



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: LIBRARY BRANCH
OLD SECRETARIAT, DELHI-110054**

DE/101/61/Lib. Br./Improvement of Govt. school libraries infrastructure/2023-24/556

Dated: 03.11.2023

ORDER

Sub: - Purchase of Library Furniture in respect of 100 Govt. Schools for improvement of infrastructure of School Library.

1. in continuation of this office order no. 528 dated 12/10/2023 (copy enclosed), the following instructions are issued for strict compliance by all Head of School concerned.

(a) All respective HoS shall publish bid on GeM portal only by using custom bid functionality available on the said portal for the purpose of procurement of services for supply and installation of Library Furniture - Book Shelves, Tables & Chairs. (List of the schools annexed as **Annexure- A**).

The approved quantity of each item mentioned in the list is as per recommendation of committee constituted by the Department. The approved quantity of each item cannot be increased by HoS. However, it will be the discretion of the HoS concerned to publish the custom bid with decreased quantity on the basis of actual requirement.

(b) A Model Tender Document (with amended technical specifications and other criteria) outlining the terms & conditions is circulated for publishing the custom bid on GeM portal after making necessary changes as per the requirement of school concerned, wherever necessary. (**Annexure-B**)

(c) A draft custom bid generated on GeM portal by this branch is also circuited for reference only for preparation of bid. (**Annexure- C**)

(d) All respective HoS shall calculate the tender value, average annual turnover, EMD and PBG as per the approved quantity of items for the school and fill the relevant columns on the GeM portal while creating the draft custom bid considering the tentative amount of each item as per details given below.

- | | | | |
|-----|------------|---|------------------------|
| (a) | Book shelf | - | Rs 30,000/- per piece |
| (b) | Chair | - | Rs. 5,000/- per piece |
| (c) | Table | - | Rs. 60,000/- per piece |

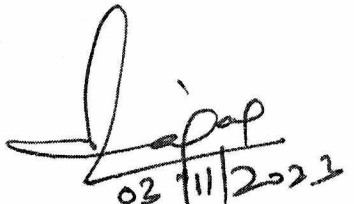
(e) All HoS concerned are to constitute an Evaluation Committee of following composition at school level to ascertain the suitability of sample as "**PASS/FAIL**". The committee will physically examine the sample products and classify the products in different category at their sole discretion (as per requisite technical specification, design, quality, appearance, acceptability and utility etc. of all products). The decision of the committee will be final & binding to all bidder(s).

- | | | | |
|-----|----------------------------|---|----------|
| (a) | Head of School / Principal | - | Chairman |
| (b) | DDO, School | - | Member |
| (c) | Vice Principal(VP) | - | Member |
| (d) | PGT | - | Member* |

*(In case VP is DDO, then 02 PGTs must be appointed as member, In case VP is HoS & DDO, then 03 PGTs or 02 PGTs & 01 ASO must be appointed as member).

2. All the Heads of the schools are hereby directed to procure the aforesaid items through publishing custom bid on GeM Portal after observing all codal formalities and following the guidelines contained in GFR-2017, Manual of Procurement of Goods and instruction issued from time to time by Department of Expenditure, Ministry of Finance, Govt. of India and Central Vigilance Commission.

This issues with the prior approval of Director (Education).


03/11/2023
Sanjay Subhas Kumar
DDE (Library)

Encl: - As above.

DE/101/61/Lib. Br./Improvement of Govt. school libraries infrastructure/2023-24/556

Dated: 03.11.2023

Copy for information to:-

1. PA to Director(Education)
2. All DDE (Districts)/DDE (Zones) to ensure the compliance of the above directions by the concerned HOS.
3. All Heads of the Schools concerned
4. OS (IT) for uploading on MIS


03/11/23
Dr. B. P. Pandey
OSD (Library)

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: LIBRARY BRANCH
OLD SECRETARIAT, DELHI -110054**

No. DE/101/61/Lib. Br./Improvement of Govt. school libraries infrastructure/2023/528 Dated: 12/10/2023

ORDER

Sub: - Purchase of Library Furniture and Carpet Tiles in respect of 100 Govt. Schools for improvement of infrastructure of School Library.

Directorate of Education, Govt. of NCT of Delhi has identified 100 Govt. Schools (list enclosed) running in different districts/zones under this Directorate for improvement of infrastructures of their school libraries.

It has further been decided to install 6-10 book shelves, 10-12 chairs, 2 tables, 6-10 bean bags and carpet tiles in each school library depending upon their need as per area of the school library in respective school and mentioned against each school of the list enclosed.

Draft specifications of items are enclosed for ready reference for procurement of furniture items and carpet tiles for school library.

All the Heads of the schools are hereby directed to procure the aforesaid items through publishing bids on GeM Portal after observing all codal formalities and following the guidelines contained in GFR-2017, Manual of Procurement of Goods and instruction issued from time to time by Department of Expenditure, Ministry of Finance, Govt. of India and Central Vigilance Commission.

Funds for the said purpose shall be allocated by Budget Branch/DCA (HQ) to the respective 100 schools as per their requirement.

This issues with the prior approval of Director (Education)


DDE (Library)

Encl: 1. Annexure- A (Technical specifications of Library Furniture and Carpet Tiles)
2. Annexure- B (List of 100 Govt. schools of DoE)

No. DE/101/61/Lib. Br./Improvement of Govt. school libraries infrastructure/2023/528 Dated: 12/10/2023

Copy for information to :-

1. PS to Secretary (Education)
2. PA to Director (Education)
3. PA to Addl. DE (Schools)
4. All DDE (Districts)/DDE (Zones) concerned to ensure the compliance of the above directions by the Head of Govt. schools concerned.
5. OS (IT) to upload on MIS
6. Guard File


OSD (Library)

