



BID DOCUMENT

FOR

SELECTION OF AUTHORISED VENDOR OF NCERT FOR SUPPLY OF NCERT TEXT BOOKS (CLASS VI TO X), ODIA BOOKS FOR CLASS IX & X TO ODISHA ADARSHA VIDYALAYAS AND ODISHA MINING ADARSHA VIDYALAYAS FOR THE ACADEMIC SESSION 2024-25.

NOVEMBER-2023

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

CONTENTS OF TENDER DOCUMENT

SI No.	Description of contents	Page
1	Disclaimer	1 - 1
2	Important information to the Bidders	2 - 2
3	Invitation of Bid (Scope of work and general instruction for Bidders.)	3 - 8
4	Affidavit	9 - 9
5	List of NCERT Text Books (class wise) (Annexure-A)	10 - 10
6	Application-Technical Bid (Format-A)	11 -12
7	Application-Financial Bid (Format-B)	13 -13
8	Declaration (Format-C)	14 - 14

DISCLAIMER

This tender is called for **“Selection of Authorized Vendor of NCERT for lifting and supply of NCERT Text Books & Odia Text books of BSE(O) to all OAVs & OMAVs”** of the State. Tender is issued by the Odisha Adarsha Vidyalaya Sangathan (OAVS), a Society under the administrative control of School & Mass Education Department, Govt. of Odisha.

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 recipients 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.

OAVS shall be the sole and final Authority with respect to selection of a bidder through this tender.

State Project Director, OAVS

IMPORTANT INFORMATION TO THE BIDDER

Sl. No.	Item	Description
1	Availability of tender document	OAVS web site www.oav.edu.in
2	Date and time for submission of the Tender documents only by speed post/Registered post / courier	During office hour up to 5th Dec, 2023 on all working days.
3	Cost of tender paper (non-refundable)	Rs 5900/- (Including GST) (in shape of DD / Banker's cheque 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	Rs. 1,25,000/- in shape of Demand Draft in favor of SPD,OAVS
5	Date, time and venue of opening of (i) Technical Bid (ii) Financial Bids of eligible Bidders (iii) Venue	(i) 11:30 AM of 06/12/2023 (ii) After technical evaluation (iii) 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 vendors 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 and Odia Books from BSE, Odisha, storage at go down 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, labor 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 and BSE(O),Cuttack, transportation cost including delivery at school point etc. The detailed list of NCERT Text books 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 OAVS authority 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.
6. Quality and time are the essence of this contract. Hence the vendor shall undertake 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. In case of any exigency, the decision of the OAVS authority shall be final and binding upon.
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 the progress of the work of the vendor.
9. The books shall be collected from NCERT Depot duly packed and ensured 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. The vendor shall be responsible for any loss or damaged during the transit before delivery at the school 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 2024-25” & “Financial Bid for supply of NCERT TEXT BOOKS for academic session 2024-25”**. Both sealed envelopes should be kept in another sealed envelopes upper scribing **“Tender for supply of NCERT TEXT BOOKS for academic session 2024-25”**. 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 should be 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 up to two decimal points will be taken in to consideration. In case the L1 bidder is not able to supply the text books in total, OAVS may initiate negotiation with L2 bidder at the cost of L1 for supply of the same. 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 minimum of one year of experience in providing books to different institutions.
4. The BID will be received during office hour up to 05/12/2023 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 **06/12/2023 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 **www.oav.edu.in** and the cost of the tender paper amounting to **Rs.5900/- (non refundable)** drawn on any nationalized /Scheduled Banks to be enclosed in shape of Demand Draft / Bankers Cheque in favor of State Project Director, OAVS payable at Bhubaneswar.
 7. The bidder is required to enclose self-attested copies 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.5900/-**(Five thousand Nine Hundred only) (Including GST) (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 EMD amount of Rs. 1, 25,000.00/- @ 2% in shape of DD in favor of State Project Director, OAVS payable at Bhubaneswar.
 - (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 and EMD amount 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/ modify 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. The selected bidder has to ensure supply of books to each OAV in good condition and as per indent placed by the OAV.
17. 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.
18. The bid is valid for 90 days from the date of opening.
19. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of appropriate court in Bhubaneswar, Odisha.

