



SOUTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT (HQ)
Dr. Shyama Prasad Mukherjee Civic Centre
E Block, 23rd Floor, JLN Marg, N Delhi-110002



No.: D- 161 /NIE-T/DDE/Pur./Edn/SDMC/2021 Date : 03/06/2021

NOTICE INVITING E-TENDER


1. Online e-Tender is invited from bonafide manufacturers or their authorized firms, Govt./Govt. registered agencies for supply of approx. 1490000 Exercise Notebooks (459840 Hindi; 287210 English; 114680 Maths; 170530 Social Science; 170530 Science; 287210 Drawing Notebooks) as per specifications mentioned in the tender document.

S. No.	Particulars	Description																												
1	Name of Work	supply of approx. 1490000 Exercise Note Books (459840 Hindi; 287210 English; 114680 Maths; 170530 Social Science; 170530 Science; 287210 Drawing Note Books)																												
2	Period of Work	Contract period 1 year																												
3	Tender Reference No.	No.:D- 01 /NIE-T/DDE/Pur./Edn /SDMC/2021																												
4	Place of availability of Tender documents (RFPs)	https://etenders.gov.in/eprocure/app & https://mcdonline.nic.in/sdmcportal																												
5	Mode of bid submission	Online; https://etenders.gov.in/eprocure/app																												
6	Earnest Money Deposit	<table><tr><th>S.N o</th><th>Subject of Note Book</th><th>Earnest Money to be deposited</th><th>Estimate d Cost</th></tr><tr><td>1.</td><td>Hindi Note Book</td><td>306000/-</td><td>10197412</td></tr><tr><td>2.</td><td>English Note Book</td><td>194000/-</td><td>6439938</td></tr><tr><td>3.</td><td>Math Note Book</td><td>77000/-</td><td>2562924</td></tr><tr><td>4.</td><td>Social Science Note Book</td><td>93000/-</td><td>3088367</td></tr><tr><td>5.</td><td>Science Note Book</td><td>95000/-</td><td>3138789</td></tr><tr><td>6.</td><td>Drawing Note Book</td><td>150000/-</td><td>4953798</td></tr></table>	S.N o	Subject of Note Book	Earnest Money to be deposited	Estimate d Cost	1.	Hindi Note Book	306000/-	10197412	2.	English Note Book	194000/-	6439938	3.	Math Note Book	77000/-	2562924	4.	Social Science Note Book	93000/-	3088367	5.	Science Note Book	95000/-	3138789	6.	Drawing Note Book	150000/-	4953798
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[Signature]
Director - Edu.
South Delhi Municipal Corporation

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		7	Item No. 2 to 5	Rs. 4,59,000
		8	Item No. 2 to 4	Rs. 3,64,000
		9	Item No. 2 to 3	Rs. 2,71,000
		10	Item No. 3 to 6	Rs. 415000
		11	Item No. 3 to 5	Rs. 2,65,000
		12	Item No. 3 to 4	Rs. 1,70,000
		13	Item No. 4 to 6	Rs. 3,38,000
		14	Item No. 4 to 5	Rs. 1,88,000
		15	Item No. 5 to 6	Rs. 2,45,000
		16	Item No. 1 only	Rs. 3,06,000
		17	Item No. 2 only	Rs. 1,94,000
		18	Item No. 3 only	Rs. 77,000
		19	Item No. 4 only	Rs. 93,000
		20	Item No. 5 only	Rs. 95,000
		21	Item No. 6 only	Rs. 1,50,000
		Remarks:- Bidder has uploaded the mandatory undertaking (Annexure-I) along with scan copy of Earnest money in the form of Demand draft in favour of Commissioner, SDMC.		
7	Non-refundable cost of tender/bid document	Rs. 1,500/-		
8	Validity of Tender	120 days from last date of submission of bids		
9	Date of issuance of Tender Documents	03/06/2021		
10	Clarification Start Date	03/06/2021		
11	Clarifications End Date	11/06/2021		
12	Pre-bid meeting date & time of tender	11/06/2021 at 03:00 PM to be held at Conference hall at 6 th floor, DR. SPM Civic Center, JLN Marg New Delhi-110002 or Through Video Conferencing.		
13	Bid Submission Start Date	12/06/2021		
14	Email id to send pre-bid queries	ddo.edu.sdmc@gmail.com		
15	Last date and time for submission of Bids	28.06.2021 at or before 03:00 PM.		
16	Opening of Technical bids	29.06.2021 at 11:00 AM		
17	Opening of Financial Bids	To be informed later		
18	Address for	Director (Edn.), SDMC, Education Department, 23 rd		


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	communication	floor, DR SPM Civic Center, JLN Marg New Delhi-110002.
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2. Bid submission: -

Bids shall be submitted online only at CPP Portal;
<https://etenders.gov.in/eprocure/app>

3. Instructions for Online Bid Submission:


The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>

3.1. REGISTRATION:

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "online Bidder Enrolment".
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

3.2. SEARCHING FOR TENDER DOCUMENTS

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization


 Dy. Director
 Public Procurement Corporation


- name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
 - c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3.3. PREPARATION OF BIDS

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

3.4. SUBMISSION OF BIDS


- a) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the last date and time for bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instruments.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing


 To: Director, E&S
 Delhi Municipal Corporation

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Section, latest by the last date and time of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- e) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
 - f) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
 - h) The uploaded tender documents become readable only after opening the tender by the authorized bid openers.
 - i) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
4. Tenderer who has downloaded the tender from the CPP Portal <https://etenders.gov.in/e procure/app> , shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
5. Intending Bidders are advised to visit CPP portal regularly till closing date of submission to keep themselves updated as to any change/ modification in the tender intimated through this website only by corrigendum / addendum/ amendment.
6. Intending eligible bidders are required to upload signed & scanned copy of a demand draft of Rs. 1,500/- for the cost of tender and Demand draft for the Earnest Money Deposit (EMD) drawn on any



Director - Edu.
South Delhi Municipal Corporation

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nationalized bank, payable at Delhi in favour of Commissioner, South Delhi Municipal Corporation. The hard copy of the same has to be delivered to Director (Edn), SDMC, 23rd Floor, Dr. SPM Civic Center, JLN Marg, New Delhi-110002 on or before bid submission end date/time. Proposals received without or with inadequate EMD shall be liable for rejection. The validity of the demand draft need to be up to 6 (six) months starting from last date of submission of Tender.


