



NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT: HQ

Dr. Shyama Prasad Mukherjee Civic Centre
E Block, 15th Floor, JLN Marg, N Delhi-02

Email: schoolinspector.plan.mdm.pur@gmail.com

Ph. No. 011-23226511



Subject: Terms and conditions for supply of 6.06,346 Hindi, 3,70,648 English, 1,34,950 Maths, 2,35,698 Social Science, 2,35,698 Science, 3,70,648 Drawing Note Books and 4,00,000 Diaries (Prabodhni) as per enclosed specifications for free distribution to children studying in Municipal Schools of North Delhi Municipal Corporation.

1. Only the bonafide manufacturers, govt./govt. registered agencies like Kendriya Bhandar, NCCF, Delhi Consumer Co-operative Wholesale Store Ltd, etc. for supply of above said Exercise Note Books and Diaries having experience of at least three years in the field can download the tender form/document from the website www.mcdonline.gov.in from **12.02.2014 to 05.03.2014** on the following terms and conditions. The tender cost of **Rs. 1500.00 (non refundable)** should be submitted in the form of Demand Draft/ Banker Cheque in favour of the Commissioner, North Delhi Municipal Corporation – payable at Delhi, along with the Technical Bid at the time of submission of tender document.

2. The bidders must fulfil the following eligibility conditions and must also submit documentation support of fulfilling the conditions while submitting the technical bid. Minimum experience of completing similar work during last seven years is as given below:

At least one similar work of Rs. 270.00 lac

Or

At least two similar work of Rs. 200.00 lacs each

Or

At least three similar work Rs. 133.00 lacs each

Definition of similar work: Similar work will include work done in the field of Exercise Note Books & Diaries only. Successful work completion report issued by the user agency/ department shall be submitted at the time of submission of tender document. No other type of work undertaken by the bidder will be covered under definition of similar work. The bidder should submit work completed in the last seven years in the following format:

Sr. No.	Name of the Work done	Name of the Agency for which work completed, with address	Total Cost of the work order

3. The bidder shall submit Technical bid and Financial Bid on Annexure I & II respectively in two separately sealed envelopes. Both the envelopes should mention the name of the bid (Technical or Financial), item tendered, name of the bidder and should be duly sealed and put in a third envelope, that too should be duly sealed. NIT Number, Date of opening, Item Number, subject and name & address of the bidder with seal should be super scribed on all the three envelopes. The tenders along with earnest money, samples, relevant documents and terms & conditions duly signed and stamped by the tenderers/bidders should reach in the office of the Director (Edn.) at Education Department, North DMC, 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, Jawahar Lal Nehru Marg, New Delhi upto 07.03.2014 upto 1.00 PM. The Technical Bid will be opened on 07.03.2014 at 2.00 PM.

4. The Technical Bid shall be opened first by the duly constituted Technical Evaluation Committee (TEC). Decision of the competent authority (of purchaser

Shyama Prasad Mukherjee
 Director (Edn.)
 North DMC
 15th Floor, Civic Centre
 New Delhi-02

bidding on the basis of advice of TEC shall be final and binding to both the parties. Intimation of decision of the competent authority shall be conveyed to the bidder.

