

Tender Submission / Forwarding Letter

To,

The Deputy Director of School Education (Secondary),
Bilaspur, District, Bilaspur (HP)

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

Sir/Madam,

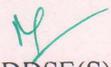
We, the undersigned, do hereby declare that:

1. I/We have thoroughly gone through all the Terms & Conditions of the Tender document and its addendum/modifications so circulated by the DDSE(S) Bilaspur District, Bilaspur (HP), for the supply of Library books at 25 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/Supplier/Service Provider). Certificate of authorized/valid Dealer and registration of 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 DDSE(S) Bilaspur Distt. Bilaspur or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors, if any appointed by the DDSE(S) Bilaspur Distt. Bilaspur (HP).
6. I/We certify that we are not involved in any sort of cartelization/ collusion practices or any unfair/illegal means, which will render us liable for straightway rejection & blacklisting.
7. 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.
8. 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:


DDSE(S)

Annual Turnover Statement

The Average Gross Annual Turnover of M/S..... (Name of Firm), an addressee of, for the past three (03) years (2022-25) or any three continuous years is given below and certified that the statement is true and correct:-

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

Date:

Signature of the bidder

Signature & Seal of C.A.
Name & Address:
Tel. No.
Mob. No.

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 services done /supplies made in complete & satisfactory?	Remarks, if any
				As per contract	Actual		
Total							

Place:

Date:

Signature of Bidder with Seal

DECLARATION BY THE BIDDER REGARDING ELIGIBILITY/ OUALIFICATIONS

In relation to my /our bid submitted to DDSE(S) Bilaspur District, Bilaspur (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 proceedings 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 or misrepresentations as to my/our professional conduct or the making of false statements or 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 any 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 may be 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

(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 workshops/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/ services for library books and accepts all the terms & 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 School Education (Secondary),
Bilaspur, District, Bilaspur (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 is 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/Sverify and confirm
that the contents of bidding documents, its addendum/modifications, bidding forms 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 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 of Bidder.....

Name:

Address:

Mobile No.....

E-mail

FINANCIAL BID
(Schedule of Quantity & Price)
For Supply of Library books at 25 Govt. Schools

S N.	Description of the work	Unit/ Qty.	Per Unit FOR Cost (in Rs.)	Total FOR cost (in Rs.)	Discount on MRP
1.	Library books (Total 284 No. of Books, as per Annexure-A, will form one quantity/unit) <ul style="list-style-type: none">• FOR of each quantity will be designated library in the School (List of Places of Schools is attached as Annexure -B)• 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.	25 No.			
Total					

(Name, Signature of Tenderer)
Designation & Stamp

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. Deptt./Semi Govt./PSUs/Corporate Institutions for similar supplies in the recent past.

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

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.2000/- only in prescribed manner has been enclosed.			DD No..... Date.....
2.	Whether EMD Rs.75,000/- (Seventy Five 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. 1 Crore for last three financial years (2022-2025)			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 Fys.			-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. 50 Lakhs & above in Government/ PSUs/ Corporate sector for last 03 financial years i.e. 2022 to 2025.			Work Orders/ Agreement/ Completion Certificate from the Client concerned
9.	Whether products 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.	Anti Collusion Certificate enclosed			
14.	Whether Copies of Income Tax Return of previous year (2023-24/2024-25) has been enclosed as prescribed.			
15.	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.			
16.	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.			
17.	Whether all above mentioned documents 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