

PURCHASE OF TEACHING LEARNING KIT  
2010-11

DETAILED TENDER DOCUMENT FOR THE PURCHASE OF  
TEACHING LEARNING KIT FOR NURSERY CLASSES

TENDER NO. F.1(A)/ DBTB/10-11/1

PART-I, II, III

TENDER DOCUMENT

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

## INDEX

### PART –1 TENDER DETAILS

<b>Particulars</b>	<b>Page No.</b>
Description of the work	2
Acknowledgement	3
Notice Inviting Tender	4
Tender Information	5
General Terms & Conditions	5
1. Eligibility criteria	6
2. Due date and time	6
3. Mode of submission of Tender	7
4. Submission of sealed envelope of tender Containing Technical and Commercial Bid	7
5. Cost of Tender document	8
6. Earnest Money Deposit (E.M.D.)	8
7. Special Instruction for completing Tender bids	8
8. Opening and evaluation of tender	8
9. Performance Security	9
10. Agreement Deed	9
11. Payment	9
12. Implementation Schedule	9
13. Further assigning of tender in whole or part	9
14. Penalty	10
15. Power of Acceptance and Withdrawal of Tender	10
16. False Information	10
17. Submission of Affidavits	10
18. Quoting of rates	10
19. Self attestation of the documents	11
20. Amendment of tender documents	11
21. Completeness of the tender documents	11
22. Power to reject the tender	11
23. Submission of documents for the required turnover	11
24. Submission of documents for the partnership and in other cases	11
25. Taxes & duties	11
26. Important Notes	11
27. More instructions for technical bid	12
28. Submission of undertaking of Acceptance of all terms & conditions	12
29. Affidavits	13

PART -I1 TECHNICAL BID (ENVELOPE "A")

1.	Technical bid (Envelope "A") Form-1 along with General information	2
2.	Technical Bid form-2 for EMD	4
3.	Technical Bid form-3 for information of Annual Turn Over	5
4.	Technical Bid form-4 Declaration regarding Commercial bid	6
5.	Technical Bid form-5 undertaking regarding acceptance of Terms & Conditions	6
6.	Technical Bid form-6 Regarding Validity of rates	7
7.	Technical Bid Form-7 Regarding False Information	7
8.	Technical Bid Form-8 Regarding never blacklisting of Firm	8

PART -I1I COMMERCIAL BID (ENVELOPE "B")

1.	Submission of commercial bid	2
2.	Commercial Bid form for Annexure	3

PURCHASE OF TEACHING LEARNING KIT  
2010-11

DETAILED TENDER DOCUMENT FOR THE PURCHASE OF  
TEACHING LEARNING KIT FOR NURSERY CLASSES

TENDER NO. F.1(A)/ DBTB/10-11/1

PART-I

TENDER DOCUMENT

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

**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

PART-I

Tender Notice No. F.1(A)/ DBTB/10-11/1

Dated: 9/06/2010

DESCRIPTION OF THE WORK

Procurement of 16,000 Teaching Learning Kits for Nursery.

Note:-

1. The document contains 13, 8 and 3 pages in Part-I, II & III respectively.
2. All pages of the tender should be signed by the bidder with seal and every page of the Part-I of the tender document signed by the bidder must be enclosed with the technical bid (Envelop “A”).
3. The technical and commercial bids shall be duly filled in and submitted in original.
4. The writing should be clear and legible. Where ever figures are furnished, the same are to be written in words also in brackets.
5. All columns in the tender documents should be filled up.
6. Attach Separate sheets wherever necessary.
7. Dashes are to be totally avoided.

Sd/-  
Secretary  
Delhi Bureau of Text Books

**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

(COPY FOR OFFICE USE)

ACKNOWLEDGEMENT

1. Tender document No. : \_\_\_\_\_
2. Details of payment of the cost of tender document : \_\_\_\_\_
3. Name of the person Collecting the tender documents : \_\_\_\_\_
4. Name of the Organization : \_\_\_\_\_
5. Address : \_\_\_\_\_
6. Signature : \_\_\_\_\_

.....

