

Office of the  
Deputy Director of Elementary Education  
District Una, Himachal Pradesh

Tel. 01975-223586, E-Mail - [ddeeunahp@gmail.com](mailto:ddeeunahp@gmail.com)  
Official Website: <http://www.ddeeuna.in>



No: EDN-U(A-1)Elem./F.T.B./2024-25/-975

Dated: 21-03-2025

**Notice Inviting Tender (NIT)**

Sealed tender/bids under two bid system (i.e. Technical Bid & Financial/Price Bid) are hereby invited from interested and eligible Book Publisher/Book sellers/Authorized Firms/Dealers on Open Tender Basis by the undersigned. For the **Supply of Various Library Books** (As per List enclosed as **Annexure-A**) in the 40 Selected Govt. Middle Schools of District Una Himachal Pradesh (List of Schools enclosed as **Annexure-B**).

The tender document can be purchased from the Office of the DDEE District Una HP on all working days (between 10AM to 3PM) or the complete tender document along with its terms & conditions can be viewed and downloaded from the official website of this office <http://www.ddeeuna.in/> subject to deposit of prescribed tender fee. The cost of Tender Form will be Rs. 1000/- only to be deposited in the shape of demand draft drawn in favour of DDEE District Una (HP) payable at Una (HP).

The last date for receipt of duly filled tender in this Office in prescribed format and in conformity to all the requirements enshrined in the tender document shall be **10.04.2025 till 3:00PM**. Which shall be opened on the scheduled date/time as given in the tender document, in presence of the interested bidders/their authorized representatives or agents, if any, who choose to remain present for witnessing the tender opening process.


Any Corrigendum/addendum etc. to tender/bidding document shall be available on website only and bidders are advised to visit the official website of this Office i.e. <http://www.ddeeuna.in/> regularly till the deadline for submission of tender is over.

  
Dy. Director of Elementary Education  
District Una, Himachal Pradesh.  
Dated:

Endst. No.

Copy to:

1. The District Public Information Officer Una HP with the request to give wide publicity to the tender by Publishing in two daily leading news Paper having wide circulation in HP.
2. Nodal Officer (IT/e-gov) DDEE Office Una for uploading the complete tender document on the official website of this Office
3. DA (A1) DDEE Office Una for info & Further N/A

  
Dy. Director of Elementary Education  
District Una, Himachal Pradesh.

**TENDER/BID DOCUMENT**  
**FOR SUPPLY OF LIBRARY BOOKS**

- **Instruction of the Bidder**
  - Scope
  - Key Dates/Venue
  - Eligibility Criteria and Terms & Conditions
  - Earnest Money Deposit
  - Price
  - Taxes & Other Duties
  - Bid Validity
  - Preparation & Submission of Bids
  - Signing of Bid
  - Evaluation of Bids and Award
  
- **General Terms & Conditions**
  - Contract agreement
  - Performance security
  - Price variation clause
  - Delivery of supplies
  - Packing
  - Transit insurance
  - Delay in delivery
  - Force majeure
  - Inspection
  - Guarantee/warranty
  - Sample of books
  - Payment
  - Telegraphic quotation
  - Late tender
  - Amendments/addendums
  - Contrary conditions
  - Dispute and arbitration
  
- **Annexure – 1 to 10 & A,B**
  - Tender Submission/Forwarding letter
  - Annual Turnover Statement
  - Past Performance & Experience Declaration
  - Declaration by the Bidder of Eligibility/Qualifications
  - Declaration (having gone through and accepted all terms & Conditions)
  - Authorization of Bidder by the Firm
  - Verification (correctness of documents/certificates)
  - Financial Bid
  - Rate Reasonability Certificate
  - Checklist
  - Annexure-A (List of Books)
  - Annexure-B ( List of Schools)

## Tender (BID) DOCUMENT FOR SUPPLY OF LIBRARY BOOKS

- **INSTRUCTIONS TO THE BIDDER**

### 1. SCOPE:-

- I. Tender are hereby invited from interested/authorized/eligible Book sellers/Publishers/ authorized dealers/firms who fulfill the Technical eligibility and Financial criteria as mentioned in the tender document, for the **Supply of Various Library Books** (As per **Annexure-A**) in the 40 selected Schools of District Una Himachal Pradesh (As per **Annexure-B**),
- II. The tender document can be purchased from the Office of the DDEE District Una HP or the complete bid document along with its terms & conditions can be viewed and downloaded from the official website <http://www.ddeeuna.in/> subject to deposit of prescribed tender fee by the bidder/firm.
- III. The cost of Tender Form will be Rs. 1000/- only (Non Refundable) to be deposited in the shape of demand draft drawn in favor of DDEE District Una (HP) payable at Una (HP).
- IV. The bidders are requested to submit their Tender document a/w Fee, EMD & all required documents in the manner and as per the requirement in this Bid document.
- V. **Procuring & Payment Authority/Buyer/Purchaser:**  
"Dy. Director of Elementary Education Distt. Una HP"  
**Consignee:** Each Head of the Govt. School (Annexure-B).  
**Delivery Location:** Library Room of concerned Govt. school/institution.

### 2. KEY DATES & VENUE:-

1.	Last Date & Time for submission of Tender bids	10.04.2025 till 03:00 PM
2.	Date & Time for opening of Technical Bid of Tender Form	11.04.2025 at 11:30 AM
3.	Date & Time for opening of Financial Bid of Tender Form	11.04.2025 at 3:00 PM
4.	Venue of Tender opening process	Office of the Deputy Director of Elementary Education District Una, (H.P) - 174303
5.	Bid Validity period	90 days from date of opening of financial bids
6.	For any query/clarification contact on	Tel no. 01975-223586
<b>Note:-</b> If the date fixed for the opening of Technical Bid is declared as a holiday, the Bid shall be opened on the next working day at the same time schedule as fixed for the original date for this purpose.		