5. Financial Bids of only those bidders, who qualify in the Technical Bid and whose samples are found as per the required specifications in the lab test report, shall be opened on the date and time which shall be conveyed to such bidders. Acceptance of the financial bid shall be subject to the approval of competent authority on the recommendation of Price Evaluation Committee (PEC). L-1 will be decided for each type of note books / diaries separately.
6. The bidder must sign the terms and conditions and submit the same along with the Technical Bid mentioning that the terms and conditions are acceptable to him, otherwise the tender is liable to be rejected.
7. The bidder shall quote for full supply of that type of Note Book and Diary for which he is quoting. Any offer for part supply of any one type of Note Book & Diary will not be accepted. In other words if he is quoting for Hindi Note Books only then he should quote for full supply of Hindi Note Books.
8. The bidder should submit two samples of each type of Note Books and Diary as per the enclosed specifications, duly signed by the bidder(s) with rubber stamp at 15th Floor, Dr. S.P.M. Civic Centre, Jawahar Lal Nehru Marg, New Delhi-02 along with the technical bid at the time of submission of tender document. If he is applying for one type of Note Book then he should submit two samples of that type of Note Book only. Out of two samples, only one sample shall be sent for lab testing and another be kept in the Zonal Stores for record. All those bidders who do not qualify in the Technical Bid, their samples along with earnest money will be returned back in due course of time.
9. The testing fees of samples of note books and diary shall be deposited by each technically qualified bidder(s) as per the testing fee of the concerned lab in the form of demand draft payable to the Commissioner, North DMC. The testing fee is non refundable. The lab, to which samples be sent for testing, will be decided by the competent authority.
10. The supply should be made by successful bidders(s) in bundles each containing 50 Note Books of each subject and Diary. Each bundle shall be marked with details of subject of Note Book / Diary & No. of Note Books /Diary.
11. The title cover of each subject of Note Book and diary should be printed as per the requirement of the department. However, as regards diary, we are providing scanned coloured copy of the sample i.e. title cover and inner pages along with the tender document.
12. The rates offered by the bidder in the Financial Bid will be valid for two years (twenty four months) from the date of opening of the Financial Bid. Financial Bid must contain the rates separately for each year (i.e. one for financial year 2014-15 & other for Financial Year 2015-16) even if the rates are same for each year. The purchaser would be at liberty not to place the supply order for the 2nd year on the selected supplier. The selected supplier shall have no right to challenge any action of the purchaser for procurement of note books and diary in the 2nd year.
13. Rate(s) should be legibly mentioned in the Financial Bid, in figures as well as in words. A transparent cellophane tape must be pasted over the amount. Seal of firm should be affixed along the signature of Proprietor /Partner/Director, as the case may be. If any rate is found in the technical bid, then tender is liable to be rejected.
14. Single rate must be quoted for supply of each subject of Note Book (i.e. Hindi, English, Math, Social Science, Science & Drawing) and diary for each year, if applying for more than one subject of Note Books. Tender which is found with multiple rates will be summarily rejected.
15. The amount of earnest money for each subject of Note Books and diaries is given below which should be paid through Demand Draft in favour of the Commissioner, North DMC from nationalized/ Scheduled Bank along with the Technical Bid at the

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S. C. JOC
Asst. Director (Admin)
North DMC
15th Floor, Civic Centre
New Delhi-02

time of submission of tender document. The exemption from earnest money will be applicable as per General Finance Rule 157. However, the bidder(s) must submit the relevant valid documents in order to get such exemption:

<u>Sr.No.</u>	<u>Subject of Note Book</u>	<u>Earnest Money to be deposited</u>
1.	Hindi Note Book	Rs. 2,49,300/-
2.	English Note Book	Rs. 1,52,340/-
3.	Math Note Book	Rs. 55,500/-
4.	Social Science Note Book	Rs. 83,700/-
5.	Science Note Book	Rs. 83,700/-
6.	Drawing Note Book	Rs. 1,04,000/-
7.	Diary	Rs. 1,00,000/-

Note: If applying for all the subjects of Note Books and diaries, then earnest money should be Rs. 8,28,540.00.

16. The bidder should have registration with Sales Tax Department and must submit Sale Tax / Vat Clearance Certificate for the year i.e. 2012-2013.

17. The bidder must have turnover as per details given below during the last three preceding years. In case bidder applies for more than one subject of Note Books, then the turnover should be cumulative of all subjects of note books. As a proof of this, bidder must submit audited balance sheets of the firm for the last three years with the Technical Bid i.e. 2010-11, 2011-12 & 2012-13:-

<u>Sr.No.</u>	<u>Subject of Note Book</u>	<u>Turnover during each of the last three preceding years</u>
1.	Hindi Note Book	Rs. 30.00 Lacs
2.	English Note Book	Rs. 19.00 Lacs
3.	Math Note Book	Rs. 7.00 Lacs
4.	Social Science Note Book	Rs. 11.00 Lacs
5.	Science Note Book	Rs. 11.00 Lacs
6.	Drawing Note Book	Rs. 13.00 Lacs
7.	Diary	Rs. 12.00 Lacs

Note: If applying for all the subjects of Note Books and diaries, then turnover should be Rs. 103.00 lacs during each of the last three preceding years.