**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

(PURCHASER’S COPY)

ACKNOWLEDGEMENT

1. Tender document no. : \_\_\_\_\_
2. Details of payment of the cost of tender document : \_\_\_\_\_
3. Name of the person Collecting the tender documents : \_\_\_\_\_
4. Name of the Organization : \_\_\_\_\_
5. Address : \_\_\_\_\_
6. Signature : \_\_\_\_\_

# DELHI BUREAU OF TEXT BOOKS

(An Autonomous Organisation of the Govt. of NCT of Delhi)

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi-110058

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

## NOTICE INVITING TENDER

Sealed tenders are invited from reputed dealers within GNCT of Delhi engaged in stationery trade for the last 5 years, having turnover of Rs. 10,00,000/- or above for supply of 16,000 Teaching Learning Kits for nursery classes at the door step of about 300 Govt. schools under GNCT of Delhi. The rates for supply of kits are to be quoted Item-wise. The supplier will have to arrange for transportation and labour for supply of kits at the school premises. There shall be two type of bids namely technical bid and commercial bid. The technical bid and commercial bid should be sent in sealed envelopes marked as “A” and “B” addressed to the Secretary, Delhi Bureau of Text Books. The technical bid should accompany the Earnest money deposit in the form of Account Payee Demand draft/F.D.R./Bankers Cheque/Bank Guarantee of Rs, 50,000/- (Rupees fifty thousand only) valid up to 31<sup>st</sup> March 2011 in favour of Managing Director, Delhi Bureau of Text Books. The tenders containing technical bid and commercial bid in separate envelopes as above shall be sealed in an outer cover (bigger envelope) super scribed as “Tender for supply of Teaching Learning Kits” Tender No. F.1(A)/ DBTB/10-11/1 dated 25-06-2010 at 4.00 p.m. and must be inserted in the tender box placed in the office of the undersigned upto 3.00 p.m. on 25-06-2010. The tenders received after stipulated date and time shall not be considered and liable to be rejected summarily.

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day up to 24-06-2010 on payment of Rs. 500/- (non refundable) in cash or in the form of A/c payee pay order/demand draft of any bank payable at Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be down loaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 500/- (non refundable) as detailed above has to be enclosed with the technical bid of tender document.

The tenders non-conforming to requirements as laid down in the terms & conditions and not accompanied by earnest money are liable to be rejected summarily.

(V.C. PACHAURI)  
Secretary

## TENDER INFORMATION

1. Tender Notice No. : F.1(A)/ DBTB/10-11/1
2. Region : NCT of Delhi
3. Issue of Tender Document : From the date of issue of NIT to 24.06.2010 on any working day between 11.00 a.m. to 4.00 p.m.
4. Last date and time for Submission of tender : 25.06.2010 up to 3.00 p.m. in the office the Secretary, DBTB, 25/2, Institutional Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
5. Date & time of opening tender for Technical Bid (Envelope "A") : On 25.06.2010 at 4.00 p.m. in the presence of the representative(s) of the bidders
6. Date of declaration of Result of the Technical Bid : On 29.06.2010 by 12.00 noon
7. Date & time for opening of Commercial Bid (Envelope "B") : On 29.06.2010 at 4.00 p.m. in the presence of the representative(s) of the successful bidders in the Technical Bid.
8. Venue of opening of Technical & Financial Bid : Conference Hall of the Delhi Bureau of Text Books.
9. Address for all Correspondence : Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
10. Earnest money payable : In the form of Draft/FDR/Bankers cheque/Bank Guarantee for the amount of Rs.50,000 of any Bank in Delhi Valid up to 31<sup>st</sup> March, 2011 in favour of Managing Director, Delhi Bureau of Text Book.
11. Cost of tender Document : Rs. 500/- (non-refundable)

## GENERAL TERMS & CONDITIONS

The following Items as per specifications mentioned against each are to be supplied in teaching learning kit at the door step of Govt. schools under GNCT of Delhi.