ANNEXURE- A**LIST OF 100 GOVT. SCHOOLS FOR IMPROVEMENT OF INFRASTRUCTURE IN SCHOOL LIBRARIES**

S. No.	School ID	School Name	Zone	District
1	1001208	SBV- Anand Vihar	1	East
2	1001012	GBSS- Vivek Vihar, Phase-II	1	East
3	1002004	RSBV No.2 SHAKARPUR Delhi-92	2	East
4	1002010	S B V Block-20 Trilokouri	2	East
5	1002012	GBSSS, KHICHRI PUR, DELHI-91	2	East
6	1002015	Rsbv, Pkt-B, Mayur Vihar Phase II	2	East
7	1002016	SCH SBV Mayur Vihar Ph 1 Pkt IV Delhi 91	2	East
8	1002180	GOVT. CO-ED, SR, SEC, SCHOOL, E-BLOCK, WEST VINOD NAGAR	2	East
9	1003002	GSBV RANI GARDEN	3	East
10	1003028	SKV LAXMI NAGAR	3	East
11	1003205	Govt (coed) SSS Shivpuri	3	East
12	1003026	SKV SHANKAR NAGAR	3	East
13	1104022	SKV Khajoori Khas	4	North East -1
14	1104018	SKV NO. 1 C BLOCK YAMUNA VIHAR DELHI-110053	4	North East -1
15	1104406	LONI ROAD,EAST GOKUL PUR,GOVT. BOYS SR.SEC.SCHOOL	4	North East -1
16	1104143	GBSSS, Karawal Nagar	4	North East -1
17	1105003	Brahampuri SBV	5	North East -2
18	1105008	Jafrabad SBV	5	North East -2
19	1105014	Marginal Band, N.Seelampur GBSS	5	North East -2



20	1105111	West Jyoti Nagar GGSSS	5	North East -2
21	1106019	S. K. V. MANDOLI DELHI-110093	6	North East -2
22	1106116	GGSSS,A-BLK,NAND NAGRI	6	North East -2
23	1106264	GGSSS, SUNDER NAGRI, DELHI-110093	6	North East -2
24	1106283	GBSSS, JANTA FLATS, NAND NAGRI, DELHI-93	6	North East -2
25	1207022	Mori Gate, No.1-SBV	7	North
26	1207038	Shakti Nagar, No.2-GGSSS	7	North
27	1207041	Roop Nagar, No.3-GGSSS	7	North
28	1207013	Roop Nagar, RSV NO-4	7	North
29	1208014	S.Co-Ed.V. Pratap Nagar	8	North
30	1208219	GBSSS Tulsi Nagar	8	North
31	1309031	SKV ADARSH NAGAR DELHI	9	North West A
32	1309028	SKV R P BAGH	9	North West A
33	1309032	SKV,B(AH), SHALIMAR BAGH	9	North West A
34	1309279	SKV Plot-5, A-Block, Jahangir Puri	9	North West A
35	1310407	G CO-ED SSS C-BLK METRO VIHAR HOLAMBI KALAN	10	North West A
36	1310017	SBV NARELA	10	North West A
37	1310033	Updesh Kaur SKV Dariyapur Kalan	10	North West A
38	1310164	GGSSS,PKT.5 & 6, SEC-A/5, NARELA	10	North West A
39	1411007	Pitampura, Block ZP- Sarvodaya Co-ed SSS	11	North West B-1
40	1411014	Ashok Vihar, Block D-GBSSS	11	North West B-1

41	1411015	Ashok Vihar, Phase II-GBSSS	11	North West B-1
42	1411026	Ashok Vihar, Phase I, Block H-SKV	11	North West B-1
43	1412258	GGSSS, NITHARI VILLAGE DELHI-86	12	North West B-1
44	1412024	SKV H-Block Mangolpuri	12	North West B-1
45	1412025	GSKV D Block kamdhenu mangolpuri	12	North West B-1
46	1412001	G.S.CO-ED.V.C BLOCK SULTAN PURI DELHI	12	North West B-1
47	1413023	GGSSS Sector 11 Rohini Delhi	13	North West B-2
48	1413030	Rohini, Avantika, Sector 1-SKV	13	North West B-2
49	1413071	G.CO-ED. SR.SEC. SCHOOL SEC-15, ROHINI	13	North West B-2
50	1413341	GBSSS,ROHINI SEC-11	13	North West B-2
51	1514008	SCAN SBV NO 2 B BLOCK JANAKPURI	14	West A
52	1514021	SKV clock tower hari nagar	14	West A
53	1515001	S.V. Jaidev Park	15	West A
54	1515026	GGSSS NO-1, TAGORE GARDEN	15	West A
55	1516019	SKV BASAI DARAPUR	16	West A
56	1516025	GGSSS KIRTI NAGAR	16	West A
57	1617013	Nangloi, Sultanpuri Road-SKV	17	WEST -B
58	1617008	Paschim Vihar, B 4-SV (Co-ed)	17	WEST -B
59	1617032	Paschim Vihar, A 6-G (Co-ed)SSS	17	WEST -B
60	1617223	Govt. Sarvodaya Bal Vidyalaya,Nihal Vihar, Nangloi	17	WEST -B
61	1618070	SKV, Matiala	18	West B

62	1618017	SKV No.1, C-Blk.,Janak Puri	18	West B
63	1618316	Govt.(Co-ed)SS, Vipin Garden	18	West B
64	1618003	SV(Co-ed),B-I,Possangipur,JanakPuri	18	West B
65	1719001	JMSV, SEC-12, R.K. PURAM	19	South West-A
66	1719125	S(CO-ED) SSS MUNIRKA VILLAGE	19	South West-A
67	1720001	S.B.V. Delhi Cantt.	20	South West-A
68	1720021	G.G.S.S.S . D-Block Janakpuri	20	South West-A
69	1821020	PALAM VILLAGE RAJ NAGAR 2 SKV	21	South West B-1
70	1821136	MAHAVIR ENCLAVE G(CO-ED)SSS	21	South West B-1
71	1821206	DWARKA SECTOR 6 SITE 1 G (CO-ED) SSS	21	South West B-1
72	1821037	POCHANPUR G(CO-ED)SSS	21	South West B-1
73	1822051	Ghumanhera- SV	22	South West-B-2
74	1822178	Mitraon-G(Co-ed)SSS	22	South West-B-2
75	1822059	Malikpur-G(Co-ed)SSS	22	South West-B-2
76	1822263	Paprawat- GBSSS	22	South West-B-2
77	1719103	R. K. PURAM, SEC-3- S(CO-ED)V	23	South
78	1923009	DR. AMBEDKAR NAGAR, SECTOR IV, NO.2-GBSSS	23	South
79	1923011	DR. AMBEDKAR NAGAR, SECTOR V-GBSSS (SHAHEED ANUSHUYA PRASAD)	23	South
80	1923055	PUSHP VIHAR, M.B.ROAD-GGSSS	23	South
81	1923081	Chattarpur ATSBV	24	South
82	1923070	GBSS MEHRAULI NO 3	24	South

