

Office of DIET Mattarsham, Hisar

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Sealed tenders/ quotations are invited from authorised/ registered firms for the supply of 125 Mini-Libraries for 125 selected Government Primary School of Hisar District, Haryana.

Maximum cost of 1 Mini- Library: Rs 4,800/—(inclusive of all charges)

Maximum amount of the tender : Rs 6 lacs -(inclusive of all charges)

Total number of Hanging Mini-Libraries to be supplied: 125 (one hundred and twenty five)

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- Date for opening of technical tender - 22nd May 2018
 - Time for opening of technical tender - 11:30 am
 - Venue for opening of technical tender- ADC Office, 2nd floor, Mini-secretariat, Hisar District, Haryana.

 - Date for opening of financial tender -25th May 2018
 - Time for opening of financial tender -11:30 am
 - Venue for opening of technical tender- ADC Office, 2nd floor, Mini-secretariat, Hisar District, Haryana.

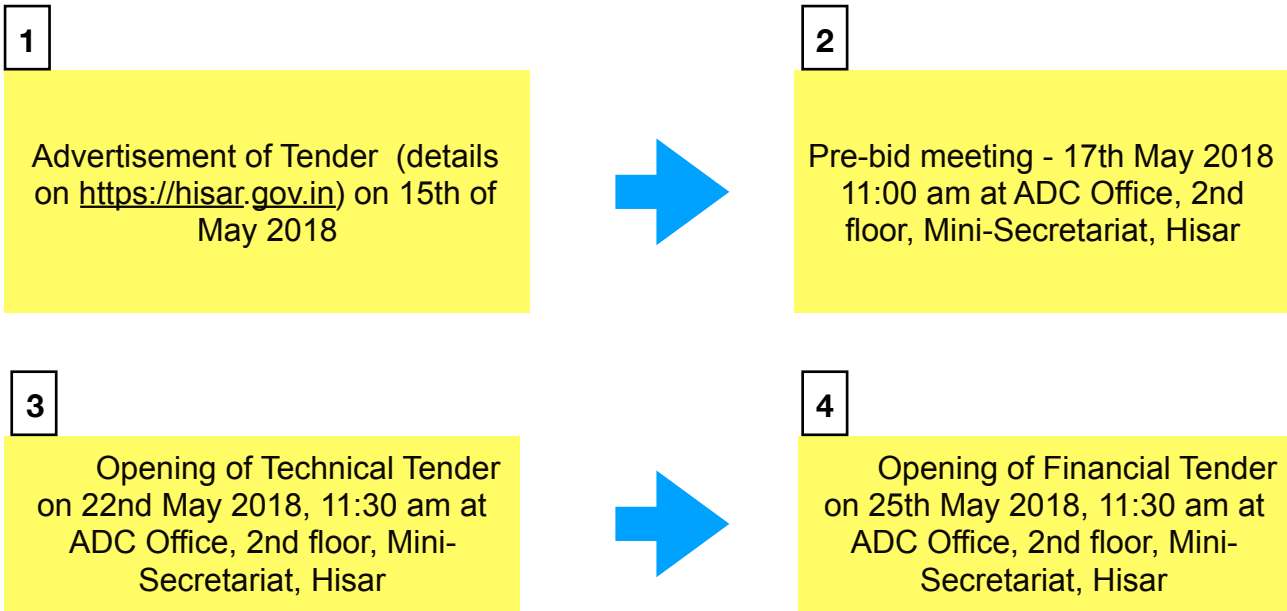
Pre- bid meeting to be held on 17th of May 2018 at 11:00 am at ADC Office, 2nd floor, Mini-secretariat, Hisar