1. Colouring with English alphabet book, A-4 size, 26 pages on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.
2. Colouring with Numericals, A-4 size, 20 pages on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.

3. Colouring with Hindi alphabet book, A-4 size, 22 pages. Two alphabet on one page on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.
4. Drawing Sketch book 10.5" X 8.5" having 18 sheets with laminated cover and spiral binding cover 220 gsm duplex Board, Back Hard Board, Cover multi-colour printing.
5. Plasticine (clay) 200 gsm 4 shades.
6. Pencil, HB BONDED LEAD (Natraj/Camlin/Arita/or of any other brand of good quality).
7. Permanent Wax Crayons (12 shades), 60 mm length. Wax crayons should be kept in a plastic container.
8. Plasto Eraser (White) 3 cm X 1 cm X 1 cm.
9. Sharpener with cover.
10. Pencil Box (Chain Purse of foam with zip) 18cms X 4cms X4 cms.
11. Plastic folder 26" X 34" with 2 bell-crow for keeping books & stationery, weighing 60 gm.
12. Origami sheets, A-6 size.
13. Attach samples of every items in technical bid.

1. Eligibility criteria: -

General Terms & Conditions: - 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. The bidder must have: -

- i. At least 5 Year experience in the trade of stationary.
- ii. A minimum of average financial turnover of Rs. 10 lacs during the last three financial years, i.e. for 2006-07, 2007-08 & 2008-09, each financial year ending on 31<sup>st</sup> March.
- iii. The Supplier blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. Every Supplier would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/ Govt. undertaking/any other agency.

Note:

Officers of Delhi Bureau of Textbooks/Inspection Team has all rights to enter in to the premises of the Supplier at any time and day. The Supplier shall extend full co-operation to the officers of the inspecting team visiting the premises to inspect the items and progress supply of kits and will answer the queries to their fullest satisfaction.

2. Due date and time: - Sealed tender documents should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058 on or before 25.06.2010 upto 3.00 p.m. Tender received after due date and time or in unsealed condition shall be summarily rejected.

3. Mode of submission: - Tender should be addressed to the Secretary, Delhi Bureau of Text Books. The tender should be in sealed cover and inserted in the tender box kept in the office of the Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, Pankha Road, "D" Block, Janakpuri, New Delhi-110058 on or before 25.06.2010 up to 3.00 p.m. It will be the responsibility of the bidder to ensure that the completed document in accordance to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.
4. Submission of sealed envelope of tender containing Technical and Commercial Bid: - This tender document contains the following: -
  - Part-1 Tender Terms and conditions- To be submitted by the bidder with the technical bid after signing each and every page indicating the acceptance of all the terms & conditions.
  - Part-II Technical Bid Forms - To be submitted in original completed in all respect.
  - Part-III Commercial Bid Forms - Completed in all respect to be submitted separately for each item.
  - a) The technical bid as prescribed in Part-II of the tender document should be filled in original and should be sealed in a separate envelope. The Technical Bid should be super scribed as "Technical Bid-Envelope A", Tender F.1(A)/ DBTB/10-11/1 due on 25.06.2010 at 4.00 p.m.
  - b) The commercial bid as prescribed in Part-III of the tender document should be filled and sealed in a separate envelope. The commercial bid be super scribed as "Commercial Bid- Envelope "B"", Tender No. F.1(A)/ DBTB/10-11/1 due on 29.06.2010 at 4.00 p.m.
  - c) The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Director or a Director or Secretary authorized by the resolution of Board of Directors, in case of private/public limited firm.
  - d) The bid must be unconditional and in the format given in the tender document. Both the envelopes carrying (i) Technical Bid -Envelope A (ii) Commercial Bid -Envelope B should then be put in a single outer bigger envelope, sealed and addressed to Secretary, Delhi Bureau of Text Books and super-scribed Tender for distribution of Text books, Tender No. F.1(A)/ DBTB/10-11/1 due on 25.06.2010 at 4.00 p.m.

