



# BID DOCUMENT

FOR

SELECTION OF AUTHORISED VENDOR OF NCERT FOR SUPPLY OF NCERT TEXT BOOKS ,ODIA BOOKS FOR CLASS IX & X AND NTSE EXEMPLAR GUIDE BOOKS TO ODISHA ADARSHA VIDYALAYAS FOR ACADEMIC SESSION-2023-24.

**NOVEMBER-2022**

**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
N-1/9, BHUBANESWAR -751005.  
oavsbbsr.od@gov.in

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## **DISCLAIMER**

This tender is called for **“Selection of Authorized Vendor of NCERT to lifting and supply of NCERT Text Books to all OAVs”** of the State. Tender is issued by the Odisha Adarsha Vidyalaya Sangathan (OAVS), a society under administrative control of School & Mass Education Department, Govt. of Odisha. While the information in this Bid document has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither OAVS nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or mis-statements, negligence or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this Bid Document or on which this Bid Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability thereof is here by expressly disclaimed.

The information contained in this Bid document is selective and subject to updating, expansion, revision and amendment at the sole discretion of the OAVS. It does not claim to contain all the information that are recipient may require for the purposes of making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this Bid Document, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the 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 project.

This Bid document includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the OAVS, which the assumptions and the base information on which they are made may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this Bid Document is, or should be relied on as, a promise, representation or warranty. OAVS shall be the sole and final Authority with respect to selection of a bidder through this tender.

**-sd-**  
**State Project Director, OAVS**

## TENDER DOCUMENT IMPORTANT INFORMATION TO THE BIDDER

Sl. no.	Item	Description
1	Availability of tender document	OAVS web site <a href="mailto:oavsbbsr.od@gov.in">oavsbbsr.od@gov.in</a> From 11/11/2022 to 25/11/2022
2	Date and time for submission of the Tender documents only by speed post/Registered post / courier	During office hour up to 25 /11 /2022 on all working days.
3	Cost of tender paper (non-refundable)	Rs 5000/- ( <b>DD/Banker's cheque</b> drawn in any nationalized/scheduled bank favoring State Project Director, OAVS, payable at Bhubaneswar which will be annexed with the Technical Bid)
4	Earnest money Deposit	Bid Declaration
5	Date, time and venue of opening of (i) Technical Bid (ii) Financial Bids of eligible Bidders (iii) Venue	11:30 AM of 28 /11 /2022 After technical evaluation Odisha Adarsha Vidyalaya Sangathan, Bhubaneswar-751005.

## **INVITATION OF BID FOR SUPPLY OF NCERT TEXT BOOKS AND ODIA BOOKS FOR CLASS IX & X**

Sealed tenders are invited from the authorized Vendor of NCERT for transportation / supply of NCERT Text Books and Odia Books for Class IX & X to all as per the scope of work, general instruction & terms and conditions mentioned below.

### **Scope of work and general instruction for Bidders.**

#### **A. Evaluation process.**

The Vendor is to quote the rate for transportation cost of collecting NCERT Text Books from NCERT Books Depots either from New Delhi Or Kolkata and Odia Books from BSE, Odisha, storage at godown and supply of books to all OAVs. The evaluation will be made taking into consideration of the (1) valid document produced by the bidder as called for in the bid document, (2) lowest rate quoted for transportation cost as per **FORMAT-B**. The rate quoted should be inclusive of all taxes, charges, duties, levies, if any, along with material cost labour cost etc as per the format given in **Financial BID**. Regarding selection of the vendor, the decision of the State Project Director, OAVS shall be final & binding on the bidder.

#### **B. Technical Verification**

The quantity of Books shall be checked by the vendor while collecting from the NCERT Depot & at the time of loading. Any deviation noticed from the quantity point of view will be treated as adverse factor for release of payment. The payment shall be released after successful supply of books by the selected bidder and there will be provision of part payment as no advance will be given to bidder.