### 3. ELIGIBILITY CRITERIA AND TERMS & CONDITIONS:-

- A. The interested Bidder shall fulfill/possess necessary eligibility criteria (as given below) to successfully apply for the bid and discharge its obligation under the terms of this tender document for further evaluation process:-

<b>SN</b>	<b>Description</b>	<b>Document required</b>
1.	<b>Tender form Fee (NON Refundable):</b> Rs. 1000/- (One thousand Only)	Bank Draft duly drawn in f/o DDEE Una HP payable at Una HP.
2.	<b>Earnest Money (EMD)*:</b> Rs. 50,000/- (Sixty Thousand only)	DD/FDR duly pledged in f/o DDEE Una HP payable at Una HP.
3.	Registered Firm/Legal Entity:	Copy of Registration Certificate issue by Competent Authority.
4.	<b>OEM/Authorization Certification:-</b> Only book Seller/Publishers/Authorized dealer/Firm can apply for the bid.	OEM/Authorization Certificate
5.	<b>Turnover and Financial soundness*:</b> <ul style="list-style-type: none"> <li>• The Bidder should have minimum average turnover of Rs. 10,00,000 per year in the last any continuous three (03) financial years (from 2021-22, 2022-23 to 2023-24).</li> <li>• The Bidder should be a profit making entity and have long term profitability duly exhibited through the audited annual financial statements (B/S, Income Statements) for last 03 FYs.</li> </ul>	Audited Balance Sheets and Profit and Loss Account of last three years (Both duly certified by the CA Certificate with CA's Registration Number and Seal)
6.	<b>Past Experience*:</b> The Tenderer should have minimum 03 years experience for same/similar supplies/services and should have produced or supplied the Library Books or like material of approximate amount of Rs. 4 to 5 Lac & above in Government /PSUs/ Corporate sector for last 03 years i.e. 2021 to 2024.	Work Orders/ Agreement/ Completion Certificate from the client concerned.
7.	<b>Tax Registration Certificate:</b> The Bidder should have a valid registration number of : <ul style="list-style-type: none"> <li>➤ GST where his business is located</li> <li>➤ PAN Number</li> </ul>	Copies of GST and PAN (Duly signed & stamped)
8.	<b>Non-Blacklisting:</b> The bidder must furnish a certificate confirming Non-blacklisting status.	Non-blacklisting affidavit duly attested by notary on Rs. 50/- stamp paper will be provided by the bidder.
9.	<b>Tax Clearance:</b> No GST liability or Tax clearance certificate.	Certified copies of the last return filed for quarter ending March 2024 and/or CA certificate stating that no Tax/GST due to

	The Bidder should have cleared his Tax/GST dues, if any to the State Government/Central Government.	the State Government/Central Govt.
10.	<b>Income Tax Return</b>	Copies of IT Return of FY (2022-23 or 2023-24)
11.	<b>ISO Certification:</b> The Bidder must have ISO 9001 certification for the supplies/items required.	Certificate thereof
12.	<b>Mandatory Undertaking:</b> <ul style="list-style-type: none"> <li>A declaration by the Bidder as regard to Qualification under Section 7 and to abide by the regulations enshrined under Section 11 of the Code of Integrity Act shall be given and The bidder will also submit an undertaking stating therein that he/she has thoroughly gone through the tender document and understood it and accepts all the terms and conditions mentioned in the tender.</li> </ul>	Declaration to be given on bidder's letter head to abide by the same and A declaration on Non Judicial stamp paper valuing Rs. 100/- be furnished.

**\*Note:-**

***The startup Enterprises/Units in Micro and Small Scale Categories** in this Sector/service are exempted from the deposit of EMD/Prior experience/turnover requirements provided they meet the requisite quality standards and other specifications as laid down in the tender. Supporting documents (Copy of registration with said Agencies) should invariably be submitted with the technical bid, for said exemption.*

After scrutiny of the Technical Bids, the Financial Bid of only technically qualified bidders shall be considered for further scrutiny & comparison to decide and declare Lowest successful bidder (L 1 who quoted lowest rate/price for the supplies in question).

**B. Other Terms and Conditions:-**

1. Tenders not submitted in the prescribed manner/format shall not be considered and will be rejected out rightly. Tender without tender fee and/or earnest money will not be considered.
2. DDEE reserves the right to reject any or all the tenders without assigning any reason. Part rate or Conditional or telegraphic or alternative tenders will not be accepted.
3. Tender fee is non-refundable.

4. Mere issuance of this Bid document to prospective Bidder shall not be construed that such a bidder automatically fulfills the prescribed eligibility Criteria. Bidder's offer is liable to be rejected if they don't submit any of the certificates/documents sought in the Bid document.
5. Whether the bidder meets the specific eligibility Criteria or not? Shall be checked or ascertained, on opening of their bids and scrutinizing the documents so furnished by them along with their Bid, by the Purchase Committee of this office.
6. Technical Bids shall be opened at 11:30 AM on Dated 11-04-2025 by the Purchase Committee in the presence of the bidders or their representatives, who wish to remain present.
7. Financial Bids only of technically qualified shall be opened.
8. The bidding process shall be subject to the provisions of the HPFR, 2009 and Himachal Pradesh Procurement Rules made there under.
9. Since, MRP is mentioned on the books discount on books be mentioned on the MRP, which should **not be less than 15.27 percent of MRP. Bidder offering higher discount will be given preference but there shall be no compromise with the quality of the goods/items required.**
10. Expense on account of Advertisement of Tender (incl. Newspapers), shall be recovered from successful bidder.
11. Bidders are advised to check applicable GST on their own before quoting the rates. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actual or applicable rates (whichever is lower), subject to the maximum of quoted GST %
12. Any conditions quoted in tender document may be relaxed by the DDEE District Una (HP) in consultation with Purchase Committee/Section Officer (HPFAS) to meet out the requirement of items and/or wherever & whenever such necessity arises.

**4. EARNEST MONEY DEPOSIT (EMD):-**

Bidder shall have to submit EMD @ Rs. 50,000/- (Sixty Thousand Only) in the form of crossed Demand Draft or duly pledged Fixed Deposit Receipts, duly drawn in favor of "Deputy Director Elementary Education, Una HP" payable at Una (HP).

The bid shall not be entertained in any case received without the requisite EMD.

The EMD of unsuccessful bidder will be refunded to them on their written request or as is decided by the undersigned and no interest will be paid on such EMD. Earnest Money of successful tender shall remain in the custody of the Buyer till the entire supply of goods is made to the best of satisfaction of the Buyer.

EMD should be submitted with the technical bid. The Earnest money in the shape of Bank Guarantee or any other form will not be entertained.