5. Cost of Tender document: - The detailed tender document can be purchased from the office of the Secretary, DBTB between 11.00 a.m. to 4.00 p.m. on any working day upto 24.06.2010 on the payment of Rs. 500/- (non refundable) in cash or in the form of account payee pay order/demand draft of any bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form, a demand draft/pay order of Rs. 1000/- (non refundable) as detailed above has to be enclosed also with the technical bid of the tender document Delhi Bureau of Text Books.
6. Earnest money deposit (EMD): - EMD is to be enclosed in form of Draft/FDR/Bankers cheque/Bank Guarantee with the technical bid for the amount of Rs. 50,000/- and should be valid up to 31<sup>st</sup> March 2011. 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. The EMD of the successful bidders may be adjusted with the performance security. Tenders (Technical Bids) not accompanied by EMD shall be summarily rejected.
7. Special Instructions for Completing the Tender Bid: -
  - a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
  - b) The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures, the rate indicated in words shall apply.
  - c) There should not be any overwriting/cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.
  - d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
  - e) All the information on prescribed original proformas as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
  - f) Where there is a discrepancy between the unit rates and the total cost resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
8. Opening and evaluation of tender: - The tenders received will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 25.06.2010 at 4.00 p.m. in presence of bidder or their representative/S of with a letter of authority who prefer to attend the opening. 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 the new entrant Suppliers will be done by the inspection committee at any time after the opening of the Tech. Bid. After evaluation the list of the bidders will be short-listed by

the Delhi Bureau of Text Books. The commercial bids in respect of the above short-listed bidders will be opened on 29.06.2010 at 4.00 p.m. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.

9. Performance Security: - The successful bidders will have to deposit the performance security of Rs. 1.5 lac within 7 clear calendar days from the date of the award of the contract and should be valid up to 90 days. Further the required performance security will be accepted in the form of FDR/CDR/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security within prescribed time, the EMD remitted by him may be forfeited as a penalty. The performance security will be released only after the successful completion and final payment of the job.
10. Agreement deed: -
  - a) The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 10/- non-judicial stamp paper within 15 days from the date of award of the contract. The Supplier shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation found in the Agreement Deed, it will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor. Agreement/contract will be signed after the submission of the performance security at the following terms.
  - 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.
11. Payment: - 80% payment for supply of teaching learning kits will be made within 15 days after receipt of certificate of supply of kits from the concerned Head of School.
12. Implementation schedule: - The Supplier shall be required to distribute the teaching learning kit within 30 days from the initial date of issue of order by the Bureau at the doorstep of school as per list given by Bureau.
13. Further assigning of tender in whole or part: - The Supplier 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.

14. Penalty: -

If the entire quantity of teaching learning kits is not supplied within stipulated time from the date of issue of order by the Bureau a penalty of 1% of the cost of kits per week will be imposed on the cost of unsupplied teaching learning kits.

15. 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 and reject any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by 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.

16. 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 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.
- b) If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation, the EMD and performance security deposit mentioned above will be forfeited. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

17. Submission of Affidavits: - The bidder will have to furnish the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner.

- 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/Agency.

18. Quoting of rates: - The rates should be quoted on item basis.

19. Self attestation of the documents: - Each and every document required to be submitted with the technical bid must be self-attested by the bidder along with seal.
20. Amendment of tender documents: - At any time prior to the deadline for submission of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be notified in writing to all prospective bidders who have directly purchased the bidding documents, and will also be displayed on the website [www.edudel.nic.in](http://www.edudel.nic.in) of the Directorate of Education. The amendment will be binding on all the bidders.

In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid, the DBTB may, at its discretion, extend the deadline for the submission of bids.

21. Completeness of the tender document: - The Bureau is not responsible for the completeness of the tender documents and their addendum, if they have not been obtained directly from the office of the Bureau.
22. Power to reject the tender:- The Chairman, DBTB does not bind himself 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.
23. Submission of documents for the required turnover: - The bidder should submit turnover for the last three financial years with the technical bid form (Envelop "A") and submit the following documents authenticated by the chartered accountant.
  - a) Trading Account, Profit and Loss Account & Balance Sheet
  - b) Annual Report in case of private/public limited firms.
24. 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.
25. Taxes and Duties: - The Supplier shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in distributing the textbooks to the schools.
26. IMPORTANT NOTES: -
  1. The rates for the supply of teaching learning kit should be quoted item-wise.

2. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.
3. 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 submitted in prescribed form and not accompanied with EMD shall be disqualified.
2. The details as required in the Technical bid form shall be provided by the Supplier to the Bureau and no self-made condition or counter conditions shall be written by the bidder.
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. The Supplier shall append his signature along with the official stamp of the firm on each and every page of Part-I of the tender document and also on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents and acceptance of all the terms & conditions.
5. The owner/partner/Director of the firm should enclose a declaration with the technical bid of the tender that "the distribution of teaching learning kits shall be made in accordance with the time schedule mentioned in the tender". In the event of such document not submitted with the Technical Bid, the tender will be rejected.
6. The Supplier must submit the undertaking that the rates quoted shall remain effective up to 31.03.2011.
7. An undertaking regarding acceptance of all the terms & conditions of the tender has to be submitted with the technical bid form.
8. An affidavit affirming that the information furnished in the tender document is correct to the best of their knowledge and belief.
9. A declaration regarding commercial bid has to be signed and submitted with the technical bid as given below: -

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

28. Submission of undertaking of the acceptance of all the terms and conditions:- The bidder will submit an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. This undertaking is to be submitted with technical bid in the prescribed original proforma.

29. Affidavits

1. An affidavit to be submitted on non-judicial paper of Rs. 10/- duly attested by public notary/oath commissioner for correct information.
2. An affidavit to be submitted on non-judicial paper of Rs. 10/- duly attested by public notary/oath commissioner for never blacklisting by any Govt. department.

Sd/-  
(V.C. PACHAURI)  
Secretary

PURCHASE OF TEACHING LEARNING KIT  
2010-11

DETAILED TENDER DOCUMENT FOR THE PURCHASE OF  
TEACHING LEARNING KIT FOR NURSERY

TENDER NO. F.1(A)/ DBTB/10-11/1

PART-II

TENDER DOCUMENT

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



- |      |  |   |
|------|--|---|
| 1.11 | Undertaking regarding validity of quoted Rates upto 31-03-2011                           | Attached/Not Attached at Page No. _____ |
| 1.12 | Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/-  | Attached/Not Attached at Page No. _____ |
| 1.13 | Affidavit that firm has never been blacklisting on Non- Judicial Stamp Paper of Rs. 10/- | Attached/Not Attached at Page No. _____ |
| 1.14 | Documents related to partnership of the firm   | Attached/Not Attached at Page No. _____ |
| 1.15 | Whether all enclosures signed with seal by the Owner/Partner/Director of the firm.       | Yes/No.                                 |
| 1.16 | Whether each and every page of the Part-I of the tender document signed and enclosed     | Yes / No                                |

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

Place:

Date:

- Note: -
1. All the documents submitted with this form should be self attested and stamped by the Firm.
  2. Firm will not enclose any other additional documents other than asked above.
  3. All the pages of the above enclosures shall be serially numbered and the total number of enclosed pages should be mentioned at the top of this form in the space provided for.

TECHNICAL BID FORM-2

2. DETAILS OF EARNEST MONEY DEPOSIT (EMD): -

Name of the Firm with Address \_\_\_\_\_  
\_\_\_\_\_

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

Note: Please enclose the original deposit receipts as mentioned above.

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

Place:

Date:

TECHNICAL BID FORM-3

3. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

3.1 Name of the Firm \_\_\_\_\_

3.2 Address \_\_\_\_\_

3.3 Annual turnover for the last three years \_\_\_\_\_  
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2006-07		Attached/ Not Attached Page No. _____
2007-08		Attached/ Not Attached Page No. _____
2008-09		Attached/ Not Attached Page No. _____

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

Place:

Date:

TECHNICAL BID FORM-4

4. DECLARATION REGARDING COMMERCIAL BID

Name & Address of the Firm \_\_\_\_\_  
\_\_\_\_\_

I/We declare that the commercial 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 commercial bid is liable to be rejected if it contains any other condition.

