIT NO.	Tender No. F.1-(S)/Geography lab/22-23/515 Dated:02/01/2023
2	Type of tender	Indigenous Online Open e-Tender -Two bid System
3	Description	Supply and Distribution of equipment for Geography Lab Set up in 400 Govt. Schools of GNCT of Delhi for the academic year 2022-23.
4	Scope of work	Described under the section "Scope of Work" in the tender documents supply of Geography Lab Equipment at govt. schools
	Publication of tender document	<b>09/01/2023</b>
5	Closing date and time of Submission of documents in the tender physically	<b>27/01/2023 at 2 PM</b>
6	Closing date / time of submission of online bids	<b>27/01/2023 at 2 PM</b>
7	Opening time of Technical Bid	<b>27/01/2023 at 3 PM</b>
8	EMD / Bid Security	Rs.8,00,000 (Eight Lakhs) vide FDR/ Bank Guarantee 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 latter to the technically qualified bidders.
11	Performance Guarantee (To be submitted by successful bidder)	Performance Security: 3 % of order/ contract value.
12	Address of Correspondence	<b>ADDITIONAL DIRECTOR OF EDUCATION ROOM NO-13, DIRECTORATE OF EDUCATION , OLD SECTERIATE DELHI 54</b>

## 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 goods at the doorstep of govt. organisations for the last five years.

b) Experience and past performance in the supply and distribution work 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.

c) The firm/bidder should have consolidated turnover of at least, Rs. 1.2 Crore in last 3 financial years ending on 31.03.2022 i.e. 2019-20, 2020-21, 2021-22 ( Balance sheet for 3 years i.e. 2019-20, 2020-21, 2021-22 with IT return i.e. 2019-20, 2020-21, 2021-22 would be required to be furnished). The turnover / IT Return in the name of firm will be accepted on production of sufficient document that the bidder comes under the firm / Company. Apart from Balance Sheets, the Directorate of Education reserves right to call for such other documents or information, as it may deem expedient to satisfy itself about fulfilment of the financial or other criterion and, based on such document/information, may take decision regarding eligibility of the firm. (Copy of last three financial year's balance sheet and IT Return to be attached. Copy of GST Certificate if applicable is also to be attached.)

d) The Directorate of Education reserves the right to forfeit / withhold the EMD / Security Deposit due to the firm, if at any time the document / records furnished by the firm is found to be false / forged / not genuine and is prepared with an intention to obtain work order from the Government Departments. Such firms will be blacklisted. In addition such firms will be liable for civil and criminal action.

### 2.2. Financial standing:

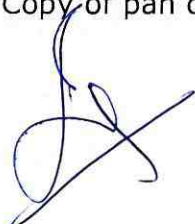
Requirement- The Bidder will upload the following:

a) The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31st March 2022 of the previous Financial Year. The average annual turnover should be at **least 30% of the estimated cost of the work i.e Rs. 1,20,00,000 P.A.**

b) Trading and Profit & Loss A/c and Balance Sheet for last three previous financial years ending 31st March 2022 duly attested by C.A and ITR's 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 October-2022.

d) Upload the Copy of pan card of the Firm/ Company/ Proprietor.





### **2.3. Work Experience/Certificate of Satisfactory Completion of Work:**

Every bidding firm shall be required to submit a certificate of satisfactory completion of work i.e. supply & distribution of goods to Government Departments / Govt. organizations / Govt. agencies / Govt. undertakings it has worked for in academic years 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.

As per CVC guidelines, the bidders must have completed the work during the last five Academic Years ending 31/03/2022 satisfactorily:

a) Three similar completed works i.e. supply & distribution of goods costing not less than the amount equal to 40% of the estimated cost which in the instance case is Rs.1,60,00,000/- (Rs.One Crore Sixty Lac only) for each work

Or

b) Two similar completed works i.e. supply & distribution of goods costing not less than the amount equal to 50% of the estimated cost which in the instance case is Rs.2,00,00,000/- (Rs.Two Crore) for each work

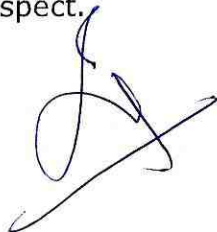
Or

c) One similar completed works i.e. supply & distribution of goods costing not less than the amount equal to 80% of the estimated cost which in the instance case is Rs. 3,20,00,000/- (Rs.Three Crore Twenty Lac Only).

