



**SOUTH DELHI MUNICIPAL CORPORATION**  
**EDUCATION DEPARTMENT: HQ**  
**Dr. Shyama Prasad Mukherjee Civic Centre**  
**E Block, 23<sup>RD</sup> Floor, JLN Marg, N Delhi-02**  
**Phone No. 011-23227326**



No.: D-3478/NIT/SDMC/DPE/Pur./HQ/2016

Dated:- 07.12.2016

### **NOTICE INVITING TENDER**

Sealed tenders are invited from bonafide manufacturers or their authorized firms, Govt. / Govt. registered agencies for supply of approx. 10,01,718 six types of Note Books as per specifications mentioned in the tender document. The detailed tender document along with specifications can be downloaded only from the MCD website i.e. [www.mcdonline.gov.in](http://www.mcdonline.gov.in).

The tenders alongwith tender cost, 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, South DMC, 23<sup>rd</sup> floor, Dr. Shyama Prasad Mukherjee Civic Centre, Jawahar Lal Nehru Marg, New Delhi-110002 latest by 28.12.2016 upto 11.30 A.M.

Estimated Cost :- Rs.252 lakhs

Bid document fee :- Rs. 1,500/-

Earnest money :- As mentioned in Annexure-III of tender documents

Important dates for submission of proposals are:-

Starting date from for submission of tender :- 8.12.2016

Submission of clarification requests :- 15.12.2016

Pre-Bid Conference will be held on :- 19.12.2016 at 11.00 A.M.

Last date of submission of the bid :- 28.12..2016 upto 11.30 A.M.

Submission of sample :- 28.12.2016 upto 11.30 A.M.

Opening of bid :- 28.12.2016 at 11.50 A.M.

**Admin Officer (Edu.) / HQ/ SDMC**



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**E Block, 23<sup>rd</sup> Floor, JLN Marg, N Delhi-02**  
**Email.: deopurchase@gmail.com**  
**Ph. No. 23227326**



**Subject : Technical Bid for supply of Note Books to the South DMC.**

**PARTICULARS OF BIDDER & MANUFACTURER**

Sir,

I/We hereby submit Technical Bid for supply of Note Books as per terms & conditions of tender invited by Education Department, South 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 :

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13. Details of Registration Certificate :  
of the firm/organization
14. Details of Excise Registration :  
Certificate
15. 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)



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Financial Bid

**Annexure -II**

{To be printed on the Letterhead of the Applicant / bidding Firm including full postal address, telephone, faxes and e-mail address}

Date:.....

To

**Director (Edn.),**

South Delhi Municipal Corporation,  
23<sup>rd</sup> Floor, Dr. Shyama Prasad Mukherjee Civic Centre,  
J.L.N. Marg, New Delhi- 110002

Madam/ Sir,

Subject: **Financial Proposal Submission for supply of Note Books to South Delhi Municipal Corporation.**

Pursuant to the Notice Inviting Tender No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the South Delhi Municipal Corporation for and on your behalf, I/we hereby submit my/ our Financial Proposal/ offer for the captioned subject for a period of 01 calendar years commencing from the date of execution of the contract, in respect of the Note Books to the student of primary schools of South Delhi Municipal Corporation in response to and complying with the Notice Inviting Tender issued by the SDMC.

1. I/We have thoroughly read and understood the Terms and Conditions of the said Tender document for being appointed as your preferred Bidder/ supplier for the aforesaid purposes and Terms and Conditions of the contract which in token thereof have been signed by me/ us and I/We hereby agree to duly abide by them.
2. Being duly authorised to represent and act on behalf of ..... and having reviewed and fully understood all the requirements of proposal submission provided vide the tender document dated ..... pertaining to supply of Note Books to the student of primary schools of South Delhi Municipal Corporation, we hereby provide our Financial Proposal.
3. My/ Our financial proposal/ offer for Supply of Note Books to the students of primary schools of South Delhi Municipal Corporation in compliance with the requirements of the tender document shall be as follows:

Sr. No	Name of item & Quantity Required	Rates quoted (2017-18) inclusive of all taxes of each notebooks	
		in Figures (Rs.)	In words (Rs.)
1.	Hindi Note Book -192 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )		
2.	English Note Book -192 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )		



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3.	Maths Note Book -192 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )		
4.	Social Science Note Book -144 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )		
5.	Science Note Book -144 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. ).		
6.	Drawing Note Book -40 pages (single colour printing title, 70 gsm. Size- 27 cm. x 22 cm. )		

We understand that as per the terms of the Contract to be executed, this tender document shall be constructed as per the standards and specifications mentioned in the Contract and in compliance with the other requirements stated in the tender documents.

We acknowledge and agree to submission of an unconditional proposal.