NO interest shall be payable on the amount of earnest money. The tenders of those bidders/firms who do not deposit the earnest money in the prescribed manner will be summarily rejected and their tenders will not be opened.

1. The EMD shall be forfeited in the following cases:-

- i. If the Bidder withdraws its bid or varies any of the terms & conditions in regard thereto during the bid validity period Or
- ii. If the bidder indulges in Corrupt, Fraudulent, Collusive or Coercive practice(s) Or
- iii. If the bidder does not accept the correction of its Bid Price, if any Or
- iv. If the successful bidder fails or refuses to accept/execute the Supply Order when required. Or
- v. In the case of a successful Bidder, if the Bidder fails to execute the Contract agreement within the specified time limit and/or to furnish the required Performance Security, in accordance with T&C.

#### **5. PRICE:-**

The Rates shall be explicitly quoted for items required and shall be Firm, Final & F.O.R. destination based (i.e. Library Room of concerned school/institution) inclusive of all taxes & duties as applicable under law and other costs on account of Transportation, Insurance, terminal damages if any etc.

Discount not less than 15.27% on the Maximum Retail Price (MRP) shall be provided. **Bidder offering Highest discount will be given preference but there will be no compromise with the quality of the goods required and/or other terms of the tender document.** In this regard, the decision of the Purchase Committee/DDEE Una shall be final and binding on all the stakeholders/concerned person.

#### **6. TAXES AND OTHER DUTIES.**

- i. Taxes, duties and levies, prior to deadline for submission of bids shall be mentioned in Financial Bid i.e. Schedule of Quantities & Prices.
- ii. All taxes & duties mentioned in the financial bid as per clause 6(i) above will be paid/reimbursed against proper invoice as per rules/documentary evidence and restricted to the total amount of taxes & Duties in Financial Bid subject to clause 6(iii) below. No other taxes and duties shall be payable/reimbursable by Deputy Director, Elementary Education Una.
- iii. Statutory variation, in Taxes and Duties or levy of any new Tax after deadline for submission of bid will be adjusted/ reimbursed against production of documentary evidence.
- iv. TDS applicable for the said items shall be deducted at source by Deputy Director, Elementary Education Una, for which TDS certificate will be issued.

#### **7. BID VALIDITY**

The rates will be valid for 90 days from the date of opening of the Financial Bid.

#### **8. PREPARATION AND SUBMISSION OF BID:**

The bid/quotation shall have to be submitted by the bidder concerned in two-envelope system in the following manner:

- I. ENVELOP NO.1** shall be super scribed as “Technical Bid” and shall contain the following documents/certificates as enshrined/required under the provisions of this tender document:-

SN.	Particulars	Remarks
1.	Forwarding letter (Anexure-1)	
2.	Checklist (Annexure-10)	
3.	Tender Form Fee Rs. 1000/- only in the form of DD	DD NO..... DATE.....
4.	EMD Rs. 50,000/- only in DD/FDR shape as directed.	DD/FDR NO..... DATE.....
5.	Certificate of Registration/Legal entity issued by the Govt./Comp. authority	
6.	Certificate of OEM/Authorized dealership / Book seller/Publisher.	
7.	MSMEs/Startup certification, if any	
8.	Audited Balance Sheets and Profit and Loss Account of last three years (Both duly certified by the CA Certificate with CA's Registration Number and Seal) (from 2021-22, 2022-23 to 2023-24).	
9.	Work Orders/ Agreement/ Completion Certificate from the Client concerned (for last 03 financial years i.e. 2021 to2024.)	
10.	ISO/ISI/BSI certification	
11.	Duly signed & stamped copy of GST No. & PAN No. of the firm	
12.	No Tax liability/Tax clearance certificate	
13.	Non-blacklisting Undertaking / Affidavit	
14.	Copies of Income Tax Return of previous year (2022-23 or 2023-24)	
15.	Declaration to be given on bidder's letter head to abide by the Code of integrity	
16.	A declaration on Non judicial stamp paper valuing Rs. 100/- in lieu of having been thoroughly read, understood & accepted in all respects. The terms and conditions mentioned in the tender.	
17.	Certificate on official letter head of the firm duly verifying/submitted: Name & Address of the bidder's baker, Bank Account No. IFSC/MISR Code for NEFT/RTGS purpose.	

- II. ENVELOPE NO.2 (Schedule of Quantity & Price)** shall be super scribed as “Financial bid” and contain the following:

- i. Financial Bid as per Annexure-8 duly filled (quoting prices (in INR) for each product /item, correct in all respects), signed and stamped.
- ii. Rate Reasonability Certificate (Annexure-9) to the effect that the offered rates in tender are at par with and/or lesser than the prices charged from other Govt.



Deptt./Semi Govt./PSUs /Corporate Institutions (to be provided on official letter head of the firm with specific mention of NIT/Tender reference).

- iii. No Commercial deviation is acceptable. Bidders will submit No deviation Certificate of Commercial/arithmetical accuracy.

**III. ENVELOPE NO. 3:** Both the Envelopes 1&2 shall be put in a third/bigger envelope duly super scribed as "NIT reference No. & Due date of opening i.e. 11/04/2025 on top of the envelope and complete address of the bidder along with their telephone & fax numbers at bottom left corner and should reach on or before due date & time on the following address:-

**DEPUTY DIRECTOR OF ELEMENTARY EDUCATION, UNA (H.P) PIN NO.174303.**

**IV.** Failure of the bidder to submit any of the above-mentioned documents with their technical bid may render their bid liable for rejection on grounds of being non-responsive to/ non-compliant with tender requirements.