In support of completed and satisfactory works, one condition i.e (a) or (b) or (c) given in Para 2.3 must be mentioned in the work experience/certificate of satisfactory completion of work. Suppression of facts may be regarded as a disqualification for participation.

### **3. Scope of Work**

- a) There are 35 consumable/non-consumable items for supply and distribution at the doorstep of 400 govt. schools of Directorate of Education. The quantity of equipment may be increased or decreased by 30%.
- 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, Room No-13, Old Secretariat, Delhi 110054.**
- c) BOQ Proforma will be submitted only through online bidding. Bid should be quoted in BOQ form available in online portal. **DO NOT submit BOQ form in tender box.**
- d) The equipment shall be supplied by the bidder at the doorstep of the schools against the data provided by the Science Branch in this respect.



e) The equipment 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 the goods further countersigned by the HOS with his /her official stamp. The distributor must comply with all conditions in this respect.

f) The bidder must also give a customer care number and official email id to all schools in case they face any issues in the future regarding the material delivered.

4. The last date of up-loading the completed tender document would be up 27/01/2023 at 2.00 p.m. There shall be two types of bids namely **Technical and Financial bid**.

5. **Criteria for Selection of Firms:-**

This is a two stage tender process. The bidder shall, initially, be scrutinized for fulfilment of technical / eligibility criterion as mentioned in clause 02 of this tender document. The Financial bid of only such bidder shall be opened who are found to be qualifying all the technical / eligibility parameters. The work will be awarded to the lowest bidder(L1) for each item i.e. if a bidder has quoted least price for a single item, the firm will get work order for that particular item. Likewise if a firm has quoted least amount for 2 items, the firm will get work order for 2 items & so on Bidder is required to quote its bids on per item basis as per list of items. Bid should be quoted in BOQ form available in online portal.

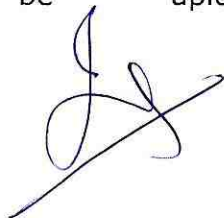
6. **The Earnest Money Deposit:-** Rs.8,00,000/- IN THE FORM OF FDR/BANK GURANTEE IN FAVOUR OF DIRECTOR OF EDUCATION, DELHI . the bidders having udyam/MSME certificate are excepted for EMD.

7. **FORMAT FOR FINANCIAL BIDDING:**

S. No.	Name of equipment/Item	Specification	Unit (Per piece/set)	Final Rate Quoted
N				
N				

Note: The rates quoted shall be exclusive of GST Charges wherever applicable. The EMD and other requisite documents in a sealed envelope should be dropped in the tender box in the chamber of Additional Director of Education, Room No-13, Old Secretariat, Delhi 54, before the time and date of uploading of the bid. The detail of the declaration of EMD/bid security and other requisite documents shall also be uploaded with technical bid.

8. 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. 27/01/2023 at 2.00 p.m.

9. The technically qualified bidders will submit a sample of items for quality check in the office of Additional Director of Education, Room No-13, Old Secretariat, Delhi 54 before opening of Financial Bid.
10. The Tender form along with detailed terms and conditions is available at the <https://govtprocurement.delhi.gov.in> website details of the tender are as under:
  - a) Last date for uploading the tender documents on line: 27/01/2023 up to 2:00pm through e-procurement.
  - b) On line opening of Technical Bid: 27/01 /2023 at 3:00 p.m. in the Chamber of Additional Director of Education, Room No-13, Old Secretariat, Delhi-54.
  - 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 6<sup>th</sup>Floor, Vikas Bhawan 2 near Metcalf 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.

**Additional Director of Education  
Science Branch**



## GENERAL TERMS & CONDITIONS

The lab material are to be delivered at the doorstep of about 400 Govt. schools of Directorate of Education.

1. **Eligibility criteria:-** The bidders must fulfil 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 of goods and services to govt. organisations for at least 5 years.