18. The bidder should abide by the details given in the Chapter VI Column IX of the Accounts Code which reads as follows:

"When a work is to be started for which an estimate has been sanctioned, the Engineer shall, by notice publish in such manner as the appropriate authority may direct, call for tenders (Form A 32) for the execution of the whole work or separate parts of the work. Ordinarily standard forms of tenders and contracts (Form No. 1, 33 – Percentage Rate Tender and Contract, Form No. A, 34- Item Rate Tender and Contract Form No. A-35- Tender and contract for the supply of materials, Form No. A-36 – Tender and Contract for piece – work and Form No. A-37 – Lump sum Tender and Contract) shall be used but when any necessity for the use of some special form arises the draft agreement should be scrutinized by a competent legal adviser before use."

19. The bidder should have Registration with DGS&D/NSIC/SSI/Any State or Central Govt. Body valid for the current financial year indicating the manufacturing of Note Books/Diary by the firm to whomsoever it is applicable. Copy of license / certificate issued by DGS&D/NSIC/SSI/Any State or Central Govt. authority indicating the manufacturing capacity of Note Books/Diary per month in all shifts and the same be submitted with the Technical Bid, if applicable. The manufacturing capacity issued by any other agency will not be entertained.

20. The bidder should have Registration with Excise Department in respect of Note Books and Diaries for which bids are invited and must submit excise duty gate pass(es) along with the bills submitted for payment, if applicable.

Signature
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C-111
Assesment Unit, Circle 02
Registration, Chandigarh
www.nmcl.org

21. The quantity of supply can be increased or decreased by $\pm 10\%$ in each year during the validity period by the competent authority and the supplier shall have no right to claim any compensation / damages in this regard.
22. The approved supplier(s) should submit Non-Judicial Stamp Paper of the value of Rs. 100/-, should remit Rs. 100/- as Typing Fee and should deposit 10% of the value of supply order as Security in the form of deposit receipts of a nationalized bank duly pledged in the name of the Commissioner, North DMC or in the form of a Bank Draft/ pay order of any nationalized bank in the name of the Commissioner, North DMC with Education Department, Purchase Branch, 15th Floor, Dr. S.P.M. Civic Centre, Jawahar Lal Nehru Marg, New Delhi-02 within three days of the issue of the offer, failing which the earnest money shall be forfeited.
23. The approved supplier(s) will deliver the supply of material at any prescribed building/Store to be decided by the Education Department. Lifting of the sample from the supply for inspection of each subject of Note Book and diary of each lot will be carried out at the prescribed building/ store by the inspection committee constituted by the department. Samples drawn from the said supply shall be checked and inspected physically by the Inspection Committee and final acceptance of the goods shall be only after the same is found as per specifications in physical inspection as well as laboratory testing. The supply which is not found as per specifications in the lab test report will not be accepted. The complete lab testing fee shall be borne by the approved supplier(s). The actual number of samples lifted from the actual supply shall be replaced by the approved supplier(s) to complete the work order.
24. Two exercise note books and two diaries from every lot of 10000 note books /diaries supplied by the approved supplier(s) shall be lifted for physical inspection by the Inspection Committee and one of the two samples lifted shall be sent for laboratory testing. Apart from the above testing, the Director (Edn.) /the officer looking after the work of Director (Edn.) shall have the right to get the re-inspection/re-testing of the material supplied by the supplier at any stage from any agency, if the need so arises.
25. The approved supplier(s) shall complete the entire supply of the work order within 60 days from the date of issue of supply order as per schedule prescribed by Director (Edn.) /the officer looking after the work of Director (Edn.) failing which the security amount shall be forfeited. Supply order of each year will be separate.
26. Rejected material shall be lifted by the supplier(s) and shall be replaced by them with good quality material as per required specifications within the time as stated in the work order. In case, rejected material is not lifted by the supplier and he fails to replace the rejected material with the good quality material as per required specifications within stipulated time then his earnest money/ security deposited shall be forfeited. The expenses incurred towards replacement as stated above shall be borne by the concerned supplier(s).
- If the supplier(s) fails to lift the rejected material within a period of two weeks from the date of receipt of communication from the department to this effect, the supplier(s) will have to pay the rent of storage, watch & ward, which would be decided by the Director (Edn.) /the officer looking after the work of Director (Edn.). Further, if the supplier(s) fail(s) to lift the rejected material within four weeks from the initial date of communication by the department for lifting the rejected material, the Director (Edn.) /the officer looking after the work of Director (Edn.) will have the right to auction the material without any notice to the supplier(s) and the amount so realized will be deposited in Municipal Treasury. The supplier(s) will have no right to claim any compensation / damages in this regard.