7. In order to exemption from furnishing Earnest Money Deposit (EMD) for tender portal <https://etenders.gov.in/eprocure/app> by relaxing the Pre-qualification Criteria (PQC) :
- i. Micro and Small Enterprises who are manufacturer of the primary product category or Service provider of the Primary Product category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyog Aadhaar and through uploaded supporting documents. (Note:- **MSME NIC 5 digit code 47613**- Retail sale of stationery office supplies such as pens, pencils, paper etc., & **MSME NIC5 digit code 18112**- Printing of magazine and other peripherals, books and brochures, maps, atlases, posters etc. are valid for exemption from Earnest Money Deposit (EMD) and tender cost/bid processing fee).
 - ii. Start-Ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT).

Note: - Bidder shall have to upload scanned copy of relevant Registration document in place of EMD document while bidding.

DDE (Purchase) Edn.

Note: - Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on official website of South Delhi Municipal Corporation <https://etenders.gov.in/eprocure/app> . Further, financial Bid Opening Date, Time & Venue will be intimated to the qualified Bidders on a later date.

The South Delhi Municipal Corporation reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.


By Director
South Delhi Municipal Corporation

Tender document for Supply of Note Books in South Delhi Municipal Corporation



**Education Department
South Delhi Municipal Corporation
23rd Floor, Dr. S.P.M. Civic Centre, J.L.N. Marg,
New Delhi - 110002**



By Director, Edu.
South Delhi Municipal Corporation

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DISCLAMER

This Tender Document is issued by South Delhi Municipal Corporation (SDMC).

Each Party must conduct its own analysis of the information contained in this Tender Document to correct any inaccuracies therein and is advised to carry out its own due diligence into the proposed Project. Each Party must conduct its own analysis of the regulatory regime which applies thereto, and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the proposed Project. Neither the Corporations nor any of its officers or employees, nor any of their advisers nor consultants shall be responsible for any direct or indirect loss or damage arising out of or for use of any content of the Tender document in any manner whatsoever.

This tender document includes certain statements, estimates and projections with respect to proposed Project. Such statements, estimates and projections reflect various assumptions made by the management, officers, employees which (the assumptions and the base information on which they are made) may or may not prove to be 100% accurate. No representation or warranty is given to the reasonableness of the projections or the assumptions on which they may be based and nothing in this tender document is, or should be relied on as, a promise, representation or warranty. SDMC shall be the sole and final authority with respect to qualifying a bidder through this tender. The decision of SDMC in selecting the vendor who qualifies through this tender shall be final and SDMC reserves the right to reject any or all the bids without assigning any reason thereof. SDMC further reserves the right to negotiate with the selected vendor to enhance the value through this project and to create a more amicable environment for the smooth execution of the project. SDMC may terminate the tender process at any time without assigning any reason and upon such termination SDMC shall not be responsible for any direct or indirect loss or damage arising out of such a termination.



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1. Definition

- a) **"The Bidder"** means company/firm participating in this bidding process.
- b) **"Eligible Bidder"** means a bidder satisfying qualifying criteria.
- c) **"The Purchaser"** means South Delhi Municipal Corporation.
- d) **"The Purchase Order"** means the order placed by the South Delhi Municipal Corporation to the Agency for the required services as per the tender. This shall be deemed as "Contract".
- e) **"The Successful Bidder/Agency"** means the successful bidder and on whom South Delhi Municipal Corporation have placed a Letter of Intent/Purchase Order for rendering the services as per the tender and with whom the Purchaser enters into contract against this tender.
- f) **"The Contract"** means an agreement entered into, by the Purchaser with the successful bidder by signing a contract form in a given format by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
- g) **"The Contract Price"** means the price payable to the Successful Bidder under the contract for the full and proper Performance of its contractual obligations.
- h) **"Consignee"** or "Indenter" or "Buyer" means the officer authorized by the South Delhi Municipal Corporation for receiving services at the place of receipt.
- i) **"Non-compliance"** means failure/refusal to comply with the terms and conditions of the tender.
- j) **"Non-responsive"** means failure to furnish complete information in a given format and manner required as per the tender documents or non-submission of tender offer in given Forms / Pro forma or not following procedure mentioned in this tender or any of required details or documents is missing or not clear or not submitted in the prescribed format or non-submission of tender fee and EMD.
- k) **"PBG"** means Performance Bank Guarantee.




For the South Delhi Municipal Corporation

2. Instructions to the Bidders

2.1 General Instructions

- a) Bidders are advised to study the tender document carefully & thoroughly. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which could have any effect on the performance of the contract and cost of the related services. No request for the change of price or time schedule of delivery of related services shall be entertained, on account of any local condition or factor once the offer is accepted by the Purchaser.
- c) A bidder may be a legal private entity or a legal government-owned entity with the intent to enter into a contract with the SDMC to deliver the aforementioned scope of work.
- d) The bidder should be eligible to operate in conformity with the provisions of the laws in India and the bidder must have an operational office in Delhi-NCR.
- e) Bidder should not have any conflict of interest with any parties included in the bidding process.
- f) The bidder can submit only one bid in the bidding process. Submission of more than one bid by the bidder will result in the disqualification of all the bids submitted by the bidder.
- g) The bidder must submit documentary evidence for eligibility criteria.
- h) SDMC with the prior approval of competent authority reserves the right to relax any terms & conditions in the Govt. interest.
- i) Conditional bids will not to be entertained and summarily rejected.
- j) Optional bids will not be entertained and summarily rejected. The optional bids either in model or in rates will not be accepted and the tender will be rejected straightway.
- k) Only online bids through e-Tendering will be accepted. No physical bids will be accepted.
- l) Bids not accompanied with the scanned copies of Application Fee and Earnest Money will be rejected straightway.
- m) The competent authority reserves the right to terminate/recall the tender at any stage due to administrative reasons.
- n) The tender will be rejected straightway without assigning any reasons if the firm/company or their owners/partners/directors etc are found involved in any Criminal Case or pending trial before any competent court within the territorial jurisdiction of India.
- o) A Foreign firm can participate in the tender only through its authorized distributor/dealer/agent appointed in India. In case the bidder is an India incorporated Agent of foreign firm/principal, the


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bidder shall have to submit the copy of agreement between the parties containing terms and conditions of agreement. No foreign company shall be entertained directly.

- p) Bidders shall not be permitted to alter or modify their bids after closer date of submission of bids.

2.2 Availability of the tender documents

Bidders can obtain or download the tender document from the SDMC website <https://mcdonline.nic.in/sdmcportal> & <https://etenders.gov.in/eprocure/app>. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the tender documents. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the bid security amount.


2.3 Bid Processing Fee

The electronic version of the tender document is freely available free of cost to all interested Bidders.

