

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

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NOTICE INVITING TENDER

Sealed tenders are invited from reputed distributors for the distribution of about 1,11,876 books worth Rs.45,00,000 approx(Forty five lakh only) of value based question booklets of classes 4 to 12 at the doorstep of all Govt. Schools of educational zone no.6 14,15,16,17,18 & 21 (Total no. of Schools approx 225). The Sealed tender must be dropped in tender box placed in the office of secretary, DBTB on 06-12-2016 up to 2.00 P.M. Estimated cost of the tender will be Rs. 1,25,000/- **Tender details are available on the official website of Directorate of Education www.edudel.nic.in.**

The distributor will have to arrange transportation, labour for loading of books from stores of DBTB and unloading of books at the doorstep of schools. The Earnest money deposit in the form of Account Payee F.D.R./CDR/Bank Guarantee of Rs.3,750/- (Rupees Three Thousand Seven Hundred Fifty only) of nationalised/scheduled bank valid up to 31.12.2016 in favour of Managing Director, Delhi Bureau of Text Books along with undertaking mentioned in the tender document should be dropped in the tender box placed in the office of Secretary, DBTB directly in the office of DBTB by 06-12-2016 upto 2.P.M. Interested Distributors/firm must have:-

- i) At least 2 Year experience in distribution
- ii) An average turnover of Rs. 1,00,000/- or above per annum.
- iii) The Distributor/firm blacklisted by any Govt. Department or by any other agency shall not be eligible for bidding.
- iv) Bidder must have a capacity to distribute at least 15000 books per day at the doorstep of schools.

The tender form along with detailed terms and conditions is available at the official website of Directorate of Edn. www.edudel.nic.in.

All tenderers should submit their quotation before the last date & time.

- i) Last date of submission of tender 06-12-2016 upto 2 P.M.
- ii) Opening of Tender : 06-12-2016 at 3 P.M. in the Office of Secretary, Delhi Bureau of Text Books.

The tenders not conforming to the above requirements and other terms & conditions as laid down in the tender document or non-submission of Earnest Money Deposit and the documents are liable to be rejected summarily.

Sd/-
Secretary

GENERAL TERMS & CONDITIONS

The distribution of printed value base booklets shall be made at the door step of all Govt. schools of educational zone No.6,14,15,16,17, 18 & 21(about 225 Schools)

Eligibility criteria:-

1.General Terms & Condition :- The bidders must fulfil the following eligibility conditions :-

- i)At least 2 Year experience in the field of distribution.
- ii)Average financial turnover of at least Rs. 1 lacs during the last three financial years, i.e. for 2013-14, 2014-15 and 2015-16 each financial year ending on 31st March.
- iii)The distributor blacklisted by any Govt. Department or by any other agency shall not be eligible for bidding.
- vi)Bidder must have a capacity to distribute at least 15000 books per day at the doorstep of schools.

2. Due Date, time and mode of submission: Sealed quotation shall be dropped in Tender box on or before 06-12-2016 up to 2.00 P.M. It will be the responsibility of the bidder to ensure that the documents submitted are in accordance to the terms & conditions laid down in this tender.

3. Mode of submission:- Sealed Tender must dropped in the tender box placed in the room of Secretary , DBTB by 06-12-2016 upto 2.00 P.M. The quotation must be accompanied with EMD, two undertaking regarding correct information and never blacklisted must be dropped in the tender box in an sealed envelope in the office of Delhi Bureau of Text Books by 06-12-2016 upto 2.00 P.M.

4. Earnest money deposit (EMD):- EMD of Rs.3,750/-(Rupees Three Thousand Seven Hundred Fifty only) is to be submitted in form of FDR/CDR/Bank Guarantee of Nationalised/scheduled bank by 06-12-2016 upto 2.00 P.M. i.e. the date of opening of bid and should be valid upto 31.12.2016 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. Tenders shall be summarily rejected if EMD will not be submitted alongwith.

5. Details to be furnished:

- a)All particulars must be furnished as asked for in the prescribed formats.
- b)The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- c)All the information in the prescribed format as required must be furnished otherwise the bid is liable to be rejected.

6. Opening and evaluation of tender:- The tenders submitted will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 06-12-2016 at 3 P.M. in presence of bidders or their representative/s **with a letter of authority**, who prefer to attend the opening of bid. The 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 Distributors/firms will be done by the inspection committee (if needed) at any time after the opening of the bid. After

evaluation the list of the bidders will be short-listed by the Delhi Bureau of Text Books. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of bids.