Terms and Conditions

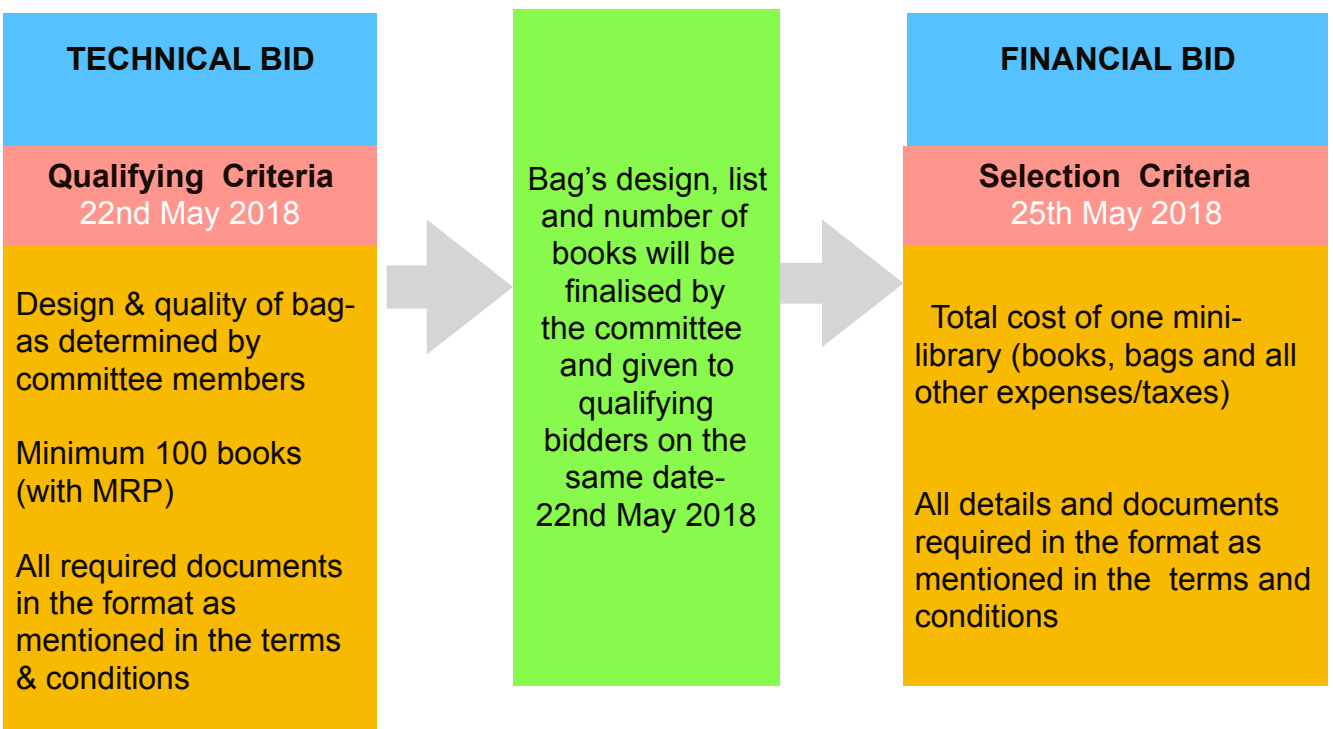
1	Sealed tenders / quotations are invited from authorised/ registered firms only for the supply of 125 Hanging Mini-Libraries for 125 selected Government Primary Schools of Hisar District.
2	An affidavit on a non-judicial stamp paper of Rs10/- (rupees ten only) of not having been black listed and never to have supplied substandard material to any organisation is to be submitted with the tender form.
3	A demand draft (DD) of Rs 200/- (rupees two hundred only), which is the tender form fee, in favour of Principal D.I.E.T, Mattarsham, payable at SBI Neoli Kalan is to be submitted on 22nd May 2018, at ADC Office, 2 nd floor, Mini-secretariat, Hisar, Haryana. This is to be done before opening of the technical bid.
4	Earnest money to be deposited is of Rs 30,000/- (rupees thirty thousand only) which should be in the form of a demand draft (DD) in favour of Principal D.I.E.T, Mattarsham, payable at SBI, Neoli Kalan. It is to be submitted on 22nd May 2018, at ADC Office, 2 nd floor, Mini-secretariat, Hisar, Haryana. This is to be done before opening of the technical bid.
5	Tender form -Annexure I, Annexure II, Annexure III and Annexure IV have to be submitted before the opening of the technical tender while Annexure V should be submitted separately before the opening of financial tender. Both are to be submitted in sealed envelopes.
6	Documents are to be submitted in three different sealed envelopes: -DD for tender fee (as in point 3) and EMD (as in point 4) to be submitted together in one sealed envelop before the technical bid. -Annexure I, II, III and IV together with all other documents required before technical bid needs to be submitted in another sealed envelop. -Annexure V and all other documents required for financial bid needs to be submitted in one sealed envelop after the technical bid and before the financial bid.
7	Following documents need to be submitted along with the tender form before the technical bid. -Self-attested copy of PAN. -Self-attested copy GST number. -Self-attested copy of registration certificate of the authorized firm. -Self-attested copy of 2016-17 audited income tax-return and a copy of 2017-18 balance sheet
8	Every page of this tender document, including the page of terms and conditions must be duly signed and stamped by the authorised signatory (proprietor of the authorized firm) participating in the tender process.
9	Each mini-library would comprise of at-least 100 books of the specified constitution given as follows A. 25 %- English story books for students of classes 1st to 5th B. 25 %- Hindi story books for students of classes 1st to 5th C. 25 %- Books of Mathematics and Science for students of classes 1st to 5th D. 25 %- Books for Skill Development for students of classes 1st to 5th.
10	The books can be from NCERT, National Book Trust, Children's Book Trust (CBT) or any other publisher which publishes books for students of primary classes (classes 1st to 5th). The books should be easily available in the market.
11	All books must be of latest edition and of good quality- both content wise and the quality of the material of which the book is made.