83	1923059	Fatehpur Beri PDSKV	24	South
84	1923052	GGSSS.C-Block Sangam Vihar	24	South
85	1924037	Jungpura-SKV (Kamla Nehru)	25	South East
86	1924039	Kidwai Nagar- Sarvodaya Vidyalaya (Rani Durgawati)	25	South East
87	1924041	Nehru Nagar-G(Co-ed)SSS	25	South East
88	1925059	Lajpat Nagar, Ring Road-SBV (Shaheed Hemu Kalani)	25	South East
89	2026002	SV KITCHNER ROAD	26	New Delhi
90	2127017	RSKV NO 2,JAMA MASJID	27	Central
91	2127005	GBSSS,Mata Sundri Road,	27	Central
92	2127023	GGSSS, PANAMA BUILDING, JAMA MASJID	27	Central
93	2128020	BRD SKV, Prasad Nagar	28	Central
94	2128019	SDSKV, Old Rajinder Nagar	28	Central
95	1925449	SKV NO-2 MADANPUR KHADAR	29	South East
96	1923346	SKV, J-BLOCK, SANGAM VIHAR	29	South East
97	1925035	SKV NOOR NAGAR	29	South East
98	1925403	GBSSS MADANPUR KHADAR	29	South East
99	1925447	SBV MPK EXTN PH-III	29	South East
100	1923357	SBV J BLOCK SANGAM VIHAR	29	South East

**INTRODUCTION ABOUT THE SERVICES BEING PROPOSED FOR
PROCUREMENT USING CUSTOM BID FUNCTIONALITY**

The Libraries are an integral part of teaching-learning activities. The Directorate of Education, GNCT of Delhi intends for strengthening and modernizing the libraries with the help of latest cutting edge technology like integrated library management system as well as envisioning the enhancement of accessibility of library books.

In order to facilitate optimum accessibility to students and teachers and to combine comfort of users, this Directorate is committed to revamp the existing school libraries by way of equipping Colorful open Book Shelves, Tables and Chairs for a better sight and open access to library books which will add aesthetic value of libraries. Accordingly, the(School name and address), GNCTD intends to invite bids to select service provider **for Supply & Installation of Library Furniture- Book Shelves, Tables and Chairs'** for setting up of Library Infrastructure in School through Custom Bid Functionality.



INSTRUCTIONS TO BIDDERS

DISCLAIMER

This Bid is being issued on behalf of the Administrator, GNCT of Delhi for **Selection of Service Provider(s) for Supply & Installation of Library Furniture- Book Shelves, Tables and Chairs** for setting up of Library Infrastructure in Govt. School.

The information contained in this Bid provided to prospective Bidders, whether verbally or in documentary or any other form by or on behalf of HoS (hereinafter referred to as the "Department"), or any of its employees, is provided to prospective Bidders on the general terms and conditions set out in this Bid and such other terms and conditions subject to which such information is provided.

This Bid is not an agreement and is neither an offer nor invitation by the school to the prospective Bidders or any other person. The purpose of this Bid is to provide interested service providers with the information that may be useful to them in the formulation of their Proposals pursuant to this Bid. This Bid includes statements, which reflect various assumptions and assessments arrived at by the school in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each prospective Bidder may require. This Bid may not be appropriate for all firms, and it is not possible for the school, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Bid. The assumptions, assessments, statements and information contained in this Bid, may not be complete, accurate, adequate or correct. Each prospective Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid and obtain independent advice from appropriate sources.

Information provided in this Bid to the prospective Bidders is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The school accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The school makes no representation or warranty and shall have no liability to any person including any prospective Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid or arising in any way in this Selection Process.

The school also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any prospective Bidder upon the statements contained in this Bid.

The school may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Bid.



This bid does not imply that the school is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for providing services and the school reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The prospective Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the school or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the prospective Bidder and the school shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an prospective Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

GENERAL INSTRUCTION

The present Bid is being invited under which the Service Provider(s) shall provide services for **"Supply & Installation of Library Furniture- Book Shelves, Tables and Chairs for setting up of Library Infrastructure in Govt. School"** under **"Two Packet Bid Systems** (i.e. all Technical Bid will be evaluated and will be followed by Financial Evaluation) on the basis of **Least Cost Selection Criteria**. Bidder(s) are advised to study the Bid Document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.



PRE-QUALIFICATION CRITERIA

1. The bidder should be a Sole Proprietorship firm OR Company registered under Indian Companies Act, 1956 / Company Act, 2013 or a Partnership Firm registered under Indian Partnership Act, 1932 or Limited Liability Partnership Firm under Limited Liability Partnership Firm Act 2008.
2. Brand- Registration Certificate issued by Government of India for having registered the company under Trademarks Registration.
3. OEM's / Exclusive Dealer of a registered branded company only to quote with authorization from the manufacturer. The Dealer / representative should be an exclusive representative of that company, not representing any other Brands.
4. Bids can be submitted by original equipment manufacturers or representatives of original equipment manufacturers or authorized dealers of Library Furniture as specified in Scope of Work.
5. Bidding in the form of Joint Venture/Consortium is not permitted.
6. The bidding firm/company should have fully functional office in Delhi NCR.
7. The bidder must have successfully executed/completed Similar Services ("Similar Services" means Services for Supply & Installation of Office Furniture/School Furniture- Metal/Wood") to Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies. Services rendered with list of such Central/State/ PSUs/ Nationalized Banks, over the last 03 (Three) financial years ending with March 2023:-
 - (i) Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 - (ii) Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 - (iii) One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
8. The average annual turnover in last three (03) F.Ys ending with 31st March 2023 should be equal & above to i.e. 30% of Estimated Cost of the bid.
9. The bidding firm should have registered with Income Tax.
10. The bidding firm should have valid GST Registration.
11. The Bidder should not be banned or suspended or black listed by any Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies or declared bankrupt or insolvent or debarred under Rule 151 of GFR-20
12. 12. Manufacturer should have registered under Employees Provident Fund (EPF) Act and Employees state Insurance (ESI) Act. (Enclose Proof / relevant Documents).
13. The bidder should have Company Green guard/Green Pro, BIFMA Level Certificate, ISO 9001, ISO 14001, ISO 45001 OHSAS, ISO 50001 & AIOTA Certification. Certificate of proof to be attached.
14. Bidder financial standing: The bidder should not be under liquidation, court receivership Or similar proceedings, should not be bankrupt. Net Worth of the bidder should be positive as per the last audited financial statement. Bidder to upload undertaking to this effect with bid.



SCOPE OF WORK

The scope of work includes "Supply, Delivery & Installation of Library Furniture- Book Shelves, Tables and Chairs for setting up of Library Infrastructure in Govt. School and confirmation from consignee that item supplied were as per specifications mentioned in the bid and received by the consignee in excellent condition. Project is to be completed within 30 days from the issuance of work order/work contract.