- 7. Performance Security:-** The Successful bidders will have to deposit the performance security of 3% of the total value of the contract within 7 clear calendar days from the date of the award of the contract and should be valid up to 60 days beyond the date of completion of all contractual obligations. Further the required performance security will be accepted in the form of FDR/CDR/ Irrevocable Bank Guarantee from a Nationalized Bank/scheduled bank in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security/security of books 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 of the job and submission of accounts thereof. No interest will be paid by the Bureau on performance Security/Security of books.
- 8. Security of books:** The complete Booklets are to be supplied within 10 days from the date of award of work. The successful bidder/s will have to deposit security @ 5% of the total value of books to be distributed i.e. Rs.2,25,000/- (Rupees two lac twenty five thousands only) The security of books will be released after completion of total supply of books at the doorstep of schools. The bidder will have to submit a statement that the booklets issued by Bureau have been delivered at the doorstep of schools within 10 days from the date of issue of books by the Bureau.
- 9. Agreement deed:-** The successful bidder/s Shall execute an agreement for the fulfilment of the contract on Rs 100/- non-judicial stamp paper within 3 days from the date of award of the contract. The Dealer/firm 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.

 - i) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
 - ii) 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.
- 10. Payment:-** The payment of delivery charges for distribution of books shall be made after the completion of job and submission of accounts thereof.
- 11. Implementation schedule:-** The distributor shall be required to distribute the books within ten days from the initial date of issue of booklets by the Bureau.

12. Further assigning of tender if whole or part:-The distributor 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:- The distributor will have to distribute the entire quantity of books at the doorstep of schools within ten days of lifting of books failing which a penalty of 1% per week on pro rata basis (penalty will be calculated according to the number of days of delay) on MRP of unsupplied books of all titles worked out on the average value.

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 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.

15. False Information:-

a) In the event of furnishing false/ incorrect information by the bidder, the EMD of such bidder shall be forfeited. 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.

16. Submission of Undertaking:- The bidder will have to submit the following two undertaking by 06-12-2016 upto 2 P.M. Along with bid on two separate undertakings.

a) That the bidder has furnished the correct information on 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.

17. Quoting of rates:-The rates should be quoted on per book basis irrespective of considering of weight or size of the book. The rates shall be valid upto 28.2.2017. The samples of the book to be distributed can be seen in the office of the Bureau before quoting the rates.

18. Self attestation of the documents:-Each and every document required to be submitted with the bid must be self-attested by the bidder along with seal.

19. 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 on the website.

20. Completeness of the tender documents:- The Bureau is not responsible for the completeness of the tender documents and their addendum.

21. 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 reason.

22. Submission of documents for the required turnover and Income Tax return:- The bidder should submit turn over (Trading Account, Profit and Loss Account & balance sheet) for the last three financial years with the bid form authenticated by the chartered accountant. The bidder will also submit copies of Income Tax Returns for the last three years. (Financial year 2013-14, 2014-15 and 2015-16)

23. Submission of documents for the partnership firms and in other entities:- The bidder should submit a partnership deed in case of partnership firm, and certificate of registration in case of private/public limited company/registered society.

24. Taxes and Duties:- The distributor shall be entirely responsible for payment of all taxes, duties, license fees, road permits etc incurred in distributing the textbooks to the schools.

25. Submission of Receipts :- The distributor will have to submit the receipt obtained from the schools in the office of DBTB. It must be ensured that the receiving authority at school level has put his/her signature clearly mentioning date of receipt and his/her designation further countersigned by H.O.S of the school with his/her official stamp on the receipt.

26. Submission of consolidated statement:- The distributor will have to submit a consolidated statement indicating date wise quantity of books delivered and date wise receipt of books from DBTB indicating bill No. Date, Quantity lifted.

27. IMPORTANT NOTES:-

- 1.The rates for the distribution of books should be quoted in the form of distribution charges per book irrespective of their size or weight.
- 2.The successful bidders shall be selected on the basis of lowest tender rate. 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.

28. More Instructions for Bid

i)The details as required in the bid form shall be provided by the distributor to the Bureau and **no self- made condition or counter conditions shall be written by the bidder.**

ii)The distributor shall append his signature along with the official stamp of the firm on each and every page of the document, submitted with the bid.

iii)The owner /partner/Director of the firm should submit a declaration with the bid of the tender that "the distribution of text books shall be made in accordance with the schedule mentioned in the tender. In the event of such document not submitted with the Bid, the tender will be summarily rejected.

iv)The distributor will have to maintain record of stock and distribution for inspection by the Bureau at any day or time during the contract period.

v)The distributor must submit the undertaking that the rates quoted shall remain effective up to 28.02.2017.

vi)An undertaking regarding acceptance of all the terms & conditions of the tender has to be submitted with the bid .

vii)A declaration regarding bid is as given below:-

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

29. 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 in prescribed original proforma.

30.Submission of Certificate regarding compliance of labour laws:- The distributor/firm should follow the labour laws framed by the labour commissioner of Govt. of NCT of Delhi or of concerned authorities of neighbouring states. The distributor shall submit a Certificate on letter head duly signed with seal that the press is following the labour laws as framed by the labour departments of the concerned states as given below:-

Certificate : Certified that the firm/organisation is following Rules and Regulations framed by the Labour Deptt., Govt. of NCT of Delhi/concerned state authorities.