27. If the material supplied does not conform to the relevant specifications and does not match with the approved sample, the Director (Edn.) /the officer looking after the work of Director (Edn.) reserves the right to cancel the balance quantity of the supply order and withhold either full payment or part thereof from the claim submitted by the supplier for the supplies already made.

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J. C. J.O.
Asstt. Director (North DMC)
Edn. Deptt. (H.O.) North DMC
15th Floor, Civic Centre,
New Delhi-02

28. Director (Edn.)/the officer looking after the work of Director (Edn.) will issue supply order after the execution of the agreement and deposit of security as prescribed. The approved supplier will start the supply of the material as per specification within seven days from the receipt of the supply order. The supply will be completed in all respects within the stipulated period as per schedule prescribed, failing which the security amount will be forfeited.
29. The approved supplier(s) will complete the entire supply of Note Books and diary as per the work order and schedule given above at Sr.No.25, failing which penalty shall be imposed on the supplier for non commencement, slow performance or delay in completion of supply as per following:
- i. 2% of the balance supply order amount in case the supply is completed after 15 days from the last date of completion of supply.
 - ii. 4% of the balance supply order amount in case the supply is completed after 30 days from the last date of completion of supply.
 - iii. 6% of the balance supply order amount in case the supply is completed after 45 days from the last date of completion of supply.
30. The right of extension of the period of supply and thereby waiving off the penalty of the said period is reserved with the Director (Edn.)/the officer looking after the work of Director (Edn.) exclusively.
31. The purchaser shall have the liberty to visit the manufacturing unit for verification of the documents/claims made by the bidder for which arrangements for the inspection of the manufacturing unit, if desired by North DMC, shall be made by the bidder(s).
32. If any of the bidder(s) belongs to outside Delhi, he should appoint his local representative in Delhi to look after the work of his firm. The authority letter indicating the name and address of the said representative should be submitted along with the Technical Bid. The appointed representative should be authorized to correspond and /or negotiate with North DMC and his decision during the process shall be final and binding on bidder(s). The authority letter should be given by the Director / Proprietor / Partner, who has attested the tender document, on a non judicial stamp paper of Rs. 10/-. The signature of local representative along with his/her photograph should be duly attested by the bidder(s).
33. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Commissioner, North DMC or any officer nominated by him on his behalf. There shall be no bar on reference of disputes to the arbitrator or such an officer as nominated by the Commissioner, North DMC even though said officer is an employee of the North DMC or might have dealt with the matter earlier. In case the arbitrator to whom the matter is originally referred is transferred or superannuated or vacates office or is unable to act for any reason what so ever, the Commissioner, North DMC shall be competent to appoint another person as arbitrator who shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. The decision of the arbitrator so appointed shall be final and binding on the parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that the supplier has no claim whatsoever in this regard.
34. Bidders should undertake on firm/organization's letter head that their firm/organization is not black listed or otherwise debarred from tendering from any other Govt. agency/undertaking. The undertaking will be submitted along with the technical bid at the time of submission of tender document.
35. The bidder(s) should also undertake on firm/organization letter head that their firm/organization has not quoted the lower rate than offered in the instant case to any other Govt. agency during the current financial year or supplied period within the territory of Delhi. The undertaking will be submitted by the bidders along with the technical bid at the time of submission of tender document.