Technical Specification & Requisite Quantity of the products is as under:-

S.N	Name of Item	Technical Specification
1.	Book Shelf No.(s) Quantity to be mentioned by the school	(i) <u>Dimension:-</u> 120 cm (W) x 30 cm (D) x 210 cm (H) (Applicable Tolerance- +/- 5 cm) (ii) <u>Body:-</u> Side panels, Frame & Cross L- bracket be made using 0.8 mm, CRCA (IS:513). All MS sheet metal and metal frame components be powder coated with epoxy polyester powder to the min thickness of min 45 microns. (iii) <u>Assembly & Construction:-</u> Completely Knock down construction. Assembly consisting of 02 ties rods, 04 fixing brackets and 2 turnbuckles. The tie rods be fixed in a shape of 'X'. The tie rods be made of 4mm diameter rods of MS while fixing brackets be made of 2mm thick CRCA IS: 513 Grade. (iv) <u>Edges</u> Machine pressed 2 mm thick PVC. (v) <u>Under structure:</u> 1200 mm (W) x 295 mm (D) x 80 mm(H) (applicable tolerance- +/- 10mm) Under structure be made of 0.8mm CRCA (IS: 513). (vi) <u>Shelves</u> 10 bend panel made of 0.8mm CRCA (IS:513). Shelf panels be placed on shelf support and then fixed using nut and bolts from below. (vii) <u>Standard configuration.</u> 06 racks formed by 5 adjustable shelves. Load Capacity 80 Kg per shelf. (viii) <u>Finish</u> Wooden Finish (25mm thick Pre laminated E1-P2 grade board) Requisite Certification:- (i) Greenguard/GreenPro, BIFMA Level Certificate, AIOTA Certification (ii) ISO 9001:2015 or ISO 14001:2015, (iii) ISO 45001 OHSAS Warranty- Minimum 03 Year from the date of installation. Colour- As per Choice of the HoS.



2.	ChairNo.(s) Quantity to be mentioned by the school	(i) Overall Dimension 52cm(W) x 56cm(D) x 84cm(H). Seating Height-45cm. (applicable tolerance- +/- 0.5 cm) (ii) Size Seat-52 cm (W) x 53 cm (D). Back-52 cm (W) x 40 cm (H). (applicable tolerance- +/-0.5 cm) (iii) Seat and Back Material Seat and Back be made up of injection moulded high impact strength Polypropylene polymer compound with indoor grade UV resistance. (iv) Frame Tubular welded frame made of diameter- 2.22cm x 0.12cm and 3.5cm x 1.5cm x 0.12 cm stainless steel 202 grade tube. (v) Finish Shiny, Buff polished Rubs. Shoes made of high impact strength Polypropylene polymer compound with indoor grade UV resistance and pressed and press fitted with tubular frame. Requisite Certification:- (i) Greenguard/GreenPro, BIFMA Level Certificate, AIOTA Certification (ii) ISO 9001:2015 or ISO 14001:2015, (iii) ISO 45001 OHSAS Warranty- Minimum 03 Year from the date of installation. Colour- As per Choice of the HoS.
3.	TableNo.(s) Quantity to be mentioned by the school	(i) Configuration Desk-based system with slanted legs. (ii) Dimension 180 cm (W) x 120 cm (D) x 75 cm(H) (applicable tolerance- 0.5 cm) (iii) Understructure Combination of MS. Tubes and plates. The terminating leg structure shall be in M.S. CRCA sheet/ tubes/rods finished with epoxy power coating (iv) Tabletop 25mm thick Pre-Laminated Board. Edges shall be machine pressed 2 mm thick PVC. Requisite Certification:- (i) Greenguard/GreenPro, BIFMA Level Certificate, AIOTA Certification (ii) ISO 9001:2015 or ISO 14001:2015, (iii) ISO 45001 OHSAS Warranty- Minimum 03 Year from the date of installation Colour- As per Choice of the HoS.

Option Clause:- The school reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of order. The school also reserves the right to increase/decrease the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidder(s) will be bound to accept the orders accordingly. In case, the school exercises this option clause, appropriate time period will be given to Service Provider(s) for furnishing the supply and installation for such additional quantum of work. The school shall seek Lab Test Report for product(s) containing all parameters of Technical Specification at the time of commencement of supply.



SPECIAL TERMS & CONDITION

Special Terms & Conditions are detailed as under:-

1. OBLIGATION TO CONTRACTOR

- (i) The "Bidder" shall mean the one who has signed the Proposals. The Bidder may be either the Constituted attorney of the company/firm/organization Or the Principal Officer or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder. It is further clarified that the individual signing the Proposal or other documents in connection with the Proposal must certify whether he/she signs as:
 - a) Constituted attorney of the company/firm/organization,
OR
 - b) The Principal Officer or his duly Authorized Representative of the company, in which case he/she shall submit a certificate of authority on behalf of the company
- (ii) The Bidder shall sign its Proposals with the exact name of the Company to whom the contract is to be issued. The Proposals shall be duly signed and sealed by an executive officer of the Bidder's organization. Each Proposal shall be signed by a duly authorized officer executed under seal. The Bidder shall clearly indicate their legal constitution and the person signing the Proposals shall state his capacity and also source of his ability to bind the Bidder.
- (iii) The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Proposal. School may out rightly reject any Proposal not supported by adequate proof of the signatory's authority.
- (iv) Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the bid price will not include any such amount. If the school subsequently finds to the contrary, the school reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- (v) Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- (vi) A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the school shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or

remedy that may be available to the Authority under the Bidding Documents and/ or the Concession Agreement or otherwise.

- (vii) The implementing agency will not be allowed to outsource or assign any activities of their project to any other agency.
- (viii) It shall be deemed that by submitting the proposal, the Bidder has: -
 - a) made a complete and careful examination of the Bid;
 - b) received all relevant information/Description of Service, requested from the Department/ school;
 - c) accepted the risk of inadequacy, error or mistake in the information provided in the Bid or furnished by or on behalf of the school relating to any of the matters relevant to the Project;
 - d) Satisfied itself about all matters, things and information including necessary and required documents for submitting an informed Bid, execution of the Project in accordance with the Bid and performance of all of its obligations there under;
 - e) Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bid or ignorance of any of the matters referred in bid hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc.
 - f) Acknowledged that it not have a Conflict of Interest; and
 - g) Agreed to be bound by the undertakings provided by it under and in terms hereof.
 - h) Noted that this proposal is invited on single responsibility basis, so the bidder is supposed to quote the rates considering all aspects, e.g. inclusive of all charges, octroi, freight, transportation, installation cost etc, while submitting his proposal.
 - i) The school shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Bid Document or the Bidding Process, including any error or mistake therein or in any information or data given by the Department.
- (ix) The school reserves the right for monitoring of work in terms of acceptability, utility & quality and make changes/corrections, if any.
- (x) The HoS reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from any other client whether disclosed in the technical proposal or not. If any such report from the client is found to be unsatisfactory, the contract will liable to be rejected. Any other obligation, if required so.
- (xi) The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall keep the contract fully indemnified against liability of tax, interest, penalty etc. of the contract in respect thereof, which may arise.