#### **C. Other Terms and Condition.**

1. The vendor should supply the text books duly packed in good conditions at Vidyalaya point.
2. The text books for VI, VII VIII, IX & X of NCERT Text books and Odia Books for Class IX & X should be supplied by the vendor. The rate is inclusive of all taxes, charges, levies, cost of collecting from

NCERT Depot, transportation cost including delivery at school point etc. The detailed list of NCERT Text books and Odia Books (for ST & SC students of class IX & X) to be supplied (class wise) is attached as **Annexure-A**.

3. All the terms and conditions set out in the consent letter as well as work order shall form part of the agreement.
4. In case of inconsistency between the provisions in the work order and in this contract, the interpretation, as given by the Chairman, EC, OAVS is final & binding.
5. In case of violation of any of the terms and conditions by the Contract, entailing loss or damage of affecting the image of the OAVS, the performance security deposit shall be forfeited. This is in addition to other remedy available to the OAVS in this contract.
6. Quality and time are the essence of this contract. Hence the vendor undertakes to execute the work as per the indent in all respects. The entire supply should be completed within 60 days from the date of agreement, No deviation is allowed.
7. The vendor shall periodically appraise the State project Director (SPD), OAVS regarding the progress of the supplies and whenever the later gives any suggestion the same should be carried out promptly.
8. OAVS may inspect at any time, after prior intimation, the progress of the work of the vendor.
9. The books shall be collected from NCERT Depot duly packed and insured by the vendor for transit and be dispatched at the risk of

the vendor and OAVS shall not be responsible for any loss or damage during the transit before delivery at OAV point.

1. The tender has been invited under two bid system i.e. **Technical Bid (Format-A) and Financial Bid (Format-B)**. The interested firms are advised to submit two separate sealed envelopes super scribing **“Technical Bid for supply of NCERT TEXT BOOKS for academic session 2023-24” & “Financial Bid for supply of NCERT TEXT BOOKS for academic session 2023-24”**. Both sealed envelopes should be kept in another sealed envelope super scribing **“Tender for supply of NCERT TEXT BOOKS for academic session 2023-24”**. The tender should be addressed to Odisha Adarsha Vidyalaya Sangathan, Bhubaneswar-751005”. The Bidders who have submitted all valid documents as called for in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
2. The rate quoted inclusive of all taxes, charges, duties, levies , if any, along with material cost, labour cost etc. In case of tie in rate, the selection shall be made through draw of Lottery system by the purchase Committee. The quoted rate upto two decimal points will be taken in to consideration. However, the decision of Tender Inviting Authority towards selection of the vendor is final and binding to all the Bidder/s.
3. The intending vendor should have experience in providing books to different institution/ OAVS.
4. The BID will be received during office hour up to 25 /11 / 2022 on all working days only through SPEED POST/REGISTERED POST/COURIER addressed to “The State Project Director, Odisha Adarsha Vidyalaya Sangathan (OAVS), Bhubaneswar-751005. BID received after scheduled date and time shall not be accepted. Authority is not responsible for any delay in postal/courier service.



5. The BID shall be opened on **28 /11/2022 at 11:30 AM** in the presence of the Bidders/their authorized representatives who may like to attend. Otherwise, the bid will be finalized in their absence.
6. BID document can be downloaded from our website **[oavsbbsr.od@gov.in](mailto:oavsbbsr.od@gov.in)** and the cost of the tender paper amounting to **Rs.5000/-** drawn on any Nationalized / scheduled Bank is to be enclosed in shape of Demand Draft / Bankers cheque in favour of State Project Director, OAVS payable at Bhubaneswar.
7. The bidder is required to enclose self attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be liable for rejected and shall not be considered further:**
  - (i) Valid authorization certificate issued by NCERT.
  - (ii) Valid PAN Card.
  - (iii) Document / papers supporting previous experience.
  - (iv) Cost of tender paper amounting to **Rs.5000/-**(Five thousand only) (non-refundable) in shape of Bank Draft drawn in any Nationalized / Scheduled Bank favoring "State Project Director, OAVS" payable at "Bhubaneswar.
  - (v) Technical Bid (Format-A), Financial Bid (Format-B) & Declaration (Format-C).
  - (vi) Bid documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Bid.
  - (vii) The Bidder is required to furnish the Bid security declaration in the prescribed format in lieu of EMD as per Annexure.
  - (viii) Certificate for not being blacklisted by any Govt. organization on company letter head.
8. The selected bidder has to furnish performance security of 03 % of the work value in shape of Bank Draft / Bankers Cheque drawn in any Nationalized / Scheduled Bank favoring "State Project Director, OAVS" payable at "Bhubaneswar within three days of issue of work order.

