



Office of the
Deputy Director of School Education (Secondary)
District Bilaspur, Himachal Pradesh

Tel. 01978-222585, E-mail- ddhebilaspur@gmail.com

Official Website: <https://ddhebilaspurhp.edu.in/>

No: EDN-BLS(A)-G(2)-

52-54

Dated: 05/01/2026

NOTICE INVITING TENDER (NIT) (RE-TENDERING)

Sealed tenders/bids under two bid system (i.e. Technical Bid & Financial/Price Bid) are hereby invited from interested and eligible Book Publishers/Book sellers/Authorized Firms/Dealers on Open Tender Basis by the undersigned, for the **Supply of Various Library Books (284)** (As per List enclosed as **Annexure-A**) in the 25 selected Govt. Schools of District Bilaspur Himachal Pradesh (List of Schools enclosed as **Annexure-B**).

The tender document can be purchased from the Office of the Dy. Director of School Education (Secondary) District Bilaspur 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 <https://ddhebilaspurhp.edu.in/> subject to deposit of prescribed tender fee. The cost of Tender Form will be Rs. 2000/- only to be deposited in the shape of demand draft drawn in favour of DDSE(S) District Bilaspur (HP) payable at Bilaspur (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 **24.01.2026 till 03:00 PM**, 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 documents shall be available on website only and bidders are advised to visit the official website of this Office i.e. <https://ddhebilaspurhp.edu.in/> regularly, till the deadline for submission of tender is over.

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05/01/2026

Dy. Director of School Education(Sec.)
District Bilaspur, Himachal Pradesh.

Dated:

Endst. No.

Copy to:

1. The Director, Information & Public Relation, Himachal Pradesh Shimla with the kind request to give wide publicity to the tender by publishing in two daily leading news paper (Hind & English) having wide circulation in HP State & other states as well.
2. Nodal Officer (IT/e-gov) O/O DDSE(S) Bilaspur for uploading the complete tender document on the official website of this office.
3. DA (Store) DDSE(S) Office Bilaspur for info. & further n/a.

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Dy. Director of School Education(Sec.)
District Bilaspur, Himachal Pradesh.

TENDER/BID DOCUMENT FOR SUPPLY OF LIBRARY BOOKS

- **Instructions to the Bidder**

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- Price
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- **General Terms & Conditions**

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- 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 25 Schools)
- Annexure-B (04 pages- List of Books)

TENDER (BID) DOCUMENT FOR SUPPLY OF LIBRARY BOOKS

• INSTRUCTIONS TO THE BIDDER

1. SCOPE: -

- I. Tenders 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 284 Library Books** (As per Annexure-A) in the 25 selected Schools of District Bilaspur Himachal Pradesh (As per Annexure-B),
- II. The tender document can be purchased from the Office of the DDSE(S) District Bilaspur HP or the complete bid document along with its terms & conditions can be viewed and downloaded from the official website <https://ddhebilaspurhp.edu.in/> subject to deposit of prescribed tender fee by the bidder/firm.
- III. The cost of Tender Form will be Rs. 2000/- only (Non Refundable) to be deposited in the shape of demand draft drawn in favour of DDSE(S) District Bilaspur (HP) payable at Bilaspur (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 specified in this Bid document.
- V. **Procuring & Payment Authority/Buyer/Purchaser:**

“Deputy Director of School Education (Secondary)
Bilaspur, Distt. Bilaspur 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	24.01.2026 till 03:00 PM
2.	Date & Time for opening of Technical Bid of Tender Form	27.01.2026 at 11:30 AM
3.	Schedule of Finance Bid	27.01.2026 at 02:30 PM
4.	Venue of Tender opening process	Office of the Deputy Director of School Education (Secondary) District Bilaspur, Himachal Pradesh-174001
5.	Bid Validity period	90 days from date of opening of financial bids
6.	For any query/clarification contact on	Email: ddhebilaspur@rediffmail.com , Tel. No.: 01978-222585

Note: - 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.