Intending eligible bidders are required to upload signed & scanned copy of a demand draft of Rs. 1500/- for the cost of tender on any nationalized bank, payable at Delhi in favour of Commissioner, South Delhi Municipal Corporation. The hard copy of the same has to be delivered to Director (Education), SDMC, 23rd Floor, Dr. SPM Civic Center, JLN Marg, New Delhi-110002 on or before bid submission end date/time. D.D submitted for cost of tender is not refundable. Proposals received without or with inadequate Bid processing fee shall be liable for rejection.

2.4 Conditions under which this tender is issued

- a) This tender is not an offer and is issued with no commitment. SDMC reserves the right to withdraw the tender and change or vary any part thereof at any stage. SDMC also reserves the right to disqualify any bidder should it be so necessary at any stage.
- b) No oral conversations or agreements with any official, agent, or employee of SDMC shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of SDMC shall not be valid. Oral communications by SDMC to bidders shall not be considered binding on SDMC.


 Director (Education)
 South Delhi Municipal Corporation

2.5 Compliant Proposals / Completeness of Response

Bidders are advised to thoroughly go through the tender. It is assumed that the bidder has done the due diligence and examination of the tender document with full understanding of its implications, prior to submission of the bid.

- a) Failure to comply with the requirements of this tender may render the Proposal non-responsive.
- b) Bidders must ensure that all the required documentation is submitted with bid and all information should be submitted as per formats provided in this tender.
- c) Non-responsive bids are liable to be rejected.

2.6 Right to Terminate the Process

SDMC reserves the right to terminate the whole bidding process at any time and without assigning any reason.

2.7 Acceptance of Part / Whole Bid / Modification – Rights there of

SDMC reserves the right to modify the technical specifications / quantities / requirements/tenure mentioned in this tender including addition / deletion of any of the item or part thereof after pre-bid and the right to accept or reject wholly or partly bid offer, or, without assigning any reason whatsoever. No correspondence in this regard shall be entertained. SDMC also reserves the unconditional right to place order on wholly or partly bid quantity to successful bidder.

2.8 Power of Attorney


The bidder must submit a statement confirming the authority of the authorized representative(s) of the bidder and a notarized power of attorney to act in all matters concerning the delivery of the Project.

2.9 Authorized Signatory

It is required that an authorized representative of the bidder shall sign the original submission letters/ forms in the required format for the Technical & Price Bids and shall initial and stamp all pages of the entire bid.

2.10 Bidder clarifications

- a) The Bidders should ensure that their queries for the Pre-Bid meeting should reach Director (Education), SDMC as per the schedule provided in the Tender Notification Table.


Director (Education)
SDMC

- b) SDMC reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion they consider that it would be inappropriate to do so or do not find any merit in it.
- c) The queries must be submitted as per the following format:

BIDDER'S REQUEST FOR CLARIFICATION / PRE-BID

Name of the Person :

Organization Name :

Tel:

Email:

S. No.	Bidding Document Reference(s) (section number/ page)	Content of tender requiring Clarification	Points of clarification Required
1			
2			

- d) No pre-bid queries will be entertained if the queries are not provided in the above format.
- e) In no event the SDMC will be responsible for ensuring that bidder's inquiries have been received by the SDMC.
- f) Any requests for clarifications post the indicated date and time may not be entertained by the SDMC.
- g) Responses to Pre-Bid Queries and Issue of Corrigendum/Addendum (if any)
- h) At any time prior to the last date for receipt of bids, the SDMC may, for any reason, modify the tender document by a corrigendum. Appropriate time would be provided to all bidder to submit their bids after the issuance of corrigendum.
- i) The Corrigendum/Addendum (if any) & clarifications to the queries will be issued to all the bidders over the e-mail or notification on SDMC website <https://mcdonline.nic.in/sdmcportal&https://etenders.gov.in/eprocure/app>

2.11 Pre-Bid Conference

- a) SDMC will host Pre-Bid meeting, as per the schedule provided in the Tender Notification Table. In case of any change in date, time, venue and mode of the conference, the same will be notify on SDMC website

<https://mcdonline.nic.in/sdmcportal&https://etenders.gov.in/eprocure/app>

SDMC
Sahyodra Corporation

cure/app

- b) Only persons, duly authorized by the Bidder, will be allowed to participate in the pre-bid meeting.
- c) The purpose of the conference is to provide bidders with information regarding the tender and the proposed requirements in reference to this tender.
- d) Pre-Bid Conference will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender and the project.
- e) Request for clarifications shall be sent by the bidders through email.

2.12 Proposal Preparation Costs

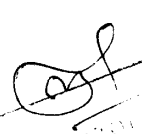
- a) The Bidder shall bear all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, visits to SDMC office at, preparation and submission of proposal, in providing any additional information required by the SDMC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- b) SDMC, in no case, will be responsible or liable for any cost, regardless of the conduct or outcome of the bid process.

2.13 Earnest Money Deposit (EMD) (Pre-qualification Criteria)

a) 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	459840 Nos.	306000/-
2.	English Note Book –192 pages	287210 Nos.	194000/-
3.	Maths Note Book –192 pages	114680 Nos.	77000/-
4.	Social Science Note Book –144 pages	170530 Nos.	93000/-
5.	Science Note Book –144 pages	170530 Nos.	95000/-
6.	Drawing Note Book –40 pages	287210 Nos.	150000/-

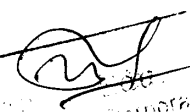
Bidder submit their bids for all the above items or their choice.


 Project Officer
 Public Works Corporation

EMD for items wise participation:-

S. No.	Participation	EMD value
1	Item no 1 to 6	Rs. 9,15,000
2	Item No. 1 to 5	Rs. 7,65,000
3	Item No. 1 to 4	Rs. 6,70,000
4	Item No. 1 to 3	Rs. 5,77,000
5	Item No. 1 to 2	Rs. 5,00,000
6	Item No. 2 to 6	Rs. 6,09,000
7	Item No. 2 to 5	Rs. 4,59,000
8	Item No. 2 to 4	Rs. 3,64,000
9	Item No. 2 to 3	Rs. 2,71,000
10	Item No. 3 to 6	Rs. 4,15,000
11	Item No. 3 to 5	Rs. 2,65,000
12	Item No. 3 to 4	Rs. 1,70,000
13	Item No. 4 to 6	Rs. 3,38,000
14	Item No. 4 to 5	Rs. 1,88,000
15	Item No. 5 to 6	Rs. 2,45,000
16	Item No. 1 only	Rs. 3,06,000
17	Item No. 2 only	Rs. 1,94,000
18	Item No. 3 only	Rs. 77,000
19	Item No. 4 only	Rs. 93,000
20	Item No. 5 only	Rs. 95,000
21	Item No. 6 only	Rs. 1,50,000

- b) Intending eligible bidders are required to upload signed & scanned copy of a demand draft for the Earnest Money Deposit (EMD) of above participations on any nationalized bank, payable at Delhi in favour of Commissioner, South Delhi Municipal Corporation. The hard copy of the same has to be delivered to Director (Education), SDMC, 23rd Floor, Dr. SPM Civic Center, JLN Marg, New Delhi-110002 on or before bid submission end date/time. Proposals received without or with inadequate EMD shall be liable for rejection. The validity of the demand draft need to be up to 6 (six) months starting from last date of submission of Tender.
- c) In case of unsuccessful bidder, earnest money/bid security will be refunded to the unsuccessful bidder without any accrued interest within 60 days from date of notification of the award of contract.
- The EMD of the successful bidder will be returned after the successful bidder has submitted the required Performance Bank Guarantee of this document.
 - The EMD amount is interest free.


 Director
 South Delhi Municipal Corporation

- The bid / proposal submitted without EMD, will be rejected.


2.14 Forfeiture of Bid Security/ EMD

The Bid security shall be forfeited in case of any of the following:

- a) If the bidder requests to withdraw its bid during the validity period or any extension agreed by SDMC.
- b) If the bidder tries to influence the evaluation process.
- c) If the successful bidder fails to furnish Performance Security within 15 days of receipt of notification of supply order from SDMC.
- d) The SDMC reserve the right to forfeit the earnest money or part thereof, in circumstances which according to the SDMC indicate that the bidder is not adhering to the requirements of executing the project.

2.15 Impact of Litigation

SDMC does not intend to deal with any bidders who are blacklisted/debarred facing litigations for non-performance or non-delivery of projects or enquiry of such nature which have the potential to adversely impact the capability to deliver and thereby posing significant risk to the implementation of the Project at the SDMC. The bidder shall furnish an undertaking.


Director - E&C
Delhi Municipal Corporation

2.16 Disqualification


The online proposal submitted by the bidder is liable to be disqualified if one or more violations of the following conditions are violated.

Violation of the bid submission process

- a) Online Price Bid proposal & online Technical proposal are not submitted in the prescribed formats and mode as given in the tender.
- b) The price information, the pricing policy or pricing mechanisms or any document/information/file indicative of the Price Bid aspects of the online proposal are either fully or partially enclosed or are part of the online Technical Proposal.
- c) If it comes to SDMC's knowledge expressly or implied, that some bidders may have compounded in any manner whatsoever or otherwise joined to form a cartel impacting the fair and transparent bid process, then the bidders so involved are liable to be disqualified.
- d) If a bidder submits more than one bid.
- e) If it is not complying to the CVC requirement of:
 - In a tender, either the Indian agent on behalf of the Principal / OEM or Principal / OEM itself can bid but both cannot bid simultaneously for the same item / product in the same tender.
 - If an agent submits bid on behalf of the principal / OEM, the same agent shall not submit a bid on behalf of another Principal / OEM in the same tender for the same item / product.

Non-compliance to the conditions of the bidding process

- a) The Bid documents are not signed as per guidelines of the tender.
- b) The required EMD has not been paid as specified in the tender.
- c) The Bid validity period is shorter than the required period.
- d) The Bid is not submitted in accordance with this document.
- e) During validity of the Bid, or its extended period, if any, the bidder revises its quoted prices.
- f) The bidder submits a conditional bid.
- g) Bid is received in incomplete form.
- h) Bid is not accompanied by all the requisite documents.



Non-responsive Content of the proposal

- a) Information submitted in an online Technical bid proposal is

For the purpose of the Bid
Sd/- [Signature] [Name]
[Designation]

found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the bids or during the tenure of the agreement including the extension period, if any.

- b) If it does not comply with the terms & conditions, requirements of this tender including amendments and corrigendum.
- c) If an online proposal appears to be “canned” presentations of promotional materials that do not follow the format requested in this tender for Technical and Price Bid proposals or do not appear to address the particular requirements of the response, any such bids shall also be disqualified.
- d) If the online technical or Price Bid proposal of the bidder does not adhere to the minimum requirements and timelines of this tender, the bid shall be declared as non- responsive and will be rejected.
- e) If there is a deviation in the proposal w.r.t requirements, terms and conditions as laid out in the tender.

Inability to respond in accordance with the tender guidelines

- a) The successful bidder fails to deposit the Performance Bank Guarantee or fails to enter into an agreement within 15 days of the notification of the supply order or within such extended period, as may be specified by SDMC.

Fraudulent and corrupt practice

- a) Bidder tries to influence the proposal evaluation process by unfair/unlawful/corrupt/fraudulent means at any point of time during the bid process defines, for the purposes of this provision, the terms set forth below as follows:
- b) “Corrupt” practice means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in agreement execution; and
- c) “fraudulent” practice means a misrepresentation of facts in order to influence a procurement process or the execution of an agreement to the detriment of the Purchaser, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the purchaser of the benefits of free and open competition;
- d) “Unfair trade” practice means supply of goods different from what is mentioned in the bid documents.

Consequences of disqualification

- a) If a bid or a proposal is disqualified, the bidder will not be

eligible to participate in the bidding process initiated by this tender.

- b) If the proposal/bid is disqualified, it will not be processed further and the same will be communicated to the bidder through online. No further correspondence from the bidder with SDMC will be entertained.
- c) If the disqualification is for the reasons of fraudulent or corrupt practice, SDMC have the right to initiate actions to black list the bidder as per the provisions of the relevant acts/rules

3. Bid Submission Instructions

3.1 Language of Proposals

The online Proposal should be filled by the Bidder in English language only.

3.2 Bid Currency

Prices for services offered shall be quoted in Indian National Rupees (INR) only.

3.3 Authentication of Bids

The online Proposal must be supplemented by a Power-of-Attorney in the name of the authorized signatory of the Proposal, in a letter-head of the firm/ organization, duly signed & stamped by the competent authority along with the board resolution statement appointing the competent authority.