Penalty

The Books supplied by the Supplier shall be strictly according to the specification. Delay in supply of books shall be considered as adverse factor towards payment of bills & forfeiture of Performance security. In case of violation of any of the terms and conditions of the contract, entailing loss or damage during the transit affecting the image of the authority of the OAVS, the performance security deposit at the following percentage shall be forfeited on the basis of days of delay in completion of the work.

Sl. No.	Period of delays	Imposition of penalty
1	Less or equal to 7 days	0.5% per day of performance security will be forfeited.
2	More than 7 days and less or equal to 15 days	1.0 % per day of performance security will be forfeited.
3	More than 15 days and less or equal to 30 days	1.5 % per day of performance security will be forfeited.
4	More than 30 days	2 % per day of performance security will be forfeited.

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.

Place:

Date:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

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

Annexure-A

LIST OF NCERT TEXT BOOKS (CLASS WISE)

Class -VI
Book Code with Title
644- VasantBhag-I
645 - Bal Ram Katha
647 - English (Honey Suckel)
648 - Pact with Sun
649 - Sanskrit (Ruchira-I)
650 - Mathematics
652 -Science
654 - History (Our Past-I)
656 - Earth our Habitate
658 -Social & Pol. Life-I

Class-VII
Book Code with Title
750-Vasant Bhag -II
751- BalMahabharat Katha
753 - English (Honey Comb)
754 - An Alien Hand
755 - Sanskrit (Ruchira-II)
756- Mathematics
758 - Science
760 - Histry (Our past-II)
762- Our Environment
764- Social & Pol. Life-II

Class -VIII
Book Code with Title
846 - BasantaBhag-III
847- Bharat Ki Khoj
849 - English (Honey Dew)
850 - IT So Happened
851 - Sanskrit (Ruchira-III)
852 - Mathematics
854 - Science
858 - Resourse&Devlopment
860 - Social & Pol Life-III
864 - Our Past -III

Class -IX
Book Code with Title
959 - English (Beehive)
960 - Moments
962 - Mathematics
964 - Science
966 - India &Contem. World-I
968 - ContemporaryIndia-I
970 - Economics
972- Democratic Politics
976-Words & Expression-I
OdiaSahityaDhara
OdiaByakarana-I

Class -X
Book Code with Title
1059 -English(First Flight)
1060- Footprints without Feet
1062-Mathematics
1064- Science
1066- India &Contem. World-II
1068- Contemporary India-II
1070-Economic Development
1072 -Democratic Politics-II
1076-Words & Expression -II
OdiaSahityaSindhu
OdiaByakarana-II

APPLICATION- TECHNICAL BID

For lifting & distribution of NCERT & Odia text Books.

Name of the firm: _____.

Details of submission of declaration _____

_____ Date: _____

Name of Proprietor/ Partner /Director: _____

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: _____

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

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

Document	Submitted (Yes/No)	Document no.
Copy of Valid authorization certificate issued by NCERT.		
Valid PAN Card		
Document /papers supporting previous experience.		
Proof of cost of tender paper		
Submission of EMD		
Technical Bid (Format-A)		
Financial Bid (Format-B)		
Declaration (Format-C)		
Bid documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Bid.		

Place:

Date:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY
Name and Designation with official seal

APPLICATION-FINANCIAL BID

For lifting & Distribution of NCERT & Odia text Books

(Amount in Rs.)

Particulars	From NCERT Depot	From BSE, Odisha, Cuttack
TOTAL COST OF SUPPLY OF BOOKS TO OAV POINT (Inclusive of all incidental charges)	Rs.	Rs.

Signature of the Bidder with seal

Place:

Date:

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.