12	No title of the book should be repeated.
13	Along with the books , all bidders are to bring a sample bag of good quality for their mini-library on the day of the technical bid . The bag should have transparent leaves/pockets inside it, with zips, to place the books in them.
14	After opening of the technical tender, the bag will be approved and the the books will be finalised for the financial bid. The list and number of books will be shared by the committee to the qualifying bidders.
15	Participants will have to submit Annexure 5 for the financial bid on 25 th of May 2018 before the opening of the financial bid on the same day at 11:30 am at ADC Office, 2 nd floor, Mini-secretariat, Hisar District, Haryana.
16	Cost of one mini-library would be inclusive of the cost of books, bag, transportation and all other taxes.
17	The tenderer is to deliver the mini-libraries to the destination as decided by the committee.
18	Only sealed tenders are to be submitted or else they shall not be accepted.
19	The tender document is non-transferrable.
20	Sub-letting the assigned work is strictly prohibited.
21	Incomplete and conditional tenders will not be accepted.
22	Validity of the tender would be 60 days from the date of successful assignment of tender.
23	The bidder shall strictly abide by the time schedule as decided by the committee for the delivery of 125 hanging mini-libraries.
24	In consequence of acceptance of the bid the tender document would automatically be converted into the contract agreement.
25	The Principal of D.I.E.T, Mattarsham, Hisar in consultation with the committee reserves the right to cancel any or all bids with adequate reasons.

BROAD PROCESS FLOW FOR ALLOCATION OF TENDER, fig.1



DETAILED PROCESS FLOW FOR ALLOCATION OF TENDER, fig. 2



Annexure 1

To
The Principal
DIET Mattarsham
Hisar District,Haryana

Sub: Supply of Hanging Mini Libraries in 125 Government Primary Schools of Hisar, Haryana.

Respected Sir/ Ma'am

We, the undersigned bidder(s), having read and examined in detail the specifications and all bidding documents in respect of tender No _____ dated _____ do hereby propose to offer services as specified in the bidding documents.

All the rates mentioned in our proposal are in accordance with the terms and conditions of the bidding document.

We have studied the clauses related to the Income Tax Act and hereby declare that if any Income Tax, Surcharge on Income Tax or any other Corporate Tax are altered under the law, we shall not alter the price quoted in the tender.

Bid Pricing

We further declare that the rates stated in our proposal are in accordance with the terms and conditions of this tender, as mentioned in the bidding document.

Qualifying Data

- 1.We confirm having submitted qualifying database required by you in your tender document (All Annexure required, and details asked for in the terms and conditions).
- 2.In case you require any further information/ documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time, to your satisfaction.
- 3.We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and connect to the best of our knowledge and belief.
- 4.Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Thanking you
Yours faithfully

Signature

Name
Date

Stamp

Annexure II

Sr no	Title of the book	Category *	Name of Publication*	MRP

Rate must be inclusive of all taxes and other charges applicable.

Category*

25%- English story books (E)

25%- Hindi story books. (H)

25%-Mathematics and Science books (M)

25%- Skill Development Books. (S)

*Documents should be in loose sheets. Two different Annexure or other documents should not be stapled together.