## **9. SIGNING OF BID**

- i. Complete Bid document duly filled in all respects and all the pages of Bid should be serially numbered, signed on each page by the contractor/bidder either by himself/herself or his/her authorized signatory/representative.
- ii. Any Authorization to sign on behalf of the Bidder shall consist of "Power of Attorney" by the Bidder (or) the change in bidder shall be resolved by the firm/company itself, which shall be immediately communicated to this office/Purchase Committee.
- iii. A person signing the Bid form or any documents forming part of the Bid on behalf of another person/firm should have an authority to do so and if, on enquiry it appears that the person(s) so signing the bid/other documents had no authority to do so, the Bid shall be rejected straightway and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

## **10. EVALUATION OF BIDS AND AWARD:-**

- 1. The purchaser/purchase committee will examine the bids to determine whether they are complete in all respect, free from any computational errors and whether the bids are generally in order, conforms to all the terms, conditions and specifications of the Tender documents without any deviations or not/otherwise>
- 2. **At First, Technical Bids so received will be opened and scrutinized by the Purchase committee as per prescribed eligibility Criteria to filter out technically eligible firms/bidders for further evaluation process.**
- 3. The Evaluation process shall be subject to the provisions of the HPFR, 2009, Himachal Pradesh Procurement Rules made there under, other instructions issued by the Govt. Of HP.
- 4. **After technical evaluation, Financial Bids only of those bidders, who qualify the Technical Bid eligibility criteria will be opened and considered for comparison to select the Lowest Bidder as L1 for further award of work.** Though DDEE Una (in consultation with the Purchase Committee)

reserve the right to place order upon more than one firm in case it is necessitated to execute the orders in time without seeking any consent of the L1 Bidder, which shall be binding on that firm.

5. During bid evaluation, the Purchaser may ask the bidder for clarification of the bid shall be sought, offered or permitted. However, if required for reasonability of the Price quoted, negotiation can be called by the Purchase Committee.

- **GENERAL TERMS & CONDITIONS:-**

1. **CONTRACT AGREEMENT**

The firm will have to enter into a "Contract Agreement" with the Buyer for carrying out the aforesaid work, within a week of the receipt of the supply order. Only the Contractor or his authorized representative of executive level will be allowed to sign the Contract Agreement. In case Contract Agreement is not entered within the stipulated period, the supply order will be cancelled without any further notice and the Earnest Money/Performance security deposited with DDEE, Una HP will be forfeited.

2. **PERFORMANCE SECURITY:**

The successful bidder/supplier shall furnish/deposit **Performance security of Rs. 70,000/- (Rupees Seventy Thousand Only)** in the shape of FDR duly pledged in the name of the "Deputy Director, Elementary Education District Una HP payable at Una HP" strictly within one week of the receipt of supply order.

Performance Security shall remain valid for a period of Sixty (60) days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of Procuring authority.

- a. The Performance security shall be partially or fully forfeited, if at any stage;
  - i. Any of the information given/declaration/certificate is found false or incomplete and/or
  - ii. Tenderer/bidder refuses/disagrees to accept or comply with the terms & conditions of the tender and/or Contract agreement.

3. **PRICE VARIATION CLAUSE**

The offer of rates by the bidder/firms will subject to the price fall clause i.e. if any item is offered at a lower rate by the bidder at any other place/state in India, he shall not charge higher rate for the item offered in the tender. In any case, it comes to notice of the Purchase Committee that the rates so quoted are Higher than the same shall not be accepted and rejected accordingly at any stage. Rate Reasonability Certificate as required above shall be enclosed with the Technical Bid.

**1. DELIVERY OF SUPPLIES**

The material shall have to be supplied and installed at the designated Govt. Middle Schools of this District (Annexure-B) within 20 days from the date of receipt of supply order, which shall be reckoned from the 5<sup>th</sup> day of issuance of Supply order. Otherwise, the Purchaser reserves the right to cancel the supply order without any liability/financial obligation and to charge the supplier with monetary penalty for any loss occurred as a result of supplier's failure to fulfill its obligation to deliver the required goods within the term specified.

**2. PACKING**

The supplier shall provide proper and adequate packaging to the Books/goods in accordance with commercial best practices to ensure that material supplied to the Purchaser is free of damage. The firm shall use commercially reasonable efforts to utilize recycled and/or recyclable packaging materials. Expenses incurred by the Purchaser due to Supplier's non-compliance with such instructions, will be charged to the Suppliers account or deducted from the total payment to be made to the firm concerned. The Purchaser reserve the right to reject any and/or all material, deemed by the Purchaser to have been inadequately packaged/damaged/distorted items.

**3. TRANSIT INSURANCE**

The supplies shall be got insured by the supplier from Firm's premises up to respective F.O.R. destination at their own risk and cost.

**4. DELAY IN DELIVERY**

After placement of the supply order, if the supplier fails to supply the ordered goods in full at respective Govt. Schools in Distt Una within the stipulated delivery period or non compliance with the prescribed specification/terms of the tender, he shall, without prejudice to any other right or remedy of all Buyer on account of such default, pay compensation for delay in supply @ 0.5 percent per week, on the purchase value of undelivered goods/items for the period of delay, subject to a maximum of 5% (five percent) of the Supply Order value. The amount of compensation may be adjusted/withheld/deducted or set-off against any sum due or payable to the Supplier/Vendor under this or any other contract with the Buyer. The payment or deduction of such compensation shall not relieve the Supplier from his other obligations and liabilities under the Contract.

**5. FORCE MAJEURE**

The failure of a Party to fulfill any of its obligations under the terms of the Tender documents/contract agreement shall not be considered to be a breach of, or default insofar as such liability arises from an event of Force Majeure, provided that the Party affected by such an event takes all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this tender document/contract agreement. A

“Force Majeure” is an event beyond the reasonable control of a Party which makes that Party’s performance impossible or so impractical as reasonably to be considered impossible and includes riot, civil disorder, earthquake, fire, explosion, flood or other adverse weather conditions, strikes, or confiscation or any other action by governments.

**6. INSPECTION**

The Inspection committee of the school concerned shall inspect the ordered items to ensure compliance with the terms & conditions of the tender document, conformity to the specifications and good conditions before delivery of items is accepted by the consignee concerned (i.e. Head of the Institution/school). The Purchaser reserves the right to reject any and/or all material, found to be not in consonance/conformity with the terms specified in the tender document/agreement.

**7. GUARANTEE/WARRANTY**

The material (requisitioned Library books) shall be free from all sorts of printing defects, poor paper quality and shall be duly guaranteed/ warranted against any manufacturing defects, poor workmanship for a period of 12 months from the date of supply or as per manufacturer’s standard Guarantee/Warranty policy, whichever is more. In case of any discrepancy/defect found in supplied material, the same shall have to be replaced, free of cost, by the supplier within a reasonable period of time.