2. Earnest Money Deposit/Bid Security

- (i) The bidder shall deposit Earnest money (Earnest Money Deposit)/Bid Security of an amount of **Rs...../- (i.e. 2% of the value of Estimated Cost)** in the form as prescribed by Government e-Marketplace (GeM) in favour of **" DDO of respective school"**, The Earnest money will remain valid for a period of forty-five days beyond the Last Date of Submission of Bid. Besides uploading the scan copy of EMD along with technical bid, the Original EMD (Hardcopy) has to be submitted physically within 05 working days of bid opening, in the Office of DDO, of concerned school, failing which the bid may be treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the seller.
- (ii) Exemption to Earnest Money Deposit will be allowed as per GTC of GeM/GFR-2017.
- (iii) If the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within 15 days of the placement of the work order, the Bid Security / Earnest Money Deposit will be forfeited and the awarded work will be cancelled.
- (iv) Bid Security/ EMD of the bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of the validity of its bid.
- (v) No interest is payable on EMD amount.

3. DOCUMENTS TO BE UPLOADED ALONG WITH TECHNICAL BID

Technical Proposal must contain the legible copies of supporting documents as mentioned below.

- (i) Check List (**Annexure -I**)
- (ii) Earnest Money Deposit/ Valid Document for EMD Exemption
- (iii) Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms / GST for Sole Proprietorship Firms.
- (iv) Brand- Registration Certificate issued by Government of India for having registered the company under Trademarks Registration.
- (v) OEM's / Exclusive Dealer of a registered branded company only to quote with authorization from the manufacturer. The Dealer / representative should be an exclusive representative of that company, not representing any other Brands (Authorization from the manufacturer to be uploaded).
- (vi) GST Registration Certificate.
- (vii) GST Return File (2022-23).
- (viii) PAN Card
- (ix) Income Tax Return for the F.Y. 2022-23.
- (x) Summary [duly certified by the Chartered Accountant having valid Unique Document Identification Number (UDIN)] of detail regarding financial year wise average annual turnover (in preceding 03 Financial Years ending with 31st March 2023) in **Annexure-'A'** along with supporting document- Audited

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Balance Sheet and Profit & Loss Account (duly certified by the Chartered Accountant) for preceding three financial years i.e., 2020-21, 2021-22&2022-23 showing annual turnover.(UDIN must be mentioned)

- (xi) An undertaking on Rs. 100/- on non-judicial stamp paper stating that Bidder is not banned or suspended or black listed by any Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies or declared bankrupt or insolvent or debarred under Rule 151 of GFR-2017-**Annexure-'B'**.
- (xii) Compliance to requirement of Bid Document- **Annexure-'C'**.
- (xiii) Details of Experience for providing Similar Services in last 03 (Three) F.Ys – **Annexure-'D'** along with supporting document for proof (i.e. Contract copy along with invoices with self certification by the bidder / Execution Certificate by client with contract value/ Satisfactorily Completion Certificate)
- (xiv) Authorization letter/document from management in favour of Authorized signatory.
- (xv) Proof for office location in Delhi NCR.
- (xvi) Bidder's complete details- '**Annexure-E'**
- (xvii) Undertaking on with effect to Bidder financial standing mentioning that the bidder is not under liquidation, court receivership Or similar proceedings or bankrupt.Net Worth of the bidder is positive as per the last audited financial statement.
- (xviii) Technical literature/brochures/operational Manual of the quoted model explaining all specifications should be uploaded. All the documents should be in English.



DETAILS OF ANNUAL TURNOVER

The Annual turnover of M/s for the past three (03) Financial Years are given below and is certified that the statement is true and correct.

Financial Year	Turnover (Rs. In lakh)
2020-21	
2021-22	
2022-23	

Name & signature of the authorized signatory
With rubber stamp

SIGNATURE OF CHARTERED ACCOUNTANT
(With seal and Address)

(Note:- UDIN is required on the certificates issued by Chartered Accountant)



UNDERTAKING

(ON NON JUDICIAL STAMP PAPER OF Rs.100)

Name of the bidder _____

Sir/ Madam

1. This is to certify that I/we before signing this bid have read and fully understood all the details contained therein and undertake myself to abide by the terms of Bid.
2. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the bid document No..... dated..... and undertake to comply with them unconditionally.
3. I/We declare that I/we or any of our constituent partners (in case of partnership firm) are not banned or suspended or black listed by any Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of any nature or declared bankrupt or insolvent or debarred under Rule 151 of GFR-2017. It is further stated that none of us has been convicted by any court of law.
4. That I/we hereby undertake to provide the goods/service as per the directions given in the bid document/contract agreement.

(Signature of the Authorized Signatory)
With seal.



ANNEXURE- 'C'

**UNDERTAKING
COMPLIANCE TO REQUIREMENT OF BID DOCUMENT
&
CONFLICT OF INTEREST**

Name of the bidder _____

1. We confirm that our bid comply the total techno-commercial requirements of bidding document without any deviation.
2. We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

(Signature of the Authorized Signatory)
With Rubber Stamp

A handwritten signature in black ink, consisting of a stylized, looped script.

DETAILS OF EXPERIENCE

(Details to be filled with respect to regular experience of last 03 years with project value)

[Experience with Govt/Autonomous/PSUs/Govt. Undertakings/Public Listed Company]

S. N	Name of the organization with which the bidder has worked	Type of organization (Govt./ Autonomous / PSUs /Govt. Undertakings/ Public Listed Company)	Description of Work	F.Y in which work executed/c completed	Value of the work order/ work completed (in Rs.)	Whether Proof (work order along with Satisfactorily completion Certificate/ Exp. Certificate Attached (Yes/No)
				2020-2021		
				2020-2021		
				2021-2022		
				2021-2022		
				2022-2023		
				2022-2023		

(Extra sheet may be used, if required)

Name & signature of the authorized signatory
With rubber stamp



BIDDER DETAILS FORM

1. Name of the firm:
 2. Name of the authorized person for bid submission.....
 3. Address of the firm: _____

 4. Contact Details of Bidding Firm:
Tel.....
Email ID.....
 5. Mobile No. of the authorized person.....
 6. Email ID of authorized person
 7. Registration & incorporation particulars of the firm:
Private Limited
Public Limited
Any other — Please specify
 8. PAN No. of Firm/Bidder.....
 9. GST Registration of the Firm/Bidder.....
 10. Name & Contact Details of Director(s) of Firm.....
 11. Details of Earnest Money Deposit (EMD) /EMD Exemption-
Bank Guarantee/FDR
 - Issuing Bank
 - Branch.....
 - Valid up to.....
- OR
- EMD Exemption claimed category.....