Delhi

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Asstt. Director (Edn.)
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36. The contract for supply of Exercise Note Books and diary can be terminated by Director (Edn.) the officer looking after the work of Director (Edn.) at any time after giving 15 days notice, without assigning any reason thereof.
37. The department reserves the right to accept or reject the tender without assigning any reason(s).
38. The approved bidders have to submit duly authenticated evidence in support of purchase of paper from any reputed paper manufacturer such as Orient Paper Mill, Bilt, Sirpur Paper Mill, Hindustan Paper Corporation Ltd., Setia Paper Mill, ABC Paper Mill.
39. The payment of the material supplied by the successful bidder(s) shall be made by the purchaser within 30 days on receipt of material as per required specification and on submission of bills by the supplier. If the material is sent for lab testing then the payment of the said lot shall be made within 15 days on receipt of test reports from the testing lab.
40. Conditional tender will not be entertained. The competent authority is not bound to accept additional terms and conditions indicated by the bidder(s) on their separate paper, if any.
41. **Apportionment of quantity:** If the Lowest bidder L1 decided after complete clarification and price negotiation, if any, by the North DMC, is not able to supply full quantity of Exercise Note Books and Diary in stipulated period then North DMC reserves the right to give an offer to L2 & L3 etc., in that order, to supply the remaining quantity of goods at the same terms & conditions and price offered to L1. The remaining quantity will be equal to the total quantity offered in Purchase order minus the quantity that has been supplied by the L1 mentioned in writing. If only one resultant supplier is left then in the particular case then the item may be purchased from the open market at the risk and cost of the Supplier.
42. Solvency certificate of the firm issued by the bankers' not less than amounting Rs. 133.00 lacs shall be submitted at the time of submission of tender document.
43. The bidder should not have incurred any loss in more than two years during the last five years ending 31st March, 2013.


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Director (Edn.)

DIRECTOR (EDN.)
MUNICIPAL CORPORATION OF DELHI
Education (E.O.)
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Minto Road, New Delhi-2

SPECIFICATION OF NOTE BOOKS (HINDI, ENGLISH, SCIENCE, SOCIAL SCIENCE, MATHS & DRAWING) AND DIARY

1.	Note Book Hindi, English, Math, Social Science & Science
(a)	Quality of Paper for Note Books i. Manufacturer of the Paper – Any reputed paper manufacturer such as Orient Paper Mill, Bilt, Sirpur Paper Mill, Hindustan Paper Corporation Ltd., Setia Paper Mill, ABC Paper Mill. ii. Gram age of Paper – 54gsm. - Tolerance as per BIS specifications/norms iii. Colour of paper – White (Cream Wove)
(b)	Size of Note Book 21 cm. x 16 cm. containing 192 pages for Hindi, English & Math and 144 pages for Social Science & Science Note Book ($\pm 0.5\%$ on each dimension). The left page of the science note book should be blank so that students can draw diagrams / figures on it.
(c)	Binding:- Hard Board Binding not less than 16 ounce (i.e. one square meter size of Hard board should weigh more than 894 gms.)
(d)	Cover Paper :- Single Colour Printing paper – Sky Blue Colour cover with the Logo of North DMC (printing details on cover page will be provided by the North DMC). Both sides will be well finished.
2.	Drawing Note Books
(a)	Quality of Paper for Note Books i. Manufacturer of the Paper - Any reputed paper manufacturer such as Orient Paper Mill, Bilt, Sirpur Paper Mill, Hindustan Paper Corporation Ltd., Setia Paper Mill, ABC Paper Mill. ii. Gram age of Paper – 70 gsm. - Tolerance as per BIS specifications/norms iii. Colour of paper – White (Cream Wove)
(b)	Size of Note Book 27 cm. x 22 cm. containing 40 pages ($\pm 0.5\%$ on each dimension).
(c)	Binding:- Hard Board Binding not less than 16 ounce (i.e. one square meter size of Hard board should weigh more than 894 gms.)
(d)	Cover Paper :- Single Colour Printing paper – Sky Blue Colour cover with the Logo of North DMC (printing details on cover page will be provided by the North DMC). Both sides will be well finished.
3.	Diary
(a)	Quality of Paper for Diary i. Manufacturer of the Paper - Any reputed paper manufacturer such as Orient Paper Mill, Bilt, Sirpur Paper Mill, Hindustan Paper Corporation Ltd., Setia Paper Mill, ABC Paper Mill. ii. Gramage of Text Paper – 70 GSM Maplitho Paper - Tolerance as per BIS specifications/norms iii. Colour of Text Paper – Black and White (Text single colour)
(b)	Finished Size of Diary: 13.75 cm. x 21.5 cm. containing 96 pages ($\pm 0.5\%$ on each dimension).
(c)	Style of Binding: Perfect Binding with thread stitching.
(d)	Cover Paper: 200 GSM Art Card (Tolerance as per BIS specifications/ norms) - Four Colour Printing paper – (Printing details on cover page will be provided by the North DMC. Both sides will be well finished.
	Text: The text inside as well as on the cover page (front and back including photos) of the diary should be in conformity with the scanned copy of the diary provided with the tender document.