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3. ELIGIBILITY CRITERIA AND TERMS & CONDITIONS: -

A. The interested Bidder must 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:-

SN	Description	Documents required
1.	Tender Form Fee (Non Refundable): Rs.2000/- (Two Thousand only)	Bank Draft duly drawn in f/o DDSE(S) Bilaspur HP payable at Bilaspur HP.
2.	Earnest Money (EMD)*: Rs.75,000/- (Seventy Five Thousand only)	DD/FDR duly pledged in f/o DDSE(S) Bilaspur HP payable at Bilaspur HP
3.	Registered Firm/Legal Entity: The Bidder should be a proprietors/Firm/Company.	Copy of Registration Certificate issued by Competent Authority.
4.	OEM /Authorization Certification: - Only Book Seller/Publishers/ Authorized dealer/firm can apply for the bid.	OEM/ Authorization Certificate
5.	Turnover and Financial soundness*: <ul style="list-style-type: none"> The Bidder should have minimum average turnover of Rs. 1,00,00,000/- for last three financial years (2022-2025). 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. 	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.	Past Experience*: 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. 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.
7.	Tax Registration Certificate: The bidder should have a valid registration number of : <ul style="list-style-type: none"> > GST where his business is located. > PAN Number 	Copies of GST and PAN. (Duly signed & stamped)
8.	Non-Blacklisting: 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.	Anti Collusion Certificate (Non Cartelization): It is mandatory to submit Anti Collusion Certificate (Non Cartelization)	Certification on letter head of the firm that it is not involved/ indulged in any form of collusion or cartelization. If such collusion or pooling of firm is found during tender or after the award of tender, the tender shall be straightway cancelled and firm shall be liable for blacklisting from Govt. Supply.
10.	Tax Clearance: No GST liability or Tax clearance certificate. The bidder should have cleared his Tax/GST dues, if any to the State Government/Central Government.	Certified copies of the last return filed for quarter ending March 2025 and/or CA certificate stating that no Tax/GST due to the State Government/Central Govt.
11.	Income Tax Return	Copies of IT Returns of FY (2023-24 or 2024-25)

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12.	ISO Certification: The Bidder must have ISO 9001 certification for the supplies/items required.	Certificate thereof
13.	Mandatory Undertaking: <ul style="list-style-type: none"> • 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. 	Declaration to be given on 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 financial scrutiny & comparison to decide and declare Lowest successful bidder (L1 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. DDSE(S) 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. Each book should have ISBN Number of Govt. of India.
5. Mere issuance of this Bid document to prospective Bidder shall not be construed as award letter. Bidder's offer is liable to be rejected if they don't submit any of the certificates / documents sought in the Bid document.
6. 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.
7. Technical Bids shall be opened on dated 27.01.2026 at 11:30 AM by the Purchase Committee in the presence of the bidders or their representatives, who wish to remain present.
8. **Financial Bids only of technically qualified shall be opened.**
9. The bidding process shall be subject to the provisions of the HPFR, 2009 and Himachal Pradesh Procurement Rules made there under.
10. Since, MRP is mentioned on the books, trade discount on books be mentioned on the MRP, which should **not be less than 15% (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.**

11. Expense on account of Advertisement of Tender (incl. Newspapers), shall be recovered from successful bidder.
12. 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 %.
13. Any condition quoted in tender document may be relaxed by the DDSE(S) District Bilaspur (HP) in consultation with Purchase Committee/Section Officer (HPFAS) to meet out the requirement of goods/items and/or wherever & whenever such necessity arises.

4. EARNEST MONEY DEPOSIT (EMD): -

Bidder shall have to submit **EMD @ Rs. 75,000/- (Seventy Five Thousand only)** in the form of crossed Demand Draft or duly pledged Fixed Deposit Receipts, drawn in favour of "Deputy Director of School Education (Secondary), Bilaspur HP" payable at Bilaspur (HP).

The bid shall not be entertained in 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 tenderer 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 goods/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.

Trade discount not less than 15% on the Maximum Retail Price (MRP) shall be provided. Bidder offering higher 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/DDSE(S) Bilaspur shall be final and binding on all the stakeholders/Bidder/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 of School Education (Secondary) Bilaspur.
- 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 of School Education (Secondary) Bilaspur, 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:

1. **ENVELOPE 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 (Anenxure-1)	
2.	Checklist (Anneuxre-10)	
3.	Tender Form Fee Rs.2000/- only in the form of DD	DD No..... Date.....
4.	EMD Rs.75,000/- 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 2022-23, 2023-24 to 2024-25).	
9.	Work Orders/ Agreement/ Completion Certificate from the Client concerned (for last 03 financial years i.e. 2022 to 2025)	
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.	Anti Collusion Certificate	
15.	Copies of Income Tax Return of previous year (2023-24 or 2024-25)	
16.	Declaration to be given on on bidder's letter head to abide by the Code of Integrity	
17.	A declaration on Non Judicial stamp paper valuing Rs. 100/- in lieu of having been thoroughly read, understood & accepted in all respects.	
18.	Certificate on official letter head of the firm duly verifying/submitting: Name & Address of the bidder's banker, Bank Account No. IFSC/MICR Code for NEFT/RTGS purpose.	