9. The selected bidder will be required to execute an Agreement with OAVS within three days of issue of work order on such terms and conditions as per the requirement of OAVS.
10. If the selected bidder fails to execute the Agreement or deposit the required performance security within the prescribed date after being intimated & it may be black listed. The Performance security will be forfeited if the party fails to carry out any conditions of the Agreement.
11. The performance security of the successful bidder will be refunded after final settlement of bills.
12. No advance will be given to the selected firm.
13. The Authority (OAVS) reserve the right to reject any/ all tenders without assigning any reasons thereof.
14. Any proposal received after the due date and time shall be summarily rejected.
15. The representative of the bidders should attend the BID opening meeting with all original document/papers as called for in the **technical BID** as stated in Para-7 for verification.
16. If required, negotiations can be made with the lowest evaluated responsive bidder (L1).
17. The selected bidder has to ensure supply of books to each OAV in good condition and as per indent placed by the OAV.
18. The selected bidder will be held responsible for any untoward incidence occurred due to substandard/bad condition of books supplied and will be prosecuted as per law of the land.
19. The bid is valid for 90 days from the date of opening.
20. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of Civil Court at Bhubaneswar, Odisha.

**D. Penalty**

The Books supplied by the Supplier shall be strictly according to the specification. Discomforts in supply of books shall be considered as adverse factor towards payment of bills & forfeiture of Performance security.

**AFFIDAVIT:**

Certified that the document/papers furnished by me/us as in the **Technical BID** are true to the best of my knowledge and belief and in case of any wrong or false information, the State Project Director, OAVS has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Place:

Date:

Name & Designation with Rubber Stamp/  
Official Seal of the Firm

## Annexure-A

### LIST OF NCERT TEXT BOOKS (CLASS WISE)

Class -VI	Class -VII	Class -VIII
<b>Book Code with Title</b>	<b>Book Code with Title</b>	<b>Book Code with Title</b>
644- VasantBhag-I	750-Vasant Bhag -II	846 - Basanta Bhag-III
645 - Bal Ram Katha	751- BalMahabharat Katha	847- Bharat Ki Khoj
647 - English (Honey Suckel)	753 - English (Honey Comb)	849 - English (Honey Dew)
648 - Pact with Sun	754 - An Alien Hand	850 - IT So Happened
649 - Sanskrit (Ruchira-I)	755 - Sanskrit (Ruchira-II)	851 - Sanskrit (Ruchira-III)
650 - Mathematics	756- Mathematics	852 - Mathematics
652 -Science	758 - Science	854 - Science
654 - History (Our Past-I)	760 - History (Our past-II)	858 - Resourse&Development
656 - Earth our Habitate	762- Our Environment	860 - Social & Pol Life-III
658 -Social & Pol. Life-I	764- Social & Pol. Life-II	864 - Our Past -III

Class -IX	Class -X
<b>Book Code with Title</b>	<b>Book Code with Title</b>
959 - English (Beehive)	1059 -English(First Flight)
960 - Moments	1060- Footprints without Feet
962 - Mathematics	1062-Mathematics
964 - Science	1064- Science
966 - India &Contem. World-I	1066- India &Contem. World-II
968 - Contemporary India-I	1068- Contemporary India-II
970 - Economics	1070-Economic Development
972- Democratic Politics	1072 -Democratic Politics-II
976-Words & Expression-I	1076-Words & Expression -II
Odia SahityaDhara	Odia SahityaSindhu
Odia Byakarana-I	Odia Byakarana-II