The amount of Performance Security/Security Deposit shall be retained by the undersigned for a period of two months from the date of completion of supplies as a safeguard against any defect appearing in the Books so supplied within this period.

**8. SAMPLE OF BOOKS**

Sealed samples of different books (as mentioned in Annexure-A) is mandatory to be deposited by the bidder with the Store In-charge of this Office, which will be evaluated along with financial bid.

**9. PAYMENT.**

No advance payment would be made in any case. Only after satisfactory completion of supplies in each institution, payment would be made after statutory deduction/ other deductions as may be applicable.

Payment shall be made through electronics mode i.e. RTGS/NEFT. The necessary bank charges, if any shall be borne by the supplier.

**10. TELEGRAPHIC QUOTATION**

Telegraphic quotations or quotations received through Fax/E-Mail shall not be considered for evaluation purposes.

**11. LATE TENDER**

Late tender i.e. tenders received beyond the expiry of stipulated date & time will not be accepted such tenders will be rejected straightway.

**12. AMENDMENTS/ADDENDUMS**

If any amendment/clarification is carried out in the technical specifications and bid terms & conditions or any other information, the same will be uploaded on the website (<http://www.ddeeuna.in/>). It will not be intimated to individual bidder. The Interested bidders are advised to check the website regularly.

**13. CONTRARY CONDITIONS**

Unless mentioned in contrary in the bid, it shall be presumed that all the terms and conditions stipulated in this tender document are acceptable, in totality, to the bidder.

**14. DISPUTE AND ARBITRATION**

Any dispute pertaining to this tender or its contract, will subject to Distt. Una (H.P) court jurisdiction only.

**TENDER SUBMISSION / FORWARDING LETTER**

To

The Deputy Director of Elementary Education,  
Una, District, Una (HP)

Subject: **Submission of Bid for your office Tender Ref. No.....Dated.....**

Sir/Madam,

We, the undersigned, do hereby declare that:

1. I/We have thoroughly gone through all the terms & Conditions of the Tender document and its addendum/modifications so circulated by the DDEE Una District, Una (HP), for the supply of Library books at 20 designated Govt. Schools and are agree to abide by all the Terms & Conditions enshrined therein.
2. We are participating in this bid in the capacity of .....(OEM/Supplie/Service Provider). Certificate of authorized/valid Dealer and registration or organization is also enclosed with the Bid.
3. I/We are not participating, as Bidders, in more than one Bid in this bidding process, in the bidding document.
4. Our firm, its affiliates or subsidiaries, including any subcontractors or Service Provider has not been debarred/blacklisted by the State Government or the Procuring Entity.
5. I/We understand that you are not bound to accept the lowest evaluated Bid or any other bid that you may receive and we agree to permit the DDEE Una Distt. Una or its representative to inspect out accounts and records and other documents relating to the bid submission and to have them audited by auditors, if any appointed by the DDEE Una Distt. Una (HP)
6. I/We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as well as the Bidding document
7. I/We accept all the terms, conditions and provisions of this bid document.

Dated:

Yours faithfully,

Signature with seal of the Supplier/Authorized person

Name & Address:

Designation:

Tele. No./Mob. :

E-Mail:

**ANNEXURE-2**

**Annual Turnover Statement**

The Average Gross Annual Turnover of M/S.....(Name of Firm), an addressee of.....for the past three (03) years (2021-24) or any three continuous years is given below and certified that the statement is true and correct:-

SN.	Financial Years	Turnover in Lac (Rs.)
1.		
2.		
3.		
	Total	Rs. _____ Lac
	Average Gross Annual Turnover	Rs. _____ Lac

Daet:

Signature of the bidder

Signature & Seal of C.A.

Name & Address:

Tel. No.

Mob. No.

**ANNEXURE-3**

**Past Performance & Experience Declaration**

(supporting documents to be submitted with the technical Bid)

I/We.....(Name of Firm) do hereby certify that we have supplied various kind of books/printing material as per detail given below:-

Financial year	Name & Address of the Buyer Deptt./Org.	Work order No. and date	Description of supplies and quantity/units ordered	Date of completion of delivery/service completion		Were the service done/supplies made complete & satisfactory?	Remarks, if any
				As per contract	Actual		
<b>Total</b>							

Place:

Date:

**Signature of Bidder with Seal**



**DECLARATION BY THE BIDDER REGARDING ELIGIBILITY/OUALIFICATIONS**

In Relation to my/our bid submitted to DDEE Una District, Una (HP) for procurements of Library Books in

response to their Notice Inviting Bid No. ....Dated.....I/We hereby declare that:

1. I/We possess the necessary professional, technical, financial, managerial resources and competence required by the bidding document issued by the Procuring Entity,
2. I/We have fulfilled my/our obligation to pay the applicable taxes payable to the Union and the State Government or any local authority as specified in bidding document;
3. I/We are not insolvent, bankrupt or being bound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not subjected of legal proceeding for any of the foregoing reasons;
4. I/We and/or our directors and officers not have been convicted of any criminal offence related to my/our professional conduct or the making of false statement of misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
6. I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para of your Tender document and have no conflict of interest as mentioned under the Para of Tender.
7. I/We do not have any debarment by any other procuring entity.

If this declaration is found incorrect at any time then without prejudice to any other action that maybe taken as per the provisions of the applicable Act and Rules thereto prescribed by Govt. of HP, my/our EMD/ Performance security may be forfeited in full and our bid, to the extent if accepted, may be cancelled.

Date:  
Place:

Signature & Seal of bidder with Address

**ANNEXURE-5**

(ON A NON JUDICIAL STAMP PAPER OF RS. 100/-)

**DECLARATION**

I/We M/s. ....represented by its Proprietor/Managing Partner/ Managing Director/ Partner having its registered office at .....and Its workshop/offices at.....do declare that I/we have carefully read all the Conditions of Bid No. ....Dated.....including all the amendments In Ref. No. ....Dtd \_\_\_\_\_ for supply/ service for library Books and accepts all the term & conditions of bid including amendments, if any.

I/We agree that the Procuring authority/Buyer may forfeit EMD and/or Performance security and debar me/us for any period specifying in orders, if any information/document furnished by us is proved to be false/ fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in the bid, its addendum/modification and other relevant documents.