3.4 Submission of Proposals

Online Bids must be correct and complete in all aspects. SDMC will evaluate the bid based on its clarity, correctness and completeness of its response to the requirements of the project as outlined in this tender. This tender process will be administered through the e-Tender Central Public Procurement Portal (CPPP) (URL: <https://etenders.gov.in/eprocure/app>) Bidder must submit online proposal in two (02) parts as per the format given in this tender in the following manner:

Part-I: Online Technical Bid

- Online Technical Bid with all details and all the supporting documents as per the tender, all be uploaded in the technical bid folder at: <https://etenders.gov.in/eprocure/app>

Note: Providing any Price Bid information in any form in Part I will render the bidder disqualified

Part-II: Online Price Bid

- Online Price BID all details of all the components of price bid, the bidder has to first download the price bid format, fill up and upload the same in respective Price Bid folder. No any document is uploaded in the folder at online submission of Bid <https://etenders.gov.in/eprocure/app>

Note:-

- a) All the pages of the Technical proposal document must be sequentially numbered and indexed and must contain the list of contents with page numbers. Any deficiency in the

documentation may result in the rejection of the Bid.


- b) The proposal/bid must be prepared in indelible ink. It must not contain any interlineations or overwriting.*
- c) All pages of the bid must be initiated and stamped by the person or persons who sign the bid.*
- d) The Bidder is advised to submit the online Bid well before the last date in order to avoid any inconvenience at the last moment.*
- e) The online bids received prior to the closing time and date of the bids shall be taken as valid and will be further processed for evaluation.*

3.5 SDMC's Right to Accept or Reject Any or All Proposal(s)

The SDMC also reserves the right to accept or reject any or all bid(s), without thereby incurring any accountability to the affected Bidder(s) or any responsibility to inform the affected Bidder(s) of the reasons of accept or reject any or all Proposal(s).

The acceptance of the tender response will rest with the SDMC, which does not bind themselves to accept any specific bid and reserve the right to reject any or all the proposals received, without assigning any reason. All bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing about this tender is strictly prohibited, and the proposal responses submitted by the Bidders, who may resort to canvassing, will be liable to rejection.

In the event of identification of a potentially abnormally low or high Bid, the SDMC may seek written clarifications from the Bidder, including detailed price analyses of its Price Bid in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document. After evaluation of the analyses, in the event that the Corporation determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Price Bid, the Corporation reserves the right to reject such Bid.


 Director, E&S
 State Health Monitoring Centre

3.6 Authenticity of the Information and Right of verification

- a) SDMC reserves the right to verify all statements, information and documents submitted by the bidder in response to this tender for the purpose of Technical evaluation.
- b) In case it is found at any point of time that the bidder has made material misrepresentation or has given any materially incorrect or false information in the proposal, the following provisions shall apply:

- I. Before the supply order:
The bid will be out rightly rejected.
The EMD will be forfeited.
- II. After the supply order:
The agreement will be terminated.
PBG will be forfeited.

The bidder will be blacklisted, and appropriate penal and legal action will be initiated against the bidder.

3.7 Rights to the Content of the Proposal

All the bids along with accompanying documentation in response to this tender shall become the property of the SDMC and shall not be returned after opening of the proposals. SDMC shall have full rights to use or disclose any or all of the information contained in the proposal and can do so without any compensation to the bidders. SDMC shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure. SDMC have the right to use the services of external experts to evaluate the proposal by the bidders and share the content of the proposal either partially or completely with the experts for evaluation with adequate protection of the confidentiality information of the bidder.

3.8 Acknowledgement of Understanding of Terms

- a) By submitting a proposal, the bidder shall be deemed to acknowledge that the bidder has carefully read all sections of this tender, including all forms, schedules, Annexures and Appendices hereto, and has fully informed itself as to all the conditions and limitations.
- b) By submitting a proposal in response to this tender, the



bidder shall be deemed to acknowledge that he is in agreement with the terms and conditions of the tender and the procedures adopted for bidding and evaluation of the responses of the bidders.

3.9 Clarification on Bids

At any stage during the bid evaluation process, SDMC, at their discretion, may ask the Bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

3.10 Governing Law and Dispute Resolution

- a) In case of any dispute arising out of or in connection with the project/contract, which is not resolved as per the governance structure provided in this tender, only the Courts in Delhi shall have sole and exclusive jurisdiction in respect of the dispute arising out of the present agreement.




By Director, SDMC
South Delhi Municipal Corporation

4. Technical Eligibility Criteria

The Technical eligibility criteria of the bidders shall encompass the following:

S. No	Eligibility criteria	Mandatory documents
1	The bidder should be the bonafide manufacturers or their authorized partners, govt./govt. registered agency like kendriya Bhandar, NCCF, Delhi Consumer co-operative wholesale store etc.	Copy of Certificate of Incorporation, countersigned by authorized signatory of the bidder.
2	The Bidder should have the experience in the field of supply of similar category of exercise Note Books in the last three years.	Copy of Work order and Completion Certificate countersigned by authorized signatory of the bidder.
3	The bidder should have valid Permanent Account Number (PAN) issued from Income tax Authorities	Copy of PAN Card of the bidder countersigned by authorized signatory of the bidder.
4	The bidder should have a valid GSTIN registration Certificate.	Copy of the GSTIN registration certificate countersigned by the authorized signatory of the bidder & copy of GST return of last quarter.
5	The bidder shall not be under declaration of ineligibility/ banned/blacklisted/debarred by any Central/state Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performance in the last three years.	A self-certified letter signed by the authorized signatory of the Bidder company letterhead.
6	The Bidder should have a minimum average turnover of Rs. 1 Crore from the last three financial years ending with 2020-21.	<ul style="list-style-type: none"> The bidder should submit the audited balance statement of the bidder for each of the last three financial years ending

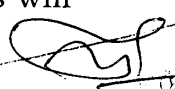

 Mr. Anil Kumar
 General Manager

		with 2020-21.
7	The bidder should have positive net worth as on 31 st March, 2020.	<ul style="list-style-type: none"> The bidder should submit the profit loss statement of the bidder for each of the last three financial years ending with 2020-21.
8	<p>The bidder should have experience of successful completion of similar works of supply of exercise Note Books in during the last 7 financial years ending 31.03.2021.</p> <p>The value of work orders to be counted towards work experience shall be as under:-</p> <ul style="list-style-type: none"> a) At least three similar works of value greater than Rs. 40 Lakhs each; OR b) At least two similar works of value greater than Rs. 61 Lakhs each; OR c) At least one similar work of value not less than Rs. 81 Lakh. 	<ul style="list-style-type: none"> 1. Copy of relevant work orders. 2. Completion certificate from client.