<b>ODISHA ADARSHA VIDYALAYA SANGATHAN</b>		
<b>TENTATIVE REQUIREMENT OF BOOKS FOR ACADEMIC</b>		
<b>SESSION 2023-2024</b>		
SL No.	Class	Requirement of Books(sets)
1	VI	<b>26730</b>
2	VII	<b>23217</b>
3	VIII	<b>18855</b>
4	IX (SC & ST)	<b>9279</b>
5	X (SC & ST)	<b>7811</b>
<b>Odia Books for ST &amp; SC students of class IX &amp; X</b>		
SL No.	Class	Requirement of Books(sets)
1	IX (SC & ST)	<b>9279</b>
2	X (SC & ST)	<b>7811</b>

**APPLICATION- TECHNICAL BID**

**For collecting & distribution of NCERT & Odia text Books.**

1. Name of the firm: \_\_\_\_\_.
2. Details of submission of declaration – Date: \_\_\_\_\_
3. Name of Proprietor/ Partner / Director:  
\_\_\_\_\_.

4. Full Address of Registered Office:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax .: \_\_\_\_\_

E-Mail Address :

- (b) Full Address of Operating / Branch Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Name & Telephone No. of Authorized Officer /  
Person to liaise with Field Office (s): \_\_\_\_\_  
\_\_\_\_\_

6. Following self attested documents are attached. The checklist is as under

<b>Document</b>	<b>Submitted (Yes/No)</b>	<b>Document no.</b>
Copy of Valid authorization certificate issued by NCERT.		
Valid PAN Card		
Document / papers supporting previous experience.		
Proof of cost of tender paper		

Technical Bid (Format-A)		
Financial Bid (Format-B)		
Declaration (Format-C & D)		
Bid documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Bid.		

Place:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber  
Stamp/Official Seal of the Firm.

**APPLICATION-FINANCIAL BID**

**For Collecting & Distribution of NCERT & Odia text Books**

(Amount in Rs.)

Particulars	Discount Rate
COST OF COLLECTING & LIFTING OF NCERT TEXT BOOKS FROM NCERT DEPOT TO BBSR & ODIA BOOKS FOR CLASS IX & X FROM BSE,ODISHA	Rs.
GODOWN CHARGES	Rs.
TRANSPORTATION CHARGES FOR SUPPLY BOOKS TO OAV POINT	Rs.

**Signature of the Bidder with seal.**

**However, the decision of Tender Inviting Authority towards selection of the vendor is final and binding to all the Bidder/s.**

SIGNATURE OF TENDERER'S  
OFFICIAL SIGNATORY

Place:  
Date:

Name & Designation  
with  
Rubber Stamp/Official Seal of the Firm

**Declaration**

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of  
Shri \_\_\_\_\_  
Proprietor / Director/ Authorized Signatory of the bidder, mentioned  
above, am competent to sign this declaration and execute this tender  
document;
2. I have carefully read and understood all the terms and conditions of  
the tender and undertake to abide by them.
3. The information / documents/papers furnished along with the above  
application are true and authentic to the best of my knowledge and  
belief. I /We, am / are well aware of the fact that furnishing of any  
false information / fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under  
appropriate law.
4. I also certify that our firm has not been black listed by Central / State  
Government / PSUs / Boards / Corporations / autonomous body under  
administrative control of Central or State Govt. etc.
5. This is also certified that neither my-self nor my organization will be  
indulged in any corrupt practices so far as this bidding is concerned.

**BIDDER'S OFFICIAL SIGNATORY**

Place:

Date:

Name & Designation with Rubber  
Stamp/Official Seal of the Firm.



## **Format of Bid Security Declaration**

**Name of the Work–**

**Date:**

(Fill up the complete name and address of the Authority/Employer/Tender  
Inviting Authority)

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
2. We accept that the Authority/Employer/Tender Inviting Authority shall cancel our empanelment and/ or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the letter of Bid or any extended date provided by us; or
  - (b) Having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,
    - (i) Failure of use to furnish the Performance Security and Additional Performance Security, if required in accordance ITB/Terms of the Bid Document, or
    - (ii) Fail to agree to the decisions of the contract negotiation meeting or
    - (iii) Failures refuse to execute the Contract.
3. We understand this Bid Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_

- In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder.
- Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

Thanking you,

Yours Sincerely;

Name of the Bidder: .....

Authorized Signatory: .....

**Signature:**

**Seal:**

Date:

Place: