



दिल्ली छावनी परिषद
DELHI CANTONMENT BOARD
सदर बाजार, दिल्ली छावनी- 110010
Sadar Bazar, Delhi Cantt – 110010
हर काम देश के नाम



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No. DCB/33/S-1/SOB/2024

Dated: 01st July, 2024

NOTICE INVITING QUOTATION FOR SUPPLY OF BOOKS (PRINT VERSION)

Sealed quotations are hereby invited for supply of books for library at Silver Oak CB Model School, Sadar Bazar, Delhi Cantt. from interested publishers/ authorized distributors/ Vendors/ Sellers/ Suppliers of books. Quotation should be addressed to Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt. and should be sent along with the other required documents in a sealed envelope through post, courier or submitted by hand to the Store In-charge, Delhi Cantonment Board on or before 12.07.2024 at 1500 hrs. The quotations will be opened on 12.07.2024 at 1530 hrs. The list of books to be supplied is enclosed.

Sd/-
Chief Executive Officer
Delhi Cantonment

General Scope of Work/Terms & Condition

1. Sealed financial and technical quotation are invited from the intending firms/ renowned publishers/suppliers for supply of books (Print Version) for library at Silver Oak CB Model School, Sadar Bazar, Delhi Cantt. The sealed cover containing the quotation should be super scribed "Quotation for Supply of Books (Print Version) for library at Silver Oak CB Model School, addressed to the Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt.-110010 by Speed Post or Registered Post or by hand and it should reach within the stipulated date and time. Quotation received after the stipulated date and time will be straight way rejected.
2. The Technical bid will be opened at Office of the Cantonment Board, Delhi Cantt. on 12.07.2024 at 3:30 PM and Financial bid will be opened after scrutiny of the technical bid.
3. All credentials, documents and copies of certificates/ information's called for shall be submitted along with the Tender paper duly self-signed by him/her.
4. Payment to the supplier shall be made after the supply of books within 20 days. The undersigned may prescribe any other procedure as per procurement procedure of the Government.
5. The selected agency should supply the books upto the Silver Oak CB Model School, Sadar Bazar, Delhi Cantt.
6. Payment of only publisher price minus the quoted discount shall be made.
7. No other charges towards packaging, freight, taxes, duties etc. will be paid. No advance payment will be made.
8. Payment will be made only after proper verification and acceptance of the delivered books.
9. Latest and low-cost editions of printed version of books should be supplied.
10. Price proof documents (Publisher's/Importer's/Distributors' invoice or publisher's catalogue) should preferably be provided.
11. Any loss or damage caused to the books during transit has to be made good by the agency within a mutually agreed period of time.
12. The agency shall replace free of charge any defective book supplied by them due to faulty printing or pagination, soiled copy or any other reason.
13. Delivery of books will be accepted at destination within one month from the date of issue of purchase order.
14. Maximum discount offered on the publisher's price of books should be quoted.
15. Any quotation received after 1500 hrs. on 12.07.2024 will be rejected straightway and any delay thereof on account of postal or courier services will not be considered.
16. The percentage of discount quoted must be valid for at least 90 days from the date of opening of the Quotations. Becoming the lowest bidder will not be the only criterion for awarding of purchase order unless the offered discount percentage is reasonable.

17. The agency should not have been blacklisted by any Government school, college, university, agency or department.
18. All disputes regarding this supply will be subject to Delhi Jurisdiction.
19. The Chief Executive Officer, Delhi Cantonment Board reserves the right to add to or modify the aforesaid terms and conditions and reject any or all quotations without assigning any reason whatsoever.
20. **Tender process:** The Tender should be submitted in two separate closed envelopes to be inserted in a big envelope which to be super scribed. First envelope meant for Technical Bid and second for Financial Bid. After verification the technical bid, the financial bid will be opened for consideration of the firm which fulfils all the required conditions of the tenderer in the technical bid.
21. **Technical Bid:**
 - a. "Technical bid" and contain the following document:- EMD Fee: Rs.10,000/- shall be deposited online in the Cantt. Board bank account through RTGS/ NEFT. The details of bank account are as given below, and the copy must be a
Account Name: Chief Executive Officer, Delhi Cantonment Board
Name of Bank: Union Bank of India
Bank Account No.: 352701110050001
IFSC Code: UBIN0535273
Branch: Delhi Cantt – 110010
 - b. The agency must attach copy of the Registration Certificate, PAN No., and latest Income Tax Return (ITR).