(b) The bidder must have experience of giving training for Geography/Social Studies by a trained expert in field of geography to schools in Delhi & NCR. The document related to the conduct of such successful training shall be provided 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 2022 of the previous Financial Year duly attested by C.A. The average annual turnover should be at least Rs. 1,20,00,000/- P.A..

b) Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2022 duly attested by C.A and ITs for the same period (Assessment year 2019-20, 2020-21 and 2021-22).

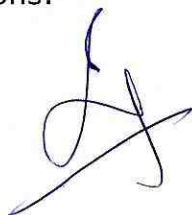
c) Upload registration of GST and GSTR-3 B return for the month of October-2022

d) Upload the Copy of pan card of the Firm/ Company/ Proprietor.

e) Lab Material shall be delivered by the successful bidder(s) at the doorstep of 400 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 lab material at the doorstep of schools within 45 days from the work award, failing which a penalty of 5% of value per week on unsupplied lab material 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:-

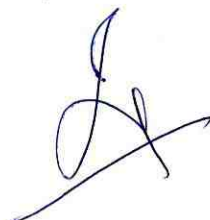




- a. Forfeiture of its Performance Security and payment of bills.
  - b. Termination of the contract
  - c. Debarring of the firm for specified period.
  - d. Blacklisting of the firm
  - e. Any other action as deemed fit by the Director of Education Delhi
5. The bidder blacklisted by any Govt/Govt undertaking 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 Secretariat, Delhi 54 upto the last date and time of submission of bids.

Note:- The assigned work should be completed within the stipulated time schedule, No extension of time shall be allowed for any reason except force majeure i.e. war, hostility, civil commotion, sabotage quarantine 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 27/01/2023 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.
  - b) Technical Bid Forms - To be uploaded after completion in all respect.
  - c) Financial Bid Forms - To be uploaded item wise quoting the rates of items per unit after discount offered on MRP of the lab equipment in the BOQ.
8. Earnest money deposit (EMD):- Rs. 8,00,000/ vide FDR / Bank guarantee in favour 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 Agreement by 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 the declaration regarding EMD and other documents required directly in the Tender Box to the office of the Additional Director of Education, Room No-13, Old Secretariat, Delhi-54 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:-

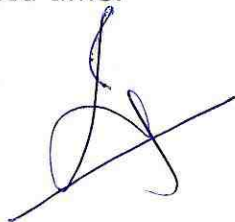
- a) All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
- b) The bidder must also give a customer care number and official email id to all schools in case they face any issues in the future regarding the material delivered. A declaration with these details need to be submitted undertaking that the same shall be operational for a period of 1 year after the award of the tender.
- c) 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, Room No-13, Old Secretariat, Delhi-54 with in time prescribed for 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.

## 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 27/01/2023 at 3:00 p.m. in the Chamber of Additional Director of Education, Room No-13, Old Secretariat 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. Sample submitted by the bidder shall be evaluated by the expert committee for quality check. Financial bid of only such item will be opened which has been recommended by expert committee. 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

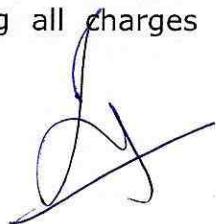
B. Further, the required performance security will be accepted in the form of FDR/Irrevocable Bank Guarantee of any Scheduled commercial /nationalized bank in favour of Director of Education, Delhi The performance security will be released only after the successful completion of work, final payment of 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 lab material
- 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 fulfilment 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 deem 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.
  - i. Forfeiture of performance security.
  - ii. 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 Lab Equipments 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 withdrawal of the tender:  
The final acceptance of the tender vest with the Director of Education who reserves the right to accept or reject any or 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 self declarations/ Undertaking with the tender documents directly to be dropped in the tender box placed in the chamber of Additional Director of Education ,Room No-13, Old Secretariat, Delhi-54 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 rates of the goods should be quoted on per item basis including all charges like transportation, labour, freight,



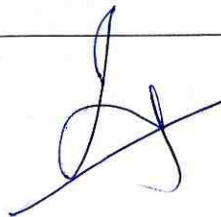


loading, unloading goods etc (Excluding GST). However, the payment shall be made by the Science Branch to the bidder after deducting TDS.