Name & signature of the authorized signatory
With rubber stamp

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4. FINANCIAL PROPOSAL/ FINANCIAL BID

The bidder shall furnish the financial bid (called Financial Proposal).

- (i) The Bidder shall quote their rate for each item in BoQ (Financial Bid) as per the requirement of respective school including GST.
- (ii) Bidder has to quote rate for each item. Partial submission of bid will be summarily rejected.
- (iii) Price quoted should be inclusive of all taxes, handing, transportation up to respective school, assembling, installation charges, training charges, if any.
- (iv) The Bidder shall also upload Price Breakup Detail in prescribed/applicable format (Excel/PDF) along with Financial Bid.
- (v) The financial proposal which is found with optional/multiple/abnormal/predatory rates will be summarily rejected. Price bid should not contain any financial conditions. Variation in the financial terms and conditions of the bid will not be accepted.
- (vi) The financial bid shall remain valid for the 04 months from the date of opening of financial bid.
- (vii) The rate quoted by the bidder shall be kept firm for a period specified in the bid from the date of opening of the bid. Escalation of rate will not be permitted while providing services for reasons other than increase of taxes payable to the Governments in India within the stipulated period.



5. OPENING OF TECHNICAL BID:-

- a) The Technical Bids will be opened and downloaded from GeM portal as per schedule/timeline or on subsequent working day or as per convenience of the school.
- b) The technical bid shall be evaluated by the duly constituted Technical Evaluation Committee (TEC)/Purchase Committee. Evaluation Committee may involve other expert(s) if required.
- c) The HoS of the respective school, GNCT of Delhi reserves the right to cancel/reject the tender at any stage- Technical/Financial. Further, the HoS of the respective school, GNCT of Delhi reserves the right to reject any or all the bids received without assigning any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected. The HoS of the respective school, Government of National Capital Territory of Delhi reserves to himself/herself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted and as accepted by the Director (Education).

6. EVALUATION OF TECHNICAL BIDS:

Evaluation of Technical Proposals will be done under two stages as enumerated below:-

Technical stage - I

- (i) The technical bids shall be evaluated as per terms and condition of bid documents uploaded by the bidder. The bidders whose documents are found in conformity with the terms & conditions of Bid shall be shortlisted for seeking sample of the products. Bidder's offer shall be rejected out rightly if they do not upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum, if any. Quantity, Date, Time & Venue for submission of sample product will be informed by the HoS of respective school to respective bidder(s).
- (ii) The bidders declared shortlisted shall be informed by respective HoS through GeM portal to deposit sample of products with in the stipulated time period for further technical evaluation.

Delayed/non submission of sample products shall lead to rejection of technical bid of bidder concerned without any further notice.

Technical stage – II

- (i) The bidders shall be required to deposit their sample products. The evaluation committee or any other committee decided by the school / Dte of Education will physically examine and decide the items as "PASS or Fail". The examination of samples shall be video graphed and documented. The products of the bidder declared as "PASS" shall be qualified at technical stage-II.



SAMPLE PRODUCT:-

- (i) Concerned bidder shall submit their samples (in good packaging) as required by respective HoS, affixing a sticker containing bidder's details (duly signed and stamped by bidder concerned).
- (ii) The evaluation committee or any other committee as decided by the Director (Education) will physically examine the sample products and classify the products in different category at their sole discretion (as per requisite technical specification, design, quality, appearance, acceptability and utility etc. of all products). The decision of the committee will be final & binding to all bidder(s).
- (iii) Sample products of successful bidder will be kept in custody of the respective school till the completion of contract for future reference i.e. to ensure that sample item & delivered items are same.
- (iv) Unsuccessful bidder will ensure collection of their samples from the school within 05 days of awarding of contract. The school will not be responsible for any damage& missing of any sample and no compensation amount /cost will be given for such damage& missing sample product.
- (v) Transportation & labour cost will be borne by the bidder concerned.
- (vi) In case, sample not collected from the school by the bidder concerned within the stipulated time period, the samples will be forfeited by the school and the same will be treated as property of the school.
- (vii) The school reserves the right to seek the Requisite Certification & Lab Testing Report for the products from the respective service provider(s) either along with Sample OR at the time of commencement of supply & installation of products and the service provider(s) shall have to provide the same. In case, the bidder is reseller/distributor/dealer, they have to submit OEM Authorization Certificate mentioning that the Bidder is authorized to sell products manufactured by OEM in open market.

7. EVALUATION OF FINANCIAL BIDS & SELECTION OF SERVICE PROVIDERS

- a) Subsequent to complete technical evaluation, financial bids of only those bidders who are declared technically qualified at stage-II will be opened. Subsequently the evaluation of financial bid & identification of Lowest-1 bidder will be made on the basis of **Least Cost Selection (LCS)** method. L-1 bidder shall be selected on the basis of overall lowest rate of BoQ.
- b) The successful service providers will be required to execute an agreement as specified in bid document (Service Level Agreement) & to furnish a Performance Security within a period of 15 days from the date of generation of contract order.

8. PERFORMANCE GUARANTEE

- a) The successful bidder shall be required to furnish a **Performance Guarantee @Five Percent (05%) of the contract value** in the form of Fixed Deposit Receipt from a public sector bank/private sector bank, or Bank Guarantee from a public sector bank/private sector bank in an acceptable form in favour of **"DDO of the concerned school"**. The Performance Security shall remain valid for 38 Months (i.e. a period of Sixty days beyond the date of completion of all contractual obligations including warranty obligations).

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- b) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.
- c) Performance Guarantee amount remitted will not earn any interest.
- d) Upon the complete fulfilment of contract by the successful bidder, to the satisfaction of the school, the performance security deposit furnished by the bidder will be released after recovery of dues, if any. The HoS of the school, also reserves the right to recover any dues from the bidder, which is found on later date, during audit/excess payment, after final settlement is made to them. The bidder is liable to pay such dues to the school immediately on demand, without raising any dispute/protest.