Sd/-
Secretary

Tender No. F.1(S)/Allied Mat./DBTB/16-17

Bid (Form-1)

BID FOR THE DISTRIBUTION OF ALLIED STUDY MATERIAL
OTHER THAN TEXT BOOKS

FOR THE YEAR 2016-17

1. **GENERAL INFORMATION:-**

The Distributor should furnish the following details

- | | | |
|------|--|---------------------------|
| 1.1 | Name & Address _____

Email Address _____ | |
| 1.2 | Nature of the Firm _____
Public / private / partnership / proprietorship | |
| 1.3 | Contact No. & fax Land Line _____
Mobile _____
Fax _____ | |
| 1.4 | Bid form-1 | Submitted / Not Submitted |
| 1.5 | The Capacity to distribute no. of
books per day _____ copies | Submitted / Not Submitted |
| 1.6 | Proof of 5 years experience as distributor
(proof should be furnished) | Submitted / Not Submitted |
| 1.7 | Copy of the PAN Card | Submitted / Not Submitted |
| 1.8 | Details of Earnest Money Deposit (EMD) | Submitted / Not Submitted |
| 1.9 | Proof of average turnover during last
3 years (Authenticated by C.A.) Balance
Sheet, Trading Account & Profit and Loss
Account along with Annual Income Tax
Return for last 3 Years. | Submitted / Not Submitted |
| 1.10 | Declaration regarding bid | Submitted / Not Submitted |
| 1.11 | Undertaking regarding acceptance of
all terms & conditions or any changed
condition of the tender. | Submitted / Not Submitted |
| 1.12 | Undertaking regarding validity of
rates up to 28.2.2017. | Submitted / Not Submitted |

- | | | |
|------|--|--|
| 1.13 | Undertaking regarding incorrect/false Information. | Submitted / Not Submitted
Submitted/Not Submitted |
| 1.14 | Undertaking that the firm has never been Blacklisted. | Submitted / Non Submitted |
| 1.15 | Documents related to proprietorship/ Partnership/Company of the firm | Submitted / Not Submitted |
| 1.16 | Whether all enclosures signed with seal by the Owner/Partner/Director of the firm. | Yes/No. |
| 1.17 | Certificate regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt. | Submitted / NotSubmitted |

**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.

BID FORM-2

**CERTIFICATE REGARDING PER DAY CAPACITY OF
DISTRIBUTION OF BOOKS:-**

Certified that I/We can distribute _____ copies per day
at the doorstep of schools of Directorate of Education.

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

Place:

Date:

BID FORM-3

DETAILS OF EARNEST MONEY DEPOSIT (EMD):-

Name of the Firm with Address _____

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

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

Place:

Date:

BID FORM-4

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER & EXPERIENCE

Name of the firm _____

Address _____

Annual turnover for the last three years _____

(In Indian Rupees)

Financial Year	Turnover (Rs. In lac)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	Income Tax Return
2013-14		Submitted / Not Submitted	Submitted / Not Submitted
2014-15		Submitted / Not Submitted	Submitted / Not Submitted
2015-16		Submitted / Not Submitted	Submitted / Not Submitted

Name & signature of the authorized signatory of the Firm/Partner of

The Firm/ Director/Proprietor. With rubber stamp

Place:

Date:

BID FORM-5

Details of work executed to prove experience.

Detail of work and work awarding organization (i.e. Name & address)	Value of the work (in Indian Rupees)	Date of work order	Date of completion	Work Order & Completion Certificate
				Submitted / Not Submitted
				Submitted / Not Submitted
				Submitted / Not Submitted

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

Place:

Date:

BID FORM-6

DECLARATION REGARDING validity of rates

Name & Address of the firm-----

I /We declare that the rates quoted in the bid has been submitted without any condition and strictly as per the condition of the tender documents and I/we /am /are aware that the bid is liable to be rejected if it contains any other condition. The rates are valid upto 28.2.2017

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

Place:

Date:

BID FORM-7

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OR ANY CHANGED CONDITION OF THE TENDER

Name & Address of the Firm-----

I/We hereby undertake that all the terms & conditions mentioned in tender 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:

BID FORM 8

Undertaking of validity of quoted rates:-

Name & Address of the Firm-----

I/We hereby undertake that the rates quoted shall remain valid upto 28.2.2017. 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:

BID FORM-9

7. SAMPLE OF UNDERTAKING TO BE SUBMITTED .

That I/we _____ M /s _____

Address _____ hereby undertake
that I / we 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:

BID FORM-10 (Sample)

SAMPLE OF UNDERTAKING TO BE SUBMITTED.

That I /We _____ M/s _____

Address _____ hereby undertake 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:

BID FORM-11

(Form for Quoting rates of delivery charges on per book basis)

Name and address of the distributor with phone numbers:-

PAN No. _____

Service Tax No. _____

Rate of delivery charges per copy all inclusive of Rs.

(Inclusive all charges and Taxes including Transportation and Labour charges etc. for lifting books from godown at Janakpuri Delhi-110058) and further supply at the doostep of all Govt. Schools of Zone 6,14,15,16,17,18 and 21 about (225 Schools)