19. Validity of Rates: The rates should be valid up to 31/03/2023.
20. Amendment of tender documents: - At any time prior to the deadline for uploading of bids, DOE 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 supply & distribution of items/equipments as per the directions given by the Science Branch.

## 25. DETAILS OF ITEMS TO BE SUPPLIED

List of Items to be Procured			
S.No.	Equipment Required	Qty.	Specifications
1.	Globe	2	30 cms
2.	Binocular	1	10x50 mm
3.	Measuring Tape	3	Metal tape 15 meters
4.	Barometers	1	Aneroid Barometer
5.	Magnifying Glass	3	7.5 cms metal handle
6.	Mineral Set	1	Minimum 20 minerals with wooden box
7.	Metallic ore set	1	Minimum 10 metallic ore with wooden box
8.	Rain Guage	2	Self recording Model
9.	Tracing Tables	2	90 X 60 cms
10.	Maximum and Minimum Thermometer	1	Push Back type magnet
11.	Wet & Dry Blb Thermometer	1	Wooden Base

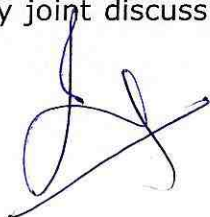


12.	Prismatic Compass	2	10 cm diameter and compatible stand
13.	Wind Vane	1	125 cms apparatus
14.	Solar System Model	1	solar system apparatus
15.	Projection Globe	1	30 cms
16.	Calculator	1	Minimum 100 steps check
17.	Projector Screen	1	150 x 150 cms with tripod
18.	Map Stand	3	Metal/Wooden
19.	3D Models of Land Forms	1	Set of 8 land forms
20.	3D Map of India Physical	1	72x100 cms laminated
21.	3D Map of World Physical	1	72x100 cms laminated
22.	Indian Political Map	2	70x100 cms laminated
23.	World Political Map	2	100x70 cms laminated
24.	Demonstration Matt for placement of lab equipment during practical	1	80x45 cms, EVA Rubber material with thickness minimum 8mm.
25.	Meter Scale	5	Wooden
26.	Geometric Box big size (for teacher's use)	1	Jumbo size
27.	Geometric Box normal size (for student's use)	5	Plastic/wooden/metal
28.	Parallel Ruler	1	Minimum 12 inches
29.	Lettering Set	1	Stencils set of 10 minimum 5 shapes
30.	Drawing Instrument Box	5	Plastic/wooden/metal
31.	Topo Sheet No.'s	1	Topo Maps set of minimum 5
32.	Drawing Material like pencil, eraser etc	50	50 sets of pencil, eraser and sharpner
33.	Field Book	1	Detailed field book
34.	Charts of Conventional Signs & Symbols	1	70x100 cms laminated
35.	Maps of World, India, States of India, Different Continents, Oceans and all syllabus related maps of our country and world	500	100 maps each of world Phy & Pol., India Phy. & Pol., Asia political

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.
29. 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 31/03/2023.

  
**ADDITIONAL DIRECTOR OF EDUCATION  
SCIENCE BRANCH, DOE**

**Technical Bid****ANNEXURE – I  
TENDER FORM FOR SUPPLY AND DISTRIBUTION OF  
GEOGRAPHY LAB EQUIPMENTS**

S. No.	Criteria	Details as indicated in column (ii)	Page No. of the document attached
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
01.	Name of the Firm / company ( in block letters)		
02.	Full address along with telephone number of the contact person, e-mails address, Fax No.		
03.	Year of incorporation/establishment		
04.	Constitution (Enclose proof) (whether PSUs/Company/ Firm/ Proprietorship/ Societies)		
05.	Name(s) of the Directors/Partners/Proprietor with their full address, telephone number, e- mail address and Fax number		
06.	Details of Registration No. allotted by the Registrar of Companies/ Firms/ Societies (enclose Xerox copies)		
07.	GST Registration Certificate (enclosed copy)		
08.	Copies of Audited Financial Statement (Balance sheet and Profit and Loss Account) for the previous three Financial years i.e. 2019-20, 2020-21, 2021-22 and copy of certificate from the Statutory Auditors.		
09.	Copy of ITRs for the financial year 2019-20, 2020-21, 2021-22		
10.	Total annual turnover in last three years (year wise as at SI. No. 09) (enclose copy of Auditor's Certificate)		
11.	List of pending disputes, Litigation ( if any ) and a declaration that the bidding firm has not been black listed /debarred in the last 5 years.		
12.	A certificate to the effect that none of the Directors / Partners /Proprietor has been convicted of any offence involving in moral turpitude		
13.	Declaration form (Annexure-II) duly signed by Authorized Signatory		