5. Bid Opening and Evaluation Process

5.1 Bid Opening Sessions

- a) Total transparency shall be observed while opening the online proposals/bids.
- b) Corporations reserve the rights at all times to postpone or cancel a scheduled bid opening
- c) The online bids will be opened on the e-tendering portal by the committee to be setup by the Corporations.
- d) In the event of the specified date of bid opening being declared a holiday for the Corporations, the Corporations will communicate the subsequent date for the Bid opening.
- e) In case there is no representative of the bidder present in the bid opening session, Corporations shall go ahead and open the bid of the bidders.
- f) During bid opening, preliminary scrutiny of the bid documents will


 For Director
 State Delhi Milk Producers' Cooperative

be made to determine whether they are complete, whether they comply with the Technical qualification criteria, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

- g) Bids for which the requisite online Bid Processing Fees has not been received by the Corporations shall be rejected.
- h) Bids for which the requisite online EMD has not been received by the Corporations or whose EMD is not in order shall be rejected.
- i) The venue of the Bid Opening Sessions will be: Conference Hall, 6th Floor, E-1 Block, South Delhi Municipal Corporation, Dr. SPM Civic Centre, J.L. Nehru Marg, New Delhi – 110002.

5.2 Bid Evaluation Criteria and Selection Procedure


The Bidding process below specifies the procedures that would regulate the overall bidding process. It contains standard provisions that have been prepared to Design, Prepare, Advertise/ Publish, Submit, Open, Evaluate, Compare bids and Award of Contract and are to be strictly adhered to by the bidder.

5.2.1. Technical bid evaluation

- I. The bidders' Technical bid Proposal shall be evaluated as per the criterion specified in the tender.
- II. The bidders shall meet all the mandatory compliance requirements as mentioned in the tender. Failure in meeting the mandatory compliance requirements will result in disqualification of the bidder.
- III. All the bidders will be communicated of the results of evaluation of the technical bids over the e-mail alerts from e-tender.
- IV. The Price Bids of those bidders who qualify in the Technical bid process only will be considered for Price Bid evaluation.

5.2.2. Price Bid Evaluation Process

After the technical evaluation is completed and approved, Corporations shall notify online those Bidders whose Proposals did not meet the minimum technical criterion or were considered non-responsive to the tender and their Price Bid Proposal will be not opened online. Further, only those Price bid proposal should be open of bidders who applied for participations and submitted EMDs.


 Director
 South Delhi Municipal Corporation

The online Price Bids would then be opened in the presence of the bidders' representatives on a specified date and time. The bidder names, the bid prices, the total amount of each bid and such other details as corporation may consider appropriate, will be announced and recorded at the opening.

The duly constituted Tender Evaluation Committee by corporation will then evaluate the Price Bid proposal of the technically shortlisted Bidders. The Price Bid evaluation will consider the information supplied by the Bidders in their Price Bid proposal.

Price Bid submission format is present in the Appendix-II of this tender. However, the Bidders must ensure that


- I. The bidder must submit Price Bid Proposal as per format provided in Appendix-II of this tender (Price Bid Format).
- II. Bidders shall give a break-up of the prices in the manner and detail as asked for in Appendix- II of this tender (Price Bid Format).
- III. The currency of the bid shall be in Indian National Rupee (INR) only. Price Bid Proposal in any currency other than INR will be treated as non-responsive and hence will be rejected.
- IV. The bidder as part of the Price Bid should account for all out of pocket and other expenses including all permits, approvals, travel cost and licenses etc.
- V. The Price Bid Proposal should clearly identify as separate amounts, the local, duties, fees, levies, and other charges to be incurred under the applicable law. The final quoted prices shall be inclusive of statutory taxes, duties and other levies. However, rates exclusive of taxes and tax amounts should be clearly mentioned.
- VI. Bidder shall quote unit price for the line items as indicated in the Price Bid-in Appendix- II of this tender. The price quote will be valid throughout the contract duration and will be used only for Price Bid evaluation of the invoice submitted by vendor during the tenure of the project. The actual payment will be as per the agreed terms defined in the payment terms section.
- VII. The Price Bid Proposal will be rejected if the statutory taxes, duties, levies etc. quoted are higher than the prevalent rates as on date of bid submission.
- VIII. The prices/rates quoted by the bidder shall remain firm (fixed) during the entire Contract Period and shall not be subject to any variation on any account except in case of statutory taxes, duties and levies. A bid submitted with a variable price quotation will be treated as non-responsive and hence will be liable to be rejected.
- IX. Date of Opening of the Price Bids of technically qualified bidders will be notified by the corporation later.
- X. The bidder with lowest quoted Price Bid price (L1), including

applicable taxes, will be considered for award of the contract.

- XI. In case of similar rates of two or more bidders, department may ask the respective bidders to submit their revised bids in sealed envelope on the time and date fixed by the department.
- XII. The EMD of all the unsuccessful bidder shall be returned once the bidding process is over.

6. Other Terms and conditions of the tender:-

1. The bidder should submit two samples of each type of Note Books as per the enclosed specifications, at office of the Director (Education), 23rd Floor, Dr. S.P.M. Civic Centre, Jawahar Lal Nehru Marg, New Delhi-02 along with Original Demand draft of EMD and Tender fee. If he is applying for one type of Note Book then he should submit two samples of that type of Note Book.
2. The testing fees of samples of note books shall be deposited by each technically qualified bidder(s) (as per the testing fee of the concerned lab (Lab Name is International FOOTWEAR DESIGN & DEVELOPMENT Institute, Ministry of Commerce & industry, GOI) in the form of demand draft/ cheque payable to the Education Department, South DMC. The testing fee is non refundable. The lab, to which samples be sent for testing, will be decided by the competent authority.
3. 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).
4. 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.
5. The supply should be made by successful bidders(s) in bundles each containing 50 Note Books of each subject. Each bundle shall be marked with details of subject of Note Book & No. of Note Books.
6. The title cover of each subject of Note Book should be printed as per the requirement of the department.
7. The rates offered by the bidder in the Financial Bid will be valid for one year (Twelve months) from the date of opening of the Financial Bid.


 Director (Education)
 23rd Floor, Dr. S.P.M. Civic Centre,
 Jawahar Lal Nehru Marg, New Delhi-02

8. A performance security will be submitted by successful bidder at the rate of 3% of the total cost of procurement.
9. 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 by the firm to whomsoever it is applicable. Copy of license / certificate issued by DGS&D/NSIC/SSI/Any State or Central Govt. authority indicated the manufacturing capacity of Note Books 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.
10. 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.
11. 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 3% of the value of supply order as performance Security in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank or online payment in an acceptable form safeguarding the purchase interest in all respect in the name of the Commissioner, South DMC with Education Department, Purchase Branch, 23rd Floor, Dr. S.P.M. Civic Centre, J.L.N. Marg, New Delhi -02 within 72 hours of the issue of the offer, failing which the earnest money shall be forfeited. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
12. 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 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.
13. Two exercise note books from every lot of 10000 note books supplied by the approved supplier(s) shall be lifted for physical inspection by the Inspection Committee and one of the two sample lifted shall be

sent for laboratory testing. Apart from the above testing, the 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.