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

Place:

Date:

.....

TECHNICAL BID FORM-5

5. UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

Name & Address of the Firm \_\_\_\_\_  
\_\_\_\_\_

I/We hereby undertake that all the terms & conditions mentioned in technical & commercial tenders 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.

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

Place:

Date:

TECHNICAL BID FORM-6

Undertaking of validity of quoted rates: -

Name & Address of the Firm \_\_\_\_\_

\_\_\_\_\_

I/We hereby undertake that the rates quoted in commercial bid shall remain valid upto 28-02-2011 and I/We shall abide by the same fully.

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

Place:

Date:

.....

TECHNICAL BID FORM-7 (Sample)

7. SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER

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-8 (Sample)

8. SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ certified  
that our firm has never been blacklisted in the past by any Govt.  
department/Agency.

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

Place:

Date:

PURCHASE OF TEACHING LEARNING KIT  
2010-11

DETAILED TENDER DOCUMENT FOR THE PURCHASE OF  
TEACHING LEARNING KIT FOR NURSERY

TENDER NO. F.1(A)/ DBTB/10-11/1

PART-III

TENDER DOCUMENT

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

PART-III

COMMERCIAL BID (ENVELOP "B")  
FORMAT FOR COMERCIAL BID  
(To be submitted in original along with the tender)  
Tender No. F.1(A)/ DBTB/10-11/1

To,

The Managing Director,  
Delhi Bureau of Text Books,  
25/2, Institutional Area,  
Pankha Road, "D" Block,  
Janakpuri, New Delhi-110058

Sub: Submission of Commercial Bid.

Sir/Madam,

I/we hereby tender for the supply of teaching learning kit, in accordance to the terms & conditions as well as general terms & conditions mentioned in the tender documents.

The rates quoted in the prescribed format are enclosed.

Signature of the bidder with seal

**DELHI BUREAU OF TEXT BOOKS**  
 (An Autonomous Organization of the Govt. of NCT of Delhi)  
 25/2, Institutional Area, Pankha Road,  
 "D" Block, Janakpuri, New Delhi-110058  
 Phones 2852-2049, 28524202 FAX 2852-0901  
 Email delhibureauoftextbooks@gmail.com

TENDER NO. F.1(A)/ DBTB/10-11/1

**COMMERCIAL BID FORM**

Name of the Supplier \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

S.No.	Item	Rates per Pcs. (In Rs.)
1	Colouring with English alphabet book, A-4 size, 26 pages on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.	
2	Colouring with Numericals, A-4 size, 20 pages on 80 gsm paper and title on 220 gsm art card. Text should be in single colour and cover in four colour.	
3	Colouring with Hindi alphabet book, A-4 size, 22 pages. Two alphabet on one page on 80 gsm paper and title on 220 gsm art card with multicolour printing. Text should be in single colour and cover in four colour.	
4	Drawing Sketch book 10.5" X 8.5" having 18 sheets with laminated cover and spiral printing cover 220 gsm duplex Board, Back Hard Board, Cover multi-colour printing.	
5	Plasticine (clay) 200 gsm 4 shades.	
6	Pencil, HB BONDED LEAD (Natraj/Camlin/Arita/or of any other brand of good quality.	
7	Permanent Wax Crayons (12 shades), 60 mm length. Wax Crayons should be kept in a plastic container.	
8	Plasto Eraser (White) 3 cm X 1 cm X 1 cm .	
9	Sharpener with cover.	
10	Pencil Box (Chain Purse of foam with zip) 7" length.	
11	Plastic folder 26" X 34" with 2 bell-crow for keeping books & stationery, weighing 60 gm.	
12	Origami sheets, A-6 size	

NOTE: -

No extra charges shall be payable due to any reason and in any case.

Date: \_\_\_\_\_ (Signature of the bidder with seal)

Place: \_\_\_\_\_