**Continued...**



## Technical Bid

Name of the Bidder: \_\_\_\_\_

S. No.	Criteria	Details as indicated in column (ii)	Page No. of the document attached
I	II	III	IV
14.	Minimum 5 years of Experience in supply of goods in Govt. Organizations		
15.	Whether under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District), Semi-Govt. & PSU in India in last five years (from the date of submission of bid) (Annexure-III)		
16.	Whether Power of Attorney attached to the Technical Bid (Annexure-IV)		
17.	Earnest Money Deposit(Give Details)		
18.	Name, designation & contact number of the Authorised Signatory		
19.	Details of goods/items for which bidder has submitted BOQ( <b>DO NOT SUBMIT PRICE QUOTED IN BOQ</b> )Annexure-V		

All the documents as indicated above should be attached to the Technical Bid.

Signature of Authorized Representative:



**ANNEXURE-II**

**Format for acceptance of terms and conditions contained  
in the tender documents**

*TO BE ACCEPTED BY THE BIDDERS*

To

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in  
the Tender No.....

I declare that all the provisions, of this Tender Document are  
acceptable to my company/Firms. I further certify that I am  
authorized Signatory of my company and I am, therefore,  
competent to make this declaration.

Signature of  
Authorized Representative:

Name of Firm:  
Full Address:  
Phone No.

Signature of witness

- 1.
- 2.

Date:

Place:



FORMAT FOR SELF-DECLARATION BY BIDDER FOR  
NOT BEING BLACKLISTED  
[ON BIDDER'S LETTER HEAD]

To

The Director  
Directorate of Education,  
Government of NCT of Delhi  
Old Secretariat,  
Delhi-54

Date: DD/MM/YYYY

Su b: Declaration of Non-Black listing for corrupt or fraudulent practices with any of the Government agencies in India during the last five years.

Ref: Supply & Distribution of Geography Lab Equipments

(Bidding Document No. Dated: / \_\_/ )

Sir/Madam.

A) In response to the above mentioned RFP I, \_\_\_\_\_, as \_\_\_\_\_ (Designation) of M/s \_\_\_\_\_, hereby declare that our Company/Firm/ \_\_\_\_\_ is having unblemished past record and is not currently declared blacklisted or ineligible to participate for bidding by any State/Central Govt./ District Administration, Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

B) 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

Signature of Authorized Representative:

Name of Firm:

Full Address:

Phone No.

## ANNEXURE-IV

### Format for Power of Attorney

(To be provided in original as part of Technical Bid on stamp paper or value required under law duly signed by 'Bidder' for the tender)

#### POWER OF ATTORNEY

To Whomsoever It May Concern to Know all men by these presents, we (name and registered office address or the Applicant) do here by constitute, appoint and authorize Mr. ....(Name of the Person(s)), domiciled at \_\_\_\_\_(Address), acting as \_(Designation and the heir of the Organization), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement" **Supply & Distribution of Geography Lab Equipments**" involving the deliverables as per agreement with Directorate of Education, Govt. of NCT of Delhi Vide Request of Proposal (RFP) document dated\_ , issued by The Director, Directorate of Education, Govt. of NCT of Delhi , including signing and submission of all documents and providing information and responses to clarifications/enquiries etc. as may be required by the Director, Directorate of Education, Government of NCT of Delhi, and generally dealing with Education, in all matters in connection with our Bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

( Name, Title and Address)

Accept

(Attested signature of Mr. \_\_\_\_\_)

(Name, Title and Address of the Attorney)

Notes:

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executants(s) should submit for



verification the extract or the charter documents and documents such as aboard resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power here under on behalf of the executants(s).

**ANNEXURE-V**

Details of quoted item and specification.

S. No.	Name of equipment/Item	Specification
1		
2		