14. 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.) failing which the security amount shall be forfeited.
15. 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 of material as per required specifications within stipulated time then his security deposited shall be forfeited. The expenses incurred towards replacement as stated above shall be borne by the concerned supplier(s).
16. 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.). Further, if the supplier(s) fail(s) to lift the rejected material within one month from the initial date of communication by the department for lifting the rejected material, the same will be removed by SDMC at the cost of the contractor by way of auction of such material 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.
17. If the material supplied does not conform to the relevant specifications and does not match with the approved sample, the 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.
18. 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 fifteen 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.
19. The approved supplier(s) will complete the entire supply of Note Books and diary as per the work order schedule 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.
- 20. 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.) exclusively.
- 21. 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 South DMC, shall be made by the bidder(s).
- 22. 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 South 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).
- 23. 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.
- 24. The contract for supply of Exercise Note Books can be terminated by Director (Edn.) at any time after giving 15 days notice, without assigning any reason thereof.
- 25. The approved bidders have to submit duly authenticated evidence in support of purchase of paper from ABC Paper Mill, Satia Industries Ltd., Orient Paper Mill, Ballarpur Paper Mill, Sirpur Paper Mill, Hindustan Paper Ltd along with the Challan at the time of supply.
- 26. That 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."



27. 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.
28. Solvency certificate of the firm issued by the bankers' not less than 40 % of estimated cost shall be submitted at the time of submission of tender document.
29. The bidder should not have incurred any loss in more than two years during the last five years ending 31st March, 2020.
30. The safety of goods at the designated store will be sole responsibility of the bidder till the test reports are received that goods supplied are as per required specifications. For such period supplier may get the goods insured at his own cost and risk for such period without having any liability of SDMC.

7. Scope of work

The Scope of Work shall broadly comprise the following activities:

1. The successful bidder has supply following Note books:-


S. No	Name of item	No of pages	Quantity
1	Hindi Note Book	192 Pages	4,59,840
2	English Note Book	192 Pages	2,87,210
3	Math Note Book	192 Pages	1,14,680
4	Social Science Note Book	144 Pages	1,70,530
5	Science Note Book	144 Pages	1,70,530
6	Drawing Note Book	40 Pages	2,87,210

2. Specifications of Note Books (Hindi, English, Science, Social Science, Maths and Drawing).

1.	Note Book Hindi, English, Math, Social Science & Science
(a)	<u>Quality of Paper for Note Books</u>
	i. Manufacturer of the Paper – Any of these paper manufacturer (a) Orient Paper Mill (b) ABC Paper Mill (c) Satia Industries Ltd (d) Ballar Pur Paper Mill (e) Sirpur Paper Mill (f) Hindustan Paper Corporation Ltd.
	ii. Gram age of Paper – 54gsm. \pm 2.5 % (As per BIS)
	iii. Colour of paper – White (Cream Wove)
(b)	<u>Size of Note Book</u>
	21 x 16 cm. containing 192 pages for Hindi, English & Math and 144

Handwritten signature and stamp of the SDMC (Sanitary Development & Maintenance Committee).

	pages for Social Science & Science Note Book (± 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)	<u>Binding:-</u> 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)	<u>Cover Paper :-</u> Single Colour Printing paper – Sky Blue Colour cover with the Logo of South DMC. Both sides will be well finished. The paper should be 54 gsm \pm 2.5% (as per BIS)
2.	<u>Drawing Note Books</u>
(a)	<u>Quality of Paper for Note Books</u>
	i. Manufacturer of the Paper – Any of these paper manufacturer (a) Orient Paper Mill (b) ABC Paper Mill (c) Satia Industries Ltd (d) Ballar Pur Paper Mill (e) Sirpur Paper Mill (f) 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)	<u>Size of Note Book</u>
	27 x 22 cm. containing 40 pages (± 5 mm on each dimension)..
(c)	<u>Binding:-</u> Hard Board Binding not less than 16 ounce (i.e. one square meter size of Hard board should weigh more than 894 gms.).
(d)	<u>Cover Paper :-</u> Single Colour Printing paper – Sky Blue Colour cover with the Logo of South DMC. Both sides will be well finished. The paper should be 54 gsm \pm 2.5% (as per BIS)


 Director, Edu.
 South Delhi Municipal Corporation

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3. Cover printing of note book




SA Director
North Delhi Municipal Corporation

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Checklist: Compliance Sheet for Technical Eligibility Criteria

The Technical Eligibility Criteria should comprise of the following documents:

S. No	Compliance Criteria	Mandatory Documents	Submitted (Yes/No)	Reference in Response to Proposal (Section # and Page #)
1.	Technical qualification Bid Covering Letter	As per the format specified in Form A2.		
2.	Submission of tender Processing Fees	Scan copy of Demand draft of tender Fees		
3.	Submission of Earnest Money Deposit	Scan copy of Demand draft of EMD Fees		
4.	Authorized Signatory of the Bid	Power of Attorney, in the name of person signing the Bid, authorizing them to submit / execute the agreement as a binding document on the letter head of the vendor.		
5	The bidder should be the bonafide manufacturers or their authorized partners, govt./govt. registered agency like kendriya Bhandar, NCCF, Delhi Consumer co-operative wholesale store etc.	Copy of Certificate of Incorporation, countersigned by authorized signatory of the bidder.		
6.	The Bidder should have the experience in the field of supply of similar category of exercise Note Books in the last three years.	Copy of Work order and Completion Certificate countersigned by authorized signatory of the bidder.		



The Director, EDO
New Delhi Municipal Corporation

7.	The bidder should have valid Permanent Account Number (PAN) issued from Income tax Authorities	The bidder should have valid Permanent Account Number (PAN) issued from Income tax Authorities		
8.	The bidder should have a valid GSTIN registration Certificate.	The bidder should have a valid GSTIN registration Certificate.		
9.	The bidder shall not be under declaration of ineligibility/ banned/blacklisted/debarred by any Central/state Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performance in the last three years.	The bidder shall not be under declaration of ineligibility/ banned/blacklisted /debarred by any Central/state Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performance in the last three years.		