Signature & Seal of bidder  
Name & Address:

*(On letter head of the firm and duly notarized)*

**AUTHORISATION OF BIDDER BY THE FIRM**

To,

The Deputy Director of Elementary Education,  
Una, District, Una (HP).

Subject: **Regarding authorization of the Bidder by the Firm.**

Dear sir,

Kindly refer to your NIT Ref. No. ....dated....., we do  
Hereby declare that:

1. I/We..... (Name) for M/S.....  
(Firm), having Workshop/Office at .....(Address of Factory/ Office)

Hereby authorize Mr. .... (Name & Designation of Bidder). To  
Submit a Bid, process the same further and enter into a contract with you against your requirement as  
contained in the above referred Bid documents/NIB for the above goods/work/service delivered by us.

2. I/We obtain the approval of Board of Directors of our Firm in the meeting No. ....held  
on dated.....at Agenda No. ....(Copy of approval enclosed).

3. I/we further confirm that no individual other than Mr.....(Name &  
Designation of Bidder), is authorized to submit a Bid, process the same further and enter into a contract with  
you against your requirement as contained in the above referred Bid documents for the above goods/services  
delivered by our Firm.

4. I/We also hereby extend our full guarantee, CMC as applicable as per Bid conditions of Contract, read with  
modifications/addendum, if any, in the General/Special Conditions of Contract for the Goods and services  
offered for supply by the authorized Bidder/Signatory against this Bid document.

5. I/We also hereby confirm that we shall also be responsible for the satisfactory execution of contract placed on  
the authorized Firm/

6. This authorization shall be valid till the completion of the rate contract period for related services or Guarantee  
and Comprehensive Maintenance obligations if applicable etc., whichever is later.

7. The attested photocopy of Photo ID/Voter ID/Driving License/Any other equal document for authorized person  
in enclosed herewith.

Yours faithfully,

(Name & Signature of authorized signatory of firm/bidder)

For M/s .....

Accepted by the authorized person Mr. ....(Signature, Name & Address)

**VERIFICATION**

I/we.....S/o.....

Aged.....year residing at.....being the Authorized Bidder/

Proprietor/ Partner/Director of the Firm M/S .....verify and confirm

that the contents of bidding documents, its addendum/modifications, bidding form and other

information submitted for NIT No.....are true and correct to the best of my

knowledge and nothing has been concealed therein.

I/We agree that the Procuring authority/Buyer may forfeit EMD and/or Performance security and debar me/us for any period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at time of inspections and not complying with the terms and conditions of the bid document as presented in the bid, its addendum/modification and other relevant documents.

Signature of Bidder.....

Name: .....

Address: .....

Mobile No.....

E-mail:-

**ANNEXURE-8**

**FINANCIAL BID**  
(Schedule of Quantity & Price)  
**For Supply of Library Books at 40 Govt. Schools**

<b>S N.</b>	<b>Description of the work</b>	<b>Unit/ Qty.</b>	<b>Total FOR cost ( in Rs.)</b>	<b>Discount on MRP in percentage</b>
1.	Library books (Total 218 No. of Books, as per Annexure-A, will form one quantity/unit) <ul style="list-style-type: none"><li>• FOR of each quantity will be designated library in the School (List of Places of Schools is attached as Annexure – B)</li><li>• The FOR cost shall include all applicable taxes and duties (as per extant laws/rules of the Central/State Govt.) be quoted for above items.</li></ul>	40 No.		
	<b>Total</b>			

**Note:- The FOR Cost including all applicable taxes and duties be quoted for above item.**

**(Name, Signature of Tenderer)  
Designation & Stamp**

**ANNEXURE-9**

(On letter head of the firm)

**RATE REASONABILITY CERTIFICATE**

We, \_\_\_\_\_, hereby certify that the rates quoted by our

firm for the library books so required to be supplied in the Govt. schools are reasonable and not more than as charged to other Govt. Department/Semi Govt./PSUs/Corporate Institutions for similar supplies in the recent past.

**Seal & Signature of Contractor/  
Auth. Signatory of firm  
With full address**

**ANNEXURE-10****CHECK LIST** (to be enclosed with technical bid)

CERTIFICATES/DOCUMENTS/ANNEXURES TO BE SUBMITTED WITH TECHNICAL BID (Please check following enclosures before submitting the bid)

SN.	Check-list of Documents/Declaration	YES/ NO	PAGE NO.	Remarks
1.	Whether Tender Form Fee @ Rs.1000/- only in prescribed manner has been enclosed.			DD No. _____ Date _____
2.	Whether EMD Rs.50,000/- (Sixty Thousand only) in prescribed manner has been enclosed.			FDR No. _____ Date _____
3.	Whether forwarding letter (Anenxure-1) has been enclosed			
4.	Whether supplier is Registered Proprietor/legal entity Mention Registration No.			Certificate of Registration or legal entity.
5.	Whether the bidder is OEM/Authorized Dealer/Book seller/Publisher/?			Certificate of OEM/Auth. Dealership/ Book seller/Publisher
6.	Whether the Bidder have minimum average turnover of Rs. 10,00,000 per year in the last any continuous three (03) financial years (from 2021-22, 22-23, 2023-24)			Audited Balance Sheets and Profit and Loss Account of last three years (Both duly certified by the CA Certificate with CA's Registration Number and Seal)
7.	Whether the Bidder should be a profit making entity and have long term profitability duly exhibited through the audited annual financial statements (B/S, Income Statements) for last 03 FY s.			-Do-
8.	Whether the bidder have minimum 03 years experience for same/similar supplies/services and have produced or supplied the Library Books or like material of approximate amount of Rs. 4 to 5 Lac & above in Government/ PSUs/ Corporate sector for last 03 financial years i.e. 2021 to 2024.			Work Orders/ Agreement/ Completion Certificate from the Client concerned
9.	Whether product have ISO/ISI/BSI certification			
10.	Whether signed duly stamped copy of GST No./PAN of bidder/Firm has been enclosed.			
11.	Whether No GST liability or Tax clearance certificate enclosed as prescribed.			
12.	Whether Non-blacklisting Undertaking/ Affidavit has been enclosed.			
13.	Whether Copies of Income Tax Return of previous year (2022-23/2023-24) has been enclosed as prescribed.			
14.	Whether original Tender form/document have been thoroughly read & understood in all respects and all pages thereof have been duly signed with firm seal. Declaration on non Judicial stamp paper of Rs. 100/- be submitted.			
15.	Whether Name & Address of the bidder's banker, Bank Account No. IFSC/MICR Code has been submitted a/w tender form for NEFT/RTGS purpose.			
16.	Whether all above mentioned document of Technical Bid duly page numbered, signed & stamped/attested are sealed properly in a separate envelope with superscription & name & address of bidder/firm.			