Note: a) All attested documents must be submitted in Hindi or English Language.

b) Tender will be liable for outright rejection if:-

- i. Any rates are disclosed in technical bid
- ii. Any discounts/special offers are made in technical bid

22. Financial Bid:

Financial Bid duly filled in as given in Annexure-B giving the rates for quoted items in individual envelope should be in separate sealed cover hereinafter called, "COVER B". COVER- B should also be addressed to the Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010 and should be super-scribed "FINANCIAL BID". Signatory authority of Tender should sign each page of Financial Bid. Financial Bid i.e. Cover B will be opened only for those tenderers who technically qualified/satisfy the standards laid down by the details furnished by the tenderer in Technical bid, in compliance of terms & conditions of tender.

23. Period of validity of bids to award the work: Bids shall remain valid for 180 days from the date of submission of bids.
24. **Earnest Money:** - Tender shall be accompanied by an earnest money of ₹10,000/- without which tenders will not be considered. The amount should be deposited online in favour of Chief Executive Officer, Delhi Cantonment Board. The earnest money of unsuccessful tenderer shall be refunded soon after finalization of tender.
25. **Forfeiture of Earnest Money:** The earnest money may be forfeited in the following cases:

- a. When tenderer withdraws or modifies the offer after opening of the tender but before acceptance of the tender.
 - b. When tenderer does not execute the offer agreement prescribed within the specified time.
 - c. When the tenderer does not deposit the security money after the order is given.
 - d. When he/she fails to commence the service as per the order within the time prescribed.
26. Tender form shall be typed or filled in ink. Tender filled in with pencil shall not be considered.
27. In case, if it is noticed at any stage that any item supplied by the approved firm does not conform to the required standard of books, the supplier shall be liable to refund the payment thereof, if received, to the Delhi Cantonment Board. The supplier will not have any rightful claim to the payment of cost of substandard supplies of books which are not in good condition. It may be noted that supply of substandard goods is an offence and the same will be dealt with in the manner prescribed under relevant laws.
28. **Quantity:** Delhi Cantonment Board may increase or decrease the above mentioned quantity as per the actual requirement. All books must be of latest edition.
29. **Rates:** Tender may be awarded on overall amount after getting maximum discount, therefore only net rates should be quoted after maximum discount. No separate free goods or cash discounts should be offered. Rates must be valid for a period of one year from the date of award of tender.
- a. Delivery should be made to Silver Oak CB Model School, Sadar Bazar, Delhi Cantt. Delhi Cantonment Board will pay no cartage or transportation charges, hence the rates must be quoted accordingly.
 - b. Net rates must be offered only against the specified column of the items. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance and any other levies, duties, charges etc. on the product except GST.
 - c. Excise duty or surcharge prevailing on the date of submission of the rate must be included in the net rate and should also be shown separately in the Financial Bid (Annexure-B). Prevailing rates of GST etc. should be mentioned explicitly. Taxes not mentioned will not be paid/reimbursed by this Office. In the event of any subsequent variation (increase or decrease) in GST by the government (State of Central) the same will be modified accordingly.
 - d. Other statutory increase or decrease shall be agreed upon mutually between this office and tenderer and revised rate shall be applicable to order received by the tenderer on or subsequent to the date of such increase in government duty.
 - e. The rates must be written both in words and figures in the financial bid (Annexure- B), in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be any errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer with date.
 - f. No paper should be detached from the tender form.
 - g. The tenderer shall sign with seal on every page of the tender form including Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. In case of, non-receipt of terms and conditions duly signed with the tender form, the tender will be rejected.
30. **Security Deposit/Performance Security & Agreement:**
- a. Firm whose offer is accepted will have to deposit a security deposit/performance security equal to 3% (Three Percent) of the total value of order in the form of an

account payee duly pledged Fixed Deposit or Bank Guarantee from any Nationalized/Scheduled Bank in favour of Chief Executive Officer, Delhi Cantonment Board payable at Delhi Cantt. EMD shall be refunded to the successful bidder on receipt of security deposit/performance security.