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- II. **ENVELOPE NO. 2 (Schedule of Quantity & Price)** shall be super scribed as “Financial bid” and shall contain the following:
- Financial Bid as per Annexure-8 duly filled (quoting prices (in INR) for each product/item, correct in all respects), signed and stamped.
 - 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).
 - 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. _____” 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 School Education (Secondary), Bilaspur (H.P.) Pin No. 174001.**
- 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

- 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.
- Any Authorization to sign on behalf of the Bidder shall consist of “Power of Attorney” by the Bidder (or) any change of authorization shall be resolved by the firm/ company itself, which shall be immediately communicated to this office/Purchase Committee.
- 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: -

- 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?
- At First, Technical Bids so received will be opened and scrutinized by the Purchase committee as per prescribed eligibility criteria to find out technically eligible firms/bidders for further evaluation process.**
- 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.
- 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**

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Bidder as L1 for further award of work. Though DDSE(S) Bilaspur (in consultation with the Purchase Committee) reserves 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 the firm concerned.

5. During bid evaluation, the Purchaser may ask the bidder for clarification of its bid, if any. The response of Bidder shall be in writing and no change in the price or substance 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 DDSE(S), Bilaspur HP will be forfeited.

2. PERFORMANCE SECURITY:

The successful bidder/supplier shall furnish/deposit **Performance Security of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand Only)** in the shape of FDR duly pledged in the name of the "Deputy Director of School Education (Secondary) District Bilaspur HP payable at Bilaspur 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;
- any of the information given/ declaration/certificate is found false or incomplete and/or
 - 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.

4. DELIVERY OF SUPPLIES

The material shall have to be supplied and installed at the designated Govt. Sr. Secondary Schools of this District (Annexure- B) **within 20 days** from the date of receipt of supply order, which shall be reckoned from **the 5th 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.

5. 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 reserves the right to reject any and/or all material, deemed by the Purchaser to have been inadequately packaged/damaged/distorted items.

6. 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.

7. 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 Bilaspur 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 the 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.

8. 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.

9. INSPECTION

There will be an Inspection committee in each school concerned, which shall inspect the ordered items to ensure compliance with the terms & conditions of the tender document, conformity to the specifications and good condition 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.

10. 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 defect and poor workmanship for a period of **12 months** from the date of supply or as per manufacturer's standard

Vendor

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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.

11. SAMPLE OF BOOKS

Sealed samples of 30 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.

12. 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 electronic mode i.e. RTGS/ NEFT. The necessary bank charges, if any shall be borne by the supplier.

13. TELEGRAPHIC QUOTATION

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

14. LATE TENDER

Late tenders i.e. tenders received beyond the expiry of stipulated date & time/posted either on or after the prescribed stipulated date & time, shall not be accepted and rejected straightway.

15. 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 (<https://ddhebilaspurhp.edu.in/>). It will not be intimated to individual bidder. The Interested bidders are advised to check the website regularly.

16. 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.

17. DISPUTE AND ARBITRATION

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

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:

Handwritten signature and date: 05/01/2026
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. _____

[Handwritten Signature]
 DDSE(S) *[Date: 05/10/2022]*

DECLARATION BY THE BIDDER REGARDING ELIGIBILITY QUALIFICATIONS

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

Signature & Seal of bidder with Address

Date:
Place:

Handwritten signature and stamp of the bidder.

Handwritten signature and date: 05/01/2026

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.....,

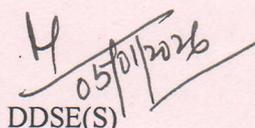
I/We hereby declare that:

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


DDSE(S)

(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)

M
05/01/2024
DDSE(S)

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 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

M
05/01/2026
DDSE(S)

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

M
05/01/2016
DDSE(S)

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

DDSE(S)

05/01/2026