**Signature of Tenderer / Authorized Signatory**  
**Name of the Firm with full Address & Seal**

## मिडिल स्कूल के पुस्तकालयों हेतु चयनित पुस्तकों की सूची

क्र. सं.	पुस्तक का नाम	लेखक	संख्या	मूल्य	अमाउंट
1	उज्ज्वल भविष्य की ओर	अनुपमा	2	70.00	140.00
2	सबसे प्यारी चीज	आनन्द मोहन	2	70.00	140.00
3	अकबर भारत	शकुन्तला अग्रवाल	2	60.00	120.00
4	पंचायत राज	चन्द्र प्रकाश	2	50.00	100.00
5	मटरुमल की चतुराई	अजय सरकार	2	50.00	100.00
6	हंसना मना है	अनुपमा	2	60.00	120.00
7	तुरन्त उपचार	शकुन्तला देवी	2	50.00	100.00
8	पढ़ो-पढ़ाओ ज्ञान बढ़ाओ	निरुपमा	2	60.00	120.00
9	ग्राम पंचायत	जयदेव	2	50.00	100.00
10	घमत्कारी गोबर गैस	रचना भोला यामिनी	2	60.00	120.00
11	तेनालीराम की ईमानदारी	अभय रायजादा	2	60.00	120.00
12	बिल्ली की चतुराई	ज्ञान प्रकाश	2	60.00	120.00
13	तेनालीराम और महामूर्ख की उपाधि	दिनेश बंसल	2	60.00	120.00
14	झांसी की रानी लक्ष्मीबाई	काजल गुप्ता	2	60.00	120.00
15	वीरता भरी कहानिया	अनुपमा	2	60.00	120.00
16	मनु और मानो	स्नेह लता	2	60.00	120.00
17	ईदगाह	प्रेमचन्द	2	50.00	100.00
18	नन्हा मुन्ना जिन्न	मोनिका शर्मा	2	50.00	100.00
19	साहित्यकारों के प्रेरक प्रसंग	विभा गुप्ता	2	60.00	120.00
20	सबक	मीनाक्षी अग्रवाल	2	55.00	110.00
21	राजनीतिज्ञों के प्रेरक प्रसंग	विभा गुप्ता	2	60.00	120.00
22	डब्लू की डिविया	डॉ. जगदीश व्योम	2	80.00	160.00
23	लक्ष्मीजी और कर्म	पं. उमाशंकर दीक्षित	2	55.00	110.00
24	बालगीत मंजरी	डॉ. कृष्णावतार	2	60.00	120.00
25	चोरी पकड़ी गई	संजय भोला	2	70.00	140.00
26	किट्टी	दिनेश पाठक	2	60.00	120.00
27	राजा का कर्तव्य	पुनीत कुमार	2	55.00	110.00
28	बाल गीतांजली	डॉ. कृष्णावतार	2	60.00	120.00
29	साहस और वीरता की कहानियां	मुकेश नादान	2	350.00	700.00
30	महापुरुषों की शिक्षाप्रद कथाएं	राजेश गुप्ता	2	350.00	700.00
31	वीर बाला लक्ष्मीबाई	मुकेश नादान	2	350.00	700.00
32	वीर बालकों की कहानियां	निरुपमा	2	350.00	700.00
33	पशु पक्षियों की शिक्षाप्रद कहानियां	राजेश गुप्ता	2	350.00	700.00
34	शिकारी का शिकंजा तथा अन्य कहानियां	मुकेश नादान	2	350.00	700.00
35	पौराणिक बाल कथाएं	जाहन्वी पाराशर	2	350.00	700.00
36	मनोरंजक पहेलियां	अर्चना गोयल	2	300.00	600.00
37	आंखों वाले अंधे	अंजू पाराशर	2	350.00	700.00



38	महामूर्ख और अन्य मनोरंजक कहानियां	हार्दिक	2	350.00	700.00
39	मूर्ख मंगलू	संजय भोला	2	350.00	700.00
40	कहावर्तों की कहानियां	मुकेश नादान	2	350.00	700.00
41	शिक्षाप्रद बाल कविताएं	डॉ. सुधाकर	2	350.00	700.00
42	भारत के वीर बालक बालिकाएं	सुभाष अग्रवाल	2	350.00	700.00
43	सांस्कृतिक बाल कथाएं	रचना भोला यामिनी	2	350.00	700.00
44	प्रेरणादायक बाल कथाएं	रचना भोला	2	350.00	700.00
45	झूठे बेर तथा अन्य कहानियां	रचना भोला यामिनी	2	350.00	700.00
46	अभिमन्यु वध	संजय भोला	2	350.00	700.00
47	मां कौन	संजय भोला	2	350.00	700.00
48	शेर और पुजारी	स्नेह लता	2	350.00	700.00
49	चन्दू की इमानदारी	स्नेह लता	2	350.00	700.00
50	महापुरुषों के अनमोल वचन	निरुपमा	2	350.00	700.00
51	चमत्कार	स्नेह लता	2	350.00	700.00
52	दो देशों का राजा	मोनिका शर्मा	2	350.00	700.00
53	शिकारी और कबूतर	रचना भोला यामिनी	2	350.00	700.00
54	दान की महिमा	रचना भोला यामिनी	2	350.00	700.00
55	पुत्र की प्रतिज्ञा	विभा गुप्ता	2	350.00	700.00
56	पेड़ और शेर	विभा गुप्ता	2	350.00	700.00
57	सच्ची दोस्ती	विभा गुप्ता	2	300.00	600.00
58	राजा और नाई	माधवी	2	350.00	700.00
59	घमंडी भैंसा और शेर	डॉ. रवना	2	350.00	700.00
60	दुष्ट संगती कभी ना कीजे	माधवी	2	300.00	600.00
61	इमली की पेड़	डॉ. रवना	2	350.00	700.00
62	बाल मन की सतरंगी कविताएं	नवीन डीमरी	2	350.00	700.00
63	पोखू का घमंड	महावीर रवांल्टा	2	350.00	700.00
64	ढेला और पत्ता	महावीर रवांल्टा	2	350.00	700.00
65	कर भला हो भला	मृदुला गुप्ता	2	350.00	700.00
66	हाथ जो कल्पतरु हैं	विजय कुमार	2	350.00	700.00
67	नैतिक कथाएं एवं प्रेरक प्रसंग	बृजेश गुप्ता	2	350.00	700.00
68	प्रेरणात्मक प्रसंग	विभा गुप्ता	2	300.00	600.00
69	बच्चों की पंचतंत्र	विजय कुमार	2	350.00	700.00
70	सत्य का चमत्कार	दिनेश पाठक शशि	2	350.00	700.00
71	न्यायधीश की दक्षता	विभा गुप्ता	2	300.00	600.00
72	दो किशोर उपन्यास	डॉ. जगदीश व्योम	2	350.00	700.00
73	सबसे अच्छा उपहार	किशोर श्रीवास्तव	2	300.00	600.00
74	पर्यावरण पृथ्वी और जीवन	मनीष महेश्वरी	2	350.00	700.00
75	नकल का फल	किशोर श्रीवास्तव	2	350.00	700.00
76	बदलाव	किशोर श्रीवास्तव	2	350.00	700.00
77	सदाचार का बल	डॉ. रचना	2	350.00	700.00