Annexure III

**TENDER FORM FOR THE SUPPLY OF HANGING MINI LIBRARIES IN 200 GOVT.
PRIMARY SCHOOLS OF HISAR**

I.Registration no of the firm/ agency/ organisation_____

II.Name of firm/ agency/ organisation_____

III.Address of the firm/ agency/ organisation_____

IV. Contact number of the firm/agency/organisation:_____ (L)_____ (M)

V.Name, designation , address & contact no of authorised person(s) of the firm/agency to deal with:

VI.Please specify as to whether tenderer is a sole Proprietor/ Partnership Yes/No

VII.Details of the tender fee Deposited

- Amount_____ (in numbers) _____ (in words)
- Bank Draft No_____ (in favour of Principal D.I.E.T
Mattarsham payable at SBI, Neoli Kalan)
- Date of issue of DD_____
- Bank name and branch_____

VIII.Details of Earnest Money Deposited

- Amount_____ (in numbers) _____ (in words)
- Bank Draft No_____ (in favour of Principal D.I.E.T
Mattarsham payable at SBI, Neoli Kalan)
- Date of issue of DD_____
- Bank name and branch_____

IX. PAN No as assigned by the Income Tax Department_____

X. Income Tax Returns, audited statement of 2016-2017 and balance sheet of 2017-18 need to be submitted.

XI.Declaration by the tenderer- This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself and/ ourselves to abide by them.

Signature(s) of Tenderer(s)_____

Name_____

Designation_____

Address:_____

Phone no (O) _____ Phone no (R)_____

*Documents should be in loose sheets. Two different Annexure or other documents should not be stapled together.

Annexure-IV

Check List of the Documents to be Attached With Tender Form

Please check whether the attested copies of the following documents have been attached or not

Sno	Documents Required to be submitted	Yes/No
1	Self attested copy of Registration Certificate of the Firm/ Agency	Yes/ No
2	Statements of income tax returns: -Audited and self attested copy of 2016-2017 statement. -Balance statement of 2017-2018 .	Yes/ No
3	-Self-attested copy of PAN. -Self-attested copy GST number. -Self-attested copy of registration certificate of the authorized firm	Yes/ No
4	An affidavit on a non-judicial stamp paper of Rs10/- (rupees ten only) of not having been black listed and never to have supplied substandard material to any organisation is to be submitted.	Yes/ No
5	Annexure I, Annexure II, Annexure III, Annexure IV for the technical bid	Yes/ No
6	Two Bank Drafts (EMD & tender fee) enclosed together in an envelop	Yes/ No
7	Signed and stamped document of Terms and Conditions of the tender.	Yes/ No
8	Annexure V with all necessary details (quotations, list of books and other details) to be submitted after the technical bid and before the financial bid.	Yes/ No

To be submitted with signature and stamp on each page.

Signature of the bidder

Name of the bidder

Address of the bidder

Phone no (M) _____ Phone no (L) _____

*Documents should be in loose sheets. Two different Annexure or other documents should not be stapled together.

Annexure V

PERFORMA
(FINANCIAL BID)

Sr No	Particulars/ Specifications	Rates in figures	Rates in words	
1	List of 100+ books as finalised by the committee after the opening of the technical bid. (Books with good quality pages and of latest edition as per specifications given in terms and conditions)	Delivery to be made to 125 selected schools/ any other location as finalised by the committee members	Price of every book	Price of every book
2	Mention clearly all the taxes. (They must be as per the terms and conditions)		Transportation cost, delivery charges and other charges.	Transportation cost, delivery charges and other charges.
3	Details of the bag- specifications (dimensions, number of transparent leaves/pockets, cost)		Cost per bag	Cost per bag
4	Total cost			

NOTE:

1. The rate quoted should be in words and figures separately.
2. The mini-library will be supplied by the bidder at F.O.R bases, to the destination as determined by the committee.
3. For more information may contact Principal D.I.E.T Mattarsham

Signature of the bidder (with date)

Name of Signatory _____

Capacity of Signatory _____

Phone No : _____

E-Mail ID : _____

*Documents should be in loose sheets. Two different Annexure or other documents should not be stapled together.