- b. Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper and deposit security/performance security money within 10 days from the award of tender, failing which the Tender/Quotation will be rejected straightway. The security will be refunded after six months from the date of expiry of the contract or on the expiry of guarantee (if any), whichever is later. Delhi Cantonment Board will pay no interest on security/Earnest money deposit.
- c. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit/performance security can be forfeited by the Delhi Cantonment Board (DCB) and decision of this Office shall be final and binding on the tenderer. The expenses of completing and stamping the agreement shall be borne by the tenderer.

31. Supply Orders: The supply order will be placed to the approved tenderer (and not Agents/Suppliers/Distributors etc.). The firm shall have to supply of books within the period of twenty days to Silver Oak CB Model School from the date of issue of supply order.

32. Subletting or assigning contract to third party is prohibited. In case the tenderer violates this condition, Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt. shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the Delhi Cantonment Board may sustain in consequence or arising out of such replacement of the contract.

33. Penalty for Delay:

- a. The time specified for delivery in the supply order shall be deemed to be the essence of the contract and the successful Tenderer shall arrange supplies within the period on receipt of order form this Office.
- b. In case of delay in the delivery period the penalty shall be made on the basis of following percentages of value of stores which the tenderer has supply:
 - i. Delay up to one-fourth period of the prescribed delivery - 2.5% of total order value.
 - ii. Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5% of total order value.
 - iii. Delay exceeding half but not exceeding three-fourth of the prescribed delivery period - 7.5% of total order value.
 - iv. Delay exceeding three-fourth of the prescribed period -10% of total order value.

Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.

- c. The maximum amount of penalty shall be 10% of total order value.
- d. If the tenderer firm requests for an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the circumstances.
- e. If the tenderer is unable to complete the supply within the specified or extended period, the Director/Principal shall be entitled to purchase the books or any part thereof from elsewhere without notice to the tenderer on his (i.e., Tenderers) account and risk. The tenderer shall be liable to pay any loss or damage which the DCB may sustain by reasons of such failure on the part of the tenderer. The tenderer shall not be entitled to any gain on such purchases made against default the recovery of such loss or damage shall be made from any sums accruing to the

tenderer under this or any other contract with the government. If recovery is not possible from the bill and the demand, the recovery of such amount or sum due from the tenderer shall be made under the act or any other law for the time being in force.

NOTE: It is clarified that DCB may, if necessary, resort to risk purchase without granting any extension as provided in above Condition.

34. All the Books supplied shall be of the best quality/good condition and conforming to the requirement as laid down. The decision of DCB as to the quality/condition of books shall be final and binding upon the tenderer. In case any of the Books supplied are not found as per requirement or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss caused to the firm as a result of rejection of supplies shall be entirely at his account.
35. The tenderer must remove rejected Books from the destination where they lie within 30 days from the date of information of rejection. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to while it is on their premises.
36. The tenderer shall be responsible for the proper packing and delivery of the material to the consignee.
37. No payment will be made for damage, tiered or shortage of books. The tenderer shall make up the loss and shortage found at the checking of the books by the consignee. No extra cost on such account shall be admissible.
38. **Mode of Payment:** The payment will be made through NEFT/RTGS 100% after the successfully completion of job within one month after the competition of job.
39. All correspondence in this connection should be addressed to the CEO, Delhi Cantonment Board.
40. The quantity indicated in the tender is mere estimates and is intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the article to this Office on most competitive rates. The figures indicated in the tender do not constitute any commitment of the part of department to purchase any of the articles in the quantity shown therein against each or in any quantity whatsoever. It is further made clear that the DCB does not bind itself to purchase all or any quantity mentioned in the tender and no objection against the quantity of the indent of approved item being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non-supply on the quantity indented.
41. The CEO, Delhi Cantonment Board will have the right to accept or rejection of all or any of the tender without giving any reason for the same.
42. The CEO, Delhi Cantonment Board can extend the original rate contract of the successful tendered, subject to original Terms and Conditions.
43. The Contract for the supply can be repudiated at any time, if the supplies/services are not made to the satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.
44. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.

45. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Delhi only.
46. The CEO, Delhi Cantonment Board can relax the terms and conditions in the exigency of the DCB work.

Signature of Contractor

Sd/-
For Accepting Officer

Financial Bid (Cover-B)
(To be submitted separately in sealed envelope)
List of books for library at Silver Oak CB Model School

Sl. No.	Book Description	Tentative requirement (units)	Rate/Unit (₹)	Discount/Unit (₹)	Net Rate/Unit (₹)	Total Amount (₹)
1.	Physics by S.L Arora for Class-XI	02				
2.	Physics by S.L Arora for Class-XII	02				
3.	Physics by S. Chand for Class-XI	02				
4.	Physics by S. Chand for Class-XII	02				
5.	Concept of Physics Vol. I & Vol.II by H.C. Verma for Class-XI	02				
6.	Concept of Physics Vol. I & Vol. II by H.C. Verma for Class-XI	02				
7.	Physics by Pradeep for Class-XI	02				
8.	Physics by Pradeep for Class-XII	02				
9.	NCERT Physics at Fingertips for Class-XI	02				
10.	NCERT Physics at Fingertips for Class-XII	02				
11.	Chemistry by ABC for Class-XI	02				
12.	Chemistry by ABC for Class-XII	02				
13.	Chemistry by Dinesh for Class-XI	02				
14.	Chemistry by Dinesh for Class-XII	02				

15.	Chemistry by Pradeep for Class-XI	02				
16.	Chemistry by Pradeep for Class-XII	02				
17.	Chemistry by All in One for Class-XI	02				
18.	Chemistry by All in One for Class-XII	02				
19.	Chemistry by S. Chand for Class-XI	02				
20.	Chemistry by S. Chand for Class-XII	02				
21.	NCERT Chemistry at Fingertips for Class-XI	02				
22.	NCERT Chemistry at Fingertips for Class-XII	02				
23.	Biology by Pradeep for Class-XI	02				
24.	Biology by Pradeep for Class-XII	02				
25.	Biology by S. Chand for Class-XI	02				
26.	Biology by S. Chand for Class-XII	02				
27.	Biology by Dinesh for Class-XI	02				
28.	Biology by Dinesh for Class-XII	02				
29.	Biology by All in One for Class-XI	02				
30.	Biology by All in One for Class-XII	02				
31.	Biology by Modern ABC for Class-XI	02				

32.	Biology by Modern ABC for Class-XI	02				
33.	NCERT Biology at Fingertips for Class-XI	02				
34.	NCERT Biology at Fingertips for Class-XII	02				
35.	Mathematics by R.D. Sharma for Class-XI	02				
36.	Mathematics by R.D. Sharma for Class-XII	02				
37.	Mathematics by Arihant's for Class-XI	02				
38.	Mathematics by Arihant's for Class-XII	02				
39.	Mathematics by R.S. Aggarwal for Class-XI	02				
40.	Mathematics by R.S. Aggarwal for Class-XII	02				
41.	NCERT Exemplar Mathematics for Class-XI	02				
42.	NCERT Exemplar Mathematics for Class-XII	02				
43.	Mathematics by ML Aggarwal for Class-XI	02				
44.	Mathematics by ML Aggarwal for Class-XII	02				
45.	NCERT Mathematics Books for Class-XI	02				
46.	NCERT Mathematics Books for Class-XII	02				
47.	English Oswal CBSE Question Bank for Class-XI	02				