9. TERMINATION OF CONTRACT

- (a) The school reserves the right to terminate the contract at any time on account of non-fulfilment of contract or any of the reasons.
- (b) In case of any material breach or default in the performance of any obligation under the contract, the school may terminate the contract by giving notice in writing to the contractor.

10. FRAUD AND CORRUPT PRACTICE

- a) The Bidders shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this bid, the school shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has engaged in corrupt practice, fraudulent practice, coercive practice (collectively the "Prohibited Practices") in the Selection Process.
- b) In such an event, the school shall,
 - Forfeit and appropriate the Bid Security or Performance Security.
 - Debar it from participation in any tender issued by the school during a period of 02 years from the date such Bidder, is found by the school to have engaged or indulged in such practice.
- c) Corrupt Practice – It implies offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process. For avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any Official/Consultant of the school who is or has been associated in any manner, directly or indirectly with the Selection Process or has dealt with matters concerning the Agreement;
- d) "Fraudulent Practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- e) "Coercive or property to influence any person's participation or action in the Selection Process; practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons.

11. FORCE MAJEURE

- a) If at any time, during the continuance of this contract, the performance in whole or in part by either party or any obligations under this contract gets affected by an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance

of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances shall be prevented or delayed by reason of war, or hostility, acts of the public enemy, civil commotion, riots, civil disorder, sabotage, fires, earthquake/storm/flood or other extreme adverse weather conditions, explosions, epidemics, pandemics (including lack of advertisement business due to economic slowdown on account of pandemics), quarantine restrictions, strikes, power blackout due to grid collapse, lockouts, confiscation or any other action by Government Agencies, Administrative Order, Court Order, Bankruptcy, espionage, cyber hacking, other industrial action, political unrest, civil unrest, or act of God (Hereinafter referred to as Force Majeure Events).

- b) The affected Party shall provide to the other Party a notice of happenings, within 21 days from the date of occurrence thereof and in such event neither party shall by reason of such event be entitled to terminate this and performance shall be resumed as soon as practicable after such event may come to an end or cease to exist.
- c) That no penalty shall be levied on the Bidder in case of force majeure event.
- d) That if the performance in whole or part of any obligation under this contract is prevented or delayed because of any such event for a period exceeding 90 days, school at its option may terminate the contract.
- e) Provided also that if the contract is terminated under this clause, the school shall be at liberty to take over from the Bidder at a price to be fixed by the school, which shall be final, all undamaged and acceptable materials, assets, services in possession of the selected Bidder at the time of such termination of such portions thereof as the Board may deem fit, if mutually agreeable between the Parties.
- f) For the purposes of this Contract, "Force Majeure" shall not include:
Any event which is caused by the negligence or intentional action of a Party, Insufficiency of funds or inability to make any payment required hereunder
- g) Measures to be taken:
 - A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
 - A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than 21 days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
 - Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- h) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by school shall either:
 - Demobilize; or

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- Continue with the Services to the extent possible, in which case they shall continue to be paid proportionately and on pro rata basis, under the terms of this Contract.
- i) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled through Court of Law.

12. DISPUTE REDRESSAL MECHANISM

- a) All the disputes, differences, controversies / differences of opinions, breaches and violation ("Dispute") arising out of, or in relation to this project between parties shall be resolved by mutual discussions / reconciliations in good faith.
- b) At the first instance, the matter should be resolved between the Project Manager of the Bidder and the school. If the same is not resolved as above within 15 days, then the matter will be decided by Court of Law.

13. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfilment of any of the terms and conditions of the agreement or any other dispute will be subjected to the jurisdiction of the Courts in Delhi only.

A handwritten signature in black ink, consisting of a stylized 'S' or 'L' shape followed by a horizontal line.

SERVICE LEVEL AGREEMENT

This agreement is made on the _____ day _____ Month _____ (Year)

Between the Administrator through HoS of the Govt. school, GNCT of Delhi, (Name and address of the school) (hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part

AND

_____, (Name and address of the contractor) through _____, authorized representative (hereinafter called "the contractor" which expression shall unless excluded by or repugnant to the contest, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for **Providing Services for Supply, delivery & Installation of Library furniture.**

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and conditions of contract hereinafter referred to.
2. The General Terms & Conditions, Service Level Agreement & Bid Documents shall be deemed to form and be read and constructed as part of this Agreement.
3. In consideration of the payments to be made by the Department to the Contract as hereinafter mentioned, the Contractor hereby covenants with the Department to execute the agreement w.e.f. _____.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works / services as per this Agreement and bid document, the contract price of Rs. _____ (Rupees: -----)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

Signature of the authorized official

Name of the official

Stamp/Seal of the Contractor

For and on behalf of the Lt. Gov

Signature of the authorized officer

Name of the officer

Stamp/Seal of the Employer

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By the said

_____ Name

On behalf of the contractor in

The presence of:

Witness _____

Name _____

Address _____

Telephone No. _____

By the said

_____ Name

on behalf of the Department in

in the presence of:

Witness _____

Name _____

Address _____

Telephone No. _____

A handwritten signature in black ink, consisting of a large loop followed by a smaller loop and a short horizontal stroke.

PAYMENT TERMS

- (a) Payment to contract will be made as per Rate Contract for the items mentioned in schedule of Financial Proposal. Applicable GST will be paid by the school along with the payment. No advance payment shall be made to the bidder. Efforts will be made for payments within 15 working days from the date of submission of bills.
- (b) Payment will be made to the firms subsequent to confirmation of quality of items supplied and installed. The bill should be supported by Delivery Challans. The Challan shall be mentioned detailed description of work furnished along with items actually installed. The Challans must be duly signed by the Head of School (HOS) concerned with seal & sign. The bill must be endorsed with - *The items supplied and installed by the supplier firm..... conform to the sample approved by the school. The entry of said items has been made in school's Property Register at Page No..... & S.N.....*. No payment shall be made if the bill is not properly verified and signed.
- (c) In case of any item is rejected, the same shall be removed from the venue immediately by the vendor at his/her own cost. No payment to such items shall be made under any circumstances.
- (d) While making payment, Income tax/GST shall be deducted at source from the bills as per the rules of the Income Tax Act and GST Act.
- (e) The school, will not be responsible for any loss or damage of any item supplied, due to any reason whatsoever.