For Director
South Delhi Municipal Corporation

10	The Bidder should have a minimum average turnover of Rs. 1 Crore from the last three financial years ending with 2020-21.	The Bidder should have a minimum average turnover of Rs. 1 Crore from the last three financial years ending with 2020-21.		
11	The bidder should have positive net worth as on 31 st March, 20201.	The bidder should have positive net worth as on 31 st March, 2021.		
12	<p>The bidder should have experience of successful completion of similar works of supply of exercise Note Books in Central Govt./State Govt./PSU during the last 7 financial years ending 31.03.2021. The value of work orders to be counted towards work experience shall be as under:-</p> <p>d) At least three similar works of value greater than</p>	<p>The bidder should have experience of successful completion of similar works of supply of exercise Note Books in Central Govt./State Govt./PSU during the last 7 financial years ending 31.03.2021. The value of work orders to be counted towards work experience shall be</p>		


 Dy. Director - Edu.
 Singh Bhatti Municipal Corporation

	<p>Rs. 40 Lakhs each; OR</p> <p>e) At least two similar works of value greater than Rs. 61 Lakhs each; OR</p> <p>f) At least one similar work of value not less than Rs. 81 Lakh.</p>	<p>as under:-</p> <p>g) At least three similar works of value greater than Rs. 40 Lakhs each; OR</p> <p>h) At least two similar works of value greater than Rs. 61 Lakhs each; OR</p> <p>i) At least one similar work of value not less than Rs. 81 Lakh.</p>		
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By Director
 State Delhi Urban
 Development Corporation

8. Particulars of the Vendor


(To be submitted on the Letterhead of the vendor)

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 GST (Regn. No. etc) :
10. Details of PAN Number :
11. Details of manufacturing :
capacity and certificate
12. Details of Samples submitted :
13. Details of Registration :
Certificate of the
firm/organization
14. Terms and conditions duly Yes/No
accepted. :


 South Delta Industries Corporation

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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)

A handwritten signature in black ink, consisting of a stylized, cursive script. The signature is located on the left side of the page, below the text "(With name & designation of the person signing the bid)".

Annexure-I**9. Undertaking:-****Undertaking on submission of Price Bid**

(To be submitted on the Letterhead of the vendor)

To,

Dated:

Director (Education),
SDMC, E1- 23rd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi – 110002.

Sub: Undertaking on submission of Price Bid

Sir/Madam,

I/We do hereby undertake that we submit the EMD of Rs. for the participation of items no..... for the supply of Note Books. And accordingly submitted the price Bid of item no.

We also undertake and agree to indemnify that other items price bid is not relevant. and not claim for price bid evaluation.


S. No.	Participation	EMD value	Tick the correct participation
1	Item no 1 to 6	Rs. 9,15,000	
2	Item No. 1 to 5	Rs. 7,65,000	
3	Item No. 1 to 4	Rs. 6,70,000	
4	Item No. 1 to 3	Rs. 5,77,000	
5	Item No. 1 to 2	Rs. 5,00,000	
6	Item No. 2 to 6	Rs. 6,09,000	
7	Item No. 2 to 5	Rs. 4,59,000	
8	Item No. 2 to 4	Rs. 3,64,000	
9	Item No. 2 to 3	Rs. 2,71,000	
10	Item No. 3 to 6	Rs. 415000	
11	Item No. 3 to 5	Rs. 2,65,000	
12	Item No. 3 to 4	Rs. 1,70,000	
13	Item No. 4 to 6	Rs. 3,38,000	
14	Item No. 4 to 5	Rs. 1,88,000	
15	Item No. 5 to 6	Rs. 2,45,000	
16	Item No. 1 only	Rs.3,06,000	
17	Item No. 2 only	Rs.1,94,000	
18	Item No. 3 only	Rs.77,000	
19	Item No. 4 only	Rs.93,000	
20	Item No. 5 only	Rs.95,000	
21	Item No. 6 only	Rs.1,50,000	

Yours Sincerely,

Name & Signature of authorized signatory: Name of the Firm:

Full Address:

Company Seal:


 Dr. Director
 South Delhi Municipal Corporation

10. PRICE BID

Form C1: Price Bid format of Hindi Note Book.				
Tender No:				
Bidder Name :				
Financial proposal for Hindi Note Book- 192 Pages (single colour printing title, 54 Gsm. Size- 21 cm. x 16 Cm.)				
S. No.	Name of item	Quantity	Unit rate quoted (including GST)	Total cost (including GST)
1	Hindi Note Book	4,59,840		
Total (A):				
Total (A) (in words):				

711C

Form C2: Price Bid format of English Note Book.				
Tender No:				
Bidder Name :				
Financial proposal for English Note Book- 192 Pages (single colour printing title, 54 Gsm. Size- 21 cm. x 16 Cm.)				
S. No.	Name of item	Quantity	Unit rate quoted (including GST)	Total cost (including GST)
1	English Note Book	2,87,210		
Total (A):				
Total (A) (in words):				


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Form C3: Price Bid format of Maths Note Book.				
Tender No:				
Bidder Name :				
Financial proposal for Maths Note Book- 192 Pages (single colour printing title, 54 Gsm. Size- 21 cm. x 16 cm.)				
S. No.	Name of item	Quantity	Unit rate quoted (including GST)	Total cost (including GST)
1	Maths Note Book	1,14,680		
Total (A):				
Total (A) (in words):				



By Director
Sri Sri Balaram

Form C4: Price Bid format of Social Science Note Book.				
Tender No:				
Bidder Name :				
Financial proposal for Social Science Note Book- 144 Pages (single colour printing title, 54 Gsm. Size- 21 cm. x 16 cm.)				
S. No.	Name of item	Quantity	Unit rate quoted (including GST)	Total cost (including GST)
1	Social Science Note Book	1,70,530		
Total (A):				
Total (A) (in words):				


 Director
 Higher Education Department


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Form C5: Price Bid format of Science Note Book.				
Tender No:				
Bidder Name :				
Financial proposal for Science Note Book- 144 Pages (single colour printing title, 54 Gsm. Size- 21 cm. x 16 cm.)				
S. No.	Name of item	Quantity	Unit rate quoted (including GST)	Total cost (including GST)
1	Science Note Book	1,70,530		
Total (A):				
Total (A) (in words):				



Dr. Director
South Delhi

Form C6: Price Bid format of Drawing Note Book.				
Tender No:				
Bidder Name :				
Financial proposal for Drawing Note Book- 40 Pages (single colour printing title, 70 Gsm. Size- 27 cm. x 22 cm.)				
S. No.	Name of item	Quantity	Unit rate quoted (including GST)	Total cost (including GST)
1	Drawing Note Book	2,87,210		
Total (A):				
Total (A) (in words):				



 Date: _____
 Signature: _____

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ANNEXURE-IV

शिक्षा विभाग : दक्षिणी दिल्ली नगर निगम



..... नोटबुक -पेज
(नोटबुक का नाम)

नाम.....

कक्षा.....सैक्शन.....

विद्यालय का नाम.....

विषय.....

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