48.	English Oswal CBSE Question Bank for Class-XII	02				
49.	English Xam Idea for Class-XI	02				
50.	English Xam Idea for Class-XII	02				
51.	English Together With for Class-XI	02				
52.	English Together With for Class-XII	02				
53.	English U-Like for Class-XI	02				
54.	English U-Like for Class-XII	02				
55.	Full Marks English core for Class-XI	02				
56.	Full Marks English core for Class-XII	02				
57.	Golden English 12 for Class-XI	02				
58.	Golden English 12 for Class-XII	02				
59.	MTG 100 percent English core for Class-XI	02				
60.	MTG 100 percent English core for Class-XII	02				
61.	English Arihant for Class-XI	02				
62.	English Arihant for Class-XII	02				
63.	English Educart CBSE Question Bank for Class-XI	02				

64.	English Educart CBSE Question Bank for Class-XII	02				
65.	NCERT English Books for Class-XI	02				
66.	NCERT English Books for Class-XII	02				
67.	The complete Novels of Sherlock Homes for Class-IX	02				
68.	Eleven minutes by Paulo Coelho for Class-IX	02				
69.	Of mice and mean by John Steinbeck for Class-IX	02				
70.	War and Peace by Leo Tolstoy for Class-IX	02				
71.	Miracles of your mind by Joseph Murphy for Class-IX	02				
72.	Chetan Bhagat Novels - Two States for Class-IX	02				
73.	Chetan Bhagat Novels -The Three Mistakes of My Life for Class-IX	02				
74.	Chetan Bhagat Novels - Revolution 2020 for Class-IX	02				
75.	English reference books- Xam Idea for Class-IX	02				
76.	English reference books- Together with question bank for Class-IX	02				
77.	English reference books- Wren and Martin English	02				

	grammar and composition for Class-IX					
78.	The Great Gatsby by Scott Fitzgerald for Class-X	02				
79.	Things fall apart by Chinua Achebe for Class-X	02				
80.	Julius Caesar by Shakespeare for Class-X	02				
81.	I am Malala by Malala Yousafzai for Class-X	02				
82.	Wings of fire by Abdul Kalam for Class-X	02				
83.	Lord of the flies by William Golding for Class-X	02				
84.	Animal farm by George Orwell for Class-X	02				
85.	Pradeep fundamentals of Physics for Class-XI	02				
86.	Dinesh new millennium physics for Class-XI	02				
87.	Together with question bank for Class-XI	02				
88.	U like sample papers for Class-XI	02				
89.	Pradeep fundamentals of Chemistry for Class-XI	02				
90.	Dinesh new millennium chemistry for Class-XI	02				

91.	Together with question bank for Class-XI	02				
92.	U like sample paper for Class-XI	02				
93.	Full marks English score for Class-XI	02				
94.	Together with English question bank for Class-XI	02				
95.	Xam Idea English for Class-XI	02				
96.	IT by Preeti Saxena for Class-XI	02				
97.	IT by Oswal books for Class-XI	02				
98.	IT CBSE question paper for Class-XI	02				
99.	Xam Idea of Mathematics for Class-XI	02				
100.	U like question paper of Mathematics for Class-XI	02				
101.	Together with question bank of Mathematics for Class-XI	02				
102.	The Canterville Ghost by Oscar Wilde for for Class-XI	02				
103.	Up from Slavery by Booker T Washington for Class-XI	02				
104.	Diary of a Young Girl by Anne Frank for Class-XI	02				
105.	The story of My Life by Helen Keller for Class-XI	02				

106.	Three Men in a Boat by Jerome K Jerome for Class-XI	02				
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Total Net Cost in Figures:.....

Total Net Cost in Words:.....

GST Rate Applicable:.....

(Seal & Signature of the Firm)