Sharma
INDIASHI
 Asst. Director (Edn.) DMC
 Edn. Deptt. (H.O.) North DMC
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 New Delhi-02

B
 DIRECTOR (EDN.)
 MUNICIPAL CORPORATION OF DELHI
 Education (H.O.)
 15th Floor, Civic Centre,
 Minto Road, New Delhi - 2

शिक्षा विभाग : उत्तरी दिल्ली नगर निगम



..... नोटबुक - पेज संख्या.....
(नोटबुक का नाम)

नाम.....
पता.....
विद्यालय का नाम.....
विषय.....



उत्तरी दिल्ली नगर निगम के विद्यार्थियों के प्रयोग हेतु।
(बिक्री के लिए नहीं)

J. C. Joshi

J. C. JOSHI
Asstt. Director (Edn.)
Edn. Dept. (H.Q.) North DMCO
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NORTH DELHI MUNICIPAL CORPORATION

Annexure - I

	<p>NORTH DELHI MUNICIPAL CORPORATION EDUCATION DEPARTMENT: HQ Dr. Shyama Prasad Mukherjee Civic Centre E Block, 15th Floor, JLN Marg, N Delhi-02 Email.: school.inspector.plan.mdm.pur@gmail.com Ph. No. 011-23226511</p>	
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Subject : Technical Bid for supply of Note Books / Diaries to the North DMC.

PARTICULARS OF BIDDER & MANUFACTURER

Sir,

I/We hereby submit Technical Bid for supply of Note Books / Diaries as per terms & conditions of tender invited by Education Department, North DMC, which are acceptable to us.

1. Name of Bidder :
2. Address for correspondence (of the Bidder) :
3. Year of Establishment, if applicable :
4. Registered address and location of the manufacturing unit :
5. Name & address of the officer who shall be the contact point regarding this bid :
6. Details of annual turnover of the firm for the last three successive financial years. (year wise detail should be given along with audited balance sheet) :
7. Details of certificates/purchase orders in support of experience :
8. EMD details (Name of the Bank, Draft No. with Date & Amount) :
9. Details of Sales Tax/ VAT (Regn. No. etc) :
10. Details of PAN Number :
11. Details of manufacturing capacity and certificate :
12. Details of Samples submitted :

[Signature]
Indira J. C. JOSHI
Asst. Director (Edn.) DMC
E-Block, 15th Floor, Civic Centre,
New Delhi-02

13. Details of Registration Certificate of the firm/organization ;
14. Details of Excise Registration ; Certificate
15. Other documents / Certificates/ Details as per terms & conditions
16. Terms and conditions duly : Yes/No accepted.

As of the date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Firm/ Organization Seal

(With name & designation of the person signing the bid)

Witness:

Signature _____ Signature _____
Name _____ Name _____
Address _____ Address _____

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12/2/14

J. C. JOSHI
Asstt. Director (E&H) DMG
East Deptt. (H.O.) North DMG
1st Floor, Civic Centre,
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