The names and addresses of the Partners/Directors of my/our Firm are as

follows:

Name

Address/ Phone/ fax/ email

- 1.
- 2.

Yours Faithfully,

For and on behalf of: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

(Authorised Representative and Signatory)

[Authorised Signatory]  
[Designation of Signatory]  
[Common Seal]



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ANNEXURE-III

Details of quantity and Earnest Money

Sr. No	Name of the item	Quantity Required	Details of Earnest Money (In Rs.)
1.	Hindi Note Book -192 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )	434875 Nos.	2,52,000/-
2.	English Note Book -192 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )	261479 Nos.	155000/-
3.	Maths Note Book -192 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )	88073 Nos.	52000/-
4.	Social Science Note Book -144 pages (single colour printing title, 54 gsm. . Size- 21 cm. x 16 cm. )	173406 Nos.	83000/-
5.	Science Note Book -144 pages (single colour printing title, 54 gsm. Size- 21 cm. x 16 cm. )	173406 Nos.	85000/-
6.	Drawing Note Book -40 pages (single colour printing title, 70 gsm. Size- 27 cm. x 22 cm. )	261479 Nos.	130000/-

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शिक्षा विभाग : दक्षिणी दिल्ली नगर निगम



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

नाम.....

कक्षा.....सैवधान.....

विद्यालय का नाम.....

विषय.....

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

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

1.	<b>Note Book Hindi, English, Math, Social Science &amp; Science</b>
(a)	<b>Quality of Paper for Note Books</b>
	i. Manufacturer of the Paper – M/S Hindustan Paper Corporation Ltd.
	ii. Gram age of Paper – 54gsm. $\pm 2.5\%$ (As per BIS)
	iii. Colour of paper – White (Cream Wove)
(b)	<b>Size of Note Book</b>
	21 x 16 cm. containing 192 pages for Hindi, English & Math and 144 pages for Social Science & Science Note Book ( $\pm 5$ mm on each dimension). The left page of the science note book should be blank so that students can draw diagrams / figures on it.
(c)	<b>Binding:-</b> Hard Board Binding not less than 16 ounce (i.e. one square meter size of Hard board should weigh more than 894 gms.). The title cover of Note Books to be folded / pasted inside the Note Books i.e. Labdar binding.
(d)	<b>Cover Paper :-</b> Single Colour Printing paper – Sky Blue Colour cover with the Logo of South DMC. Both sides will be well finished.
2.	<b>Drawing Note Books</b>
(a)	<b>Quality of Paper for Note Books</b>
	i. Manufacturer of the Paper M/S Hindustan Paper Corporation Ltd.
	ii. Gram age of Paper –70 gsm. $\pm 2.5\%$ . (As per BIS)
	iii. Colour of paper – White (Cream Wove)
(b)	<b>Size of Note Book</b>
	27 x 22 cm. containing 40 pages ( $\pm 5$ mm on each dimension)..
(c)	<b>Binding:-</b> Hard Board Binding not less than 16 ounce (i.e. one square meter size of Hard board should weigh more than 894 gms.).
(d)	<b>Cover Paper :-</b> Single Colour Printing paper – Sky Blue Colour cover with the Logo of South DMC. Both sides will be well finished.



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Email.: [deopurchase@gmail.com](mailto:deopurchase@gmail.com)  
Ph. No. 23227326



**Subject:** Terms and conditions for supply of 434875 Hindi; 261479 English; 88073

**Maths: 173406 Social Science: 173406 Science: 261479 Drawing Note Books)** as per enclosed specifications for free distribution to children studying in Municipal Schools of South Delhi Municipal Corporation.

1. Only the bonafide manufacturers or their authorised firms with registered as per NIT condition no. 19, Govt. / Govt. registered agencies like Kendriya Bhandar, NCCF, Delhi Consumer Co-operative Wholesale Store Ltd. etc. for supply of above said Exercise Note Books having experience in the field can download the tender form/document from the website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) from 08.12.2016 to 28.12.2016 on the following terms and conditions. The tender cost of Rs. 1500.00 should be submitted in the form of Demand Draft/ Banker Cheque in favour of the Commissioner, South DMC, 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 80% of estimated cost

Or

At least two similar works of 60% of estimated cost

Or

At least three similar work of 40% of estimated cost

**Definition of similar work:** Similar work will include work done in the field of Exercise Note Books 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 tender's along with earnest money, samples, relevant documents and terms & conditions duly signed and stamped by the renderers/bidders should reach in the office of the Director (Edn.)/ at Education Department, South DMC, 23<sup>rd</sup> Floor, Dr. Shyama Prasad Mukherjee Civic Centre, Jawahar Lal Nehru Marg, New Delhi till 28.12.2016 up to 11.30 A.M. . "The financial bid should be quoted both in

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