78	स्वस्थ तन स्वच्छ मन	पंकज	2	350.00	700.00
79	बोलने वाली चिड़िया	दिनेश पाठक शशि	2	350.00	700.00
80	स्वामिभक्त नेवला	मृदुला गुप्ता	2	350.00	700.00
81	मेंढकों की मूर्खता	डॉ. रचना	2	350.00	700.00
82	आओ जानें पक्षियों को	किशोर श्रीवास्तव	2	350.00	700.00
83	चेतन्य की धुन	विभा गुप्ता	2	350.00	700.00
84	प्यासी चिड़िया	पुनीत कुमार	2	350.00	700.00
85	बंदर और हाथी	विमल मित्तल	2	350.00	700.00
86	बुद्धमल	गंगाराम शर्मा	2	350.00	700.00
87	चतुर लोमड़ी	विभा गुप्ता	2	350.00	700.00
88	लोभी ब्रह्मण	विभा गुप्ता	2	350.00	700.00
89	गिजूभाई की बाल कहानियां -- 1	गिजूभाई	2	350.00	700.00
90	गिजूभाई की बाल कहानियां -- 2	गिजूभाई	2	350.00	700.00
91	मखमल की जूती	माधवी बिष्ट	2	350.00	700.00
92	सच्चा लकड़हारा	रवीन्द्र गुप्ता	2	350.00	700.00
93	सच्चा पड़ोसी	विजय कुमार	2	350.00	700.00
94	बच्चे की जिद	अशोक श्रीवास्तव	2	350.00	700.00
95	एकता में शक्ति	विभा गुप्ता	2	350.00	700.00
96	तीन भाई	डॉ. रचना	2	350.00	700.00
97	शेर और बकरी	डॉ. रचना	2	350.00	700.00
98	सच्ची जीत	डॉ. रचना	2	350.00	700.00
99	सर्दी की मिठाई	वृजेश गुप्ता	2	350.00	700.00
100	साधु बना राजा	वृजेश गुप्ता	2	350.00	700.00
101	साधु और चोर	माधवी बिष्ट	2	350.00	700.00
102	राजा का मिट्टू	माधवी बिष्ट	2	350.00	700.00
103	नट और तेनालीराम	मृदुला गुप्ता	2	350.00	700.00
104	कंजूस व्यापारी	मृदुला गुप्ता	2	350.00	700.00
105	बृद्धिमान व्यापारी	विभा गुप्ता	2	350.00	700.00
106	सुनहरा सेब	विभा गुप्ता	2	350.00	700.00
107	अरबी घोड़े	गंगाराम शर्मा	2	350.00	700.00
108	हवाई महल	गंगाराम शर्मा	2	350.00	700.00
109	पापा! मैं तुम्हारे पास आऊंगा	डॉ. संतोष गौड़	2	150.00	300.00

*6/1*

## LIST OF ELEMENTARY SCHOOL, DISTT.-UNA (H.P.)

Sr. No	School Name	Education Block
1	GMS (G) AMB	AMB
2	GMS BHAROWAR	AMB
3	GMS BHERA (M)	AMB
4	GMS HAMBOLI	AMB
5	GMS KODET	AMB
6	GMS LADOLI	AMB
7	GMS ALSAHAN	BANGANA
8	GMS CHHAPROH	BANGANA
9	GMS DOBAR	BANGANA
10	GMS DOHAK	BANGANA
11	GMS KOLKA	BANGANA
12	GMS MALANGER	BANGANA
13	GMS AMBOA	GAGRET-1
14	GMS BADOH	GAGRET-1
15	GMS CHALET (U)	GAGRET-1
16	GMS DAULATPUR	GAGRET-1
17	GMS DEOLI BARI	GAGRET-1
18	GMS BADHMANA	GAGRET-2
19	GMS CHOWAR	GAGRET-2
20	GMS KHAROH	GAGRET-2
21	GMS MATHER	GAGRET-2
22	GMS NARI	GAGRET-2
23	GMS MANGUWAL	HAROLI
24	GMS BHADSALI	HAROLI
25	GMS CHANDPUR	HAROLI
26	GMS DILWAN	HAROLI
27	GMS ISPUR	HAROLI
28	GMS JANANI	HAROLI
29	GMS SATOTHER	JOI
30	GMS AMROH	JOI
31	GMS BARIAN	JOI
32	GMS BHINDLA	JOI
33	GMS HARSA	JOI
34	GMS TAKOLI	JOI
35	GMS HANDOLA	UNA
36	GMS KOTLA KHURD	UNA
37	GMS ABADA BARA	UNA
38	GMS BARSARA	UNA
39	GMS JALGRAN	UNA
40	GMS FATEHPUR	UNA