PENALTIES**PENALTY**

- (a) In case the contractor fails to comply with the order, therefore, all liability (in full or part) arising out of non-compliance of the order shall vests on the part of the contractor.
- (b) The contractor shall have to complete the contract within 30 days of issuance of contract order. However, the supply & installation should be commenced within 20 days of issuance of said contract order. In case, delay in the service completion, the concerned contractor will be held responsible by the competent Authority and liable for the consequences thereof and will be penalized by way of imposing the penalty and recovery from bill/performance guarantee as under:-

Delay in completion of Contract	Penalty
07 days beyond the scheduled date of completion	No Penalty (treated as grace period)
08 days to 15 days beyond the scheduled date of completion	Recovery @ 5 % of value of unsupplied items/remaining service
16 days to 30 days beyond the scheduled date of completion	Recovery @ 10 % of value of unsupplied items/remaining service
Beyond 30 days of delayed	Performance will be treated as Non-Supply and 100% value of non-supplied items/ remaining service will be recovered.



PROJECT EXPERIENCE AND QUALIFYING CRITERIA REQUIREMENT

The bidder must have successfully executed/completed Similar Services ("Similar Services" means Services for Supply & Installation of Office Furniture/School Furniture- Metal/Wood") to Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies. Services rendered with list of such Central/State/ PSUs/ Nationalized Banks, over the last 03 (Three) financial years ending with March 2023:-

- (i) Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
- (ii) Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
- (ii) One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.



CHECK LIST

Annexure-I

Name of the Bidder:-

S. N	Name of desired Document	Whether copy of desired certificate/ Documents uploaded	PAGE NO.
1	Earnest Money Deposit (Scan Copy)/ Valid Document for EMD Exemption	Yes/No	
2	Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms	Yes/No	
3	Brand Registration Certificate issued by Govt. of India for having registered the company under Trade Marks Registration.	Yes/No	
4	OEMs/ Exclusive Dealer authorization certificate from the manufacturer.	Yes/No	
5	GST Registration Certificate	Yes/No	
6	GST Return (F.Y- 2022-23)	Yes/No	
7	PAN Card	Yes/No	
8	Certificate for registration with EPFO	Yes/No	
9	Certificate for registration with ESIC	Yes/No	
10	Income Tax Return for the F.Y 2022-23	Yes/No	
11	Certificate of proof for :		
	(a) Greenguard/GreenPro	Yes/No	
	(b) BIFMA Level Certificate	Yes/No	
	(c) ISO 9001: 2015 / ISO 14001:2015	Yes/No	
	(d) ISO 45001 OHSAS	Yes/No	
	(e) AIOTA Certification	Yes/No	
12	Summary (duly certified by C.A) regarding Financial Year wise Average Annual Turnover (Annexure-'A')	Yes/No	
13	Balance sheet and Profit & Loss Account for the following 03 Financial Years		
	2020-2021	Yes/No	
	2021-2022	Yes/No	
	2022-2023	Yes/No	
14	Undertaking (Annexure-B)	Yes/No	
15	Undertaking (Annexure-C)	Yes/No	

16	Details of Past Experience –(Annexure -D)	Yes/No	
	Supporting Document/Proof (2020-21)	Yes/No	
	Supporting Document/Proof (2021-22)	Yes/No	
	Supporting Document/Proof (2022-23)	Yes/No	
17	Authorization letter/ document from management in favor of signatory	Yes/No	
18	Proof for office location in Delhi NCR	Yes/No	
19	Undertaking with regard to Positive Net Worth in Last Audited Financial Statement	Yes/No	
20	Complete Details of the Bidding Firm (Annexure-E)	Yes/No	
21	Undertaking with effect to Bidder Financial Standing	Yes/No	
22	Technical literature/brochures/operational Manual of the quoted model explaining all specifications.	Yes/No	

Name & signature of the authorized signatory
With rubber stamp



FINANCIAL BID
(Tender for supply and installation of furniture in school library)

Name of the bidder :

Address of bidder :

.....

.....

S.N	Name of Item	Technical Specification	No. of Unit required by the school	Price Per Unit (including GST) (in Figure)	Price Per Unit (including GST) (in words)	Total price (Column 4X6) in INR (Figure)	Total price (Column 4X6) in INR (in words)
1	2	3	4	5	6	7	8
1	Book Shelf	As per Scope of Work mentioned in Bid Document	02*				
2	Table		02*				
3	Chair		10*				

***For reference only / actual requirement be mentioned by concerned HoS**

Signature of the authorized
Signatory of the bidder

Seal of the bidder

Place & Date



Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण

Bid End Date/Time/बिड बंद होने की तारीख/समय	20-11-2023 18:00:00 (To be decided by HOS)
Bid Opening Date/Time/बिड खुलने की तारीख/समय	20-11-2023 18:30:00 (To be decided by HOS)
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Delhi
Department Name/विभाग का नाम	Education Department Delhi (Name of School)
Organisation Name/संगठन का नाम	Directorate Of Education
Office Name/कार्यालय का नाम	Head Office
Item Category/मद केटगरी	Custom Bid for Services - Supply and Installation of Furnitures for setting up Libraries
Contract Period/अनुबंध अवधि	1 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	3 Lakh (s) (To be decided by HOS based on requirement)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid



Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1000000 (To be decided by the HOS)
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	20000 (To be decided by HOS)

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	38

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

DDO of School
AND ADDRESS OF THE CONCERNED SCHOOL
(Hos Concerned)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

No

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / Incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Introduction about the project /services being proposed for procurement using custom bid
Functionality: [1698661497.pdf](#)

Instruction To Bidder: [1698661555.pdf](#)

Pre Qualification Criteria (PQC) etc If any required: [1698661632.pdf](#)

Scope of Work: [1698661677.pdf](#)

Service Level Agreement (SLA): [1698661807.pdf](#)

Payment Terms: [1698661847.pdf](#)

Penalties: [1698661879.pdf](#)

Subject Experience and Qualifying Criteria Requirement: [1698662044.pdf](#)

Availability Report (GAR): [1698662265.pdf](#)

Bidders are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid): [1698662481.pdf](#)

Other Documents As per Specific Requirement of Buyer -1: [1698662564.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
03-11-2023 15:00:00	OFFICE OF HOS

(To be decided by HOS)

Custom Bid For Services - Supply And Installation Of Furnitures For Setting Up Libraries (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Supply and Installation of Furnitures for setting up Libraries
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Nitesh Chandra	110054, Directorate of Education Old Secretariat,	1	N/A

Name of Gem Bid Center will appear here

Address of School

Buyer Added Bid Specific Terms and Conditions/क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of

personnel protective equipment must be adhered to.

3. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

5. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the Invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the Invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

6. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum Issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category Item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / International certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.

12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws. जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब यह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

