

**GOVERNMENT OF ASSAM**  
**WPT & BC DEPARTMENT**

**DIRECTORATE OF WELFARE OF PLAIN TRIBES AND**  
**BACKWARD CLASSES, ASSAM**  
**RUKMINI NAGAR, DISPUR, GUWAHATI - 781006**

Tender No. DW/NIT/661/2018-19/6

Date :03/11/2018

e-tender

**INVITATION FOR TECHNICAL & COMMERCIAL BIDS**  
**FOR SUPPLY OF EXERCISE BOOKS**

**BIDDING DOCUMENT**

**(TO BE USED FOR FURNISHING BIDS BY THE ELIGIBLE BIDDERS)**

**TENDER FEE : Rs. 2000/-**

**Address for Communication:**

**Directorate of Welfare of Plain Tribes and Backward Classes, Assam,**  
**Rukmini Nagar, Dispur, Guwahati - 6**  
**E-mail : [directorateofwptbc.assam@gmail.com](mailto:directorateofwptbc.assam@gmail.com)**

**e-TENDER NOTICE FOR SUPPLY OF EXERCISE BOOKS FOR ST(P) BENEFICIARIES IN  
DIFFERENT DISTRICTS OF ASSAM**

**(e-Procurement)**

**Tender No. DW/NIT/661/2018-19/6**

**Date : 03/11/2018**

e-Tenders in two-bid System affixing court fee stamp of Rs.8.25 only, are invited from manufacturers for supply of Exercise Books for the ST(P) Beneficiaries of Assam for the financial year 2018-19 & 2019-20. The terms & conditions and details of items to be supplied are described in the Tender Document.

<b>Sl. No.</b>	<b>Scheduled</b>	<b>Start date</b>	<b>Start time</b>	<b>End date</b>	<b>End time</b>
1.	Tender publishing	05/11/2018	05.00 PM	NA	NA
2.	Tender download	05/11/2018	05.00 PM	30/11/2018	2.00 PM
3.	Pre-Bid Meeting	21/11/2018	11.00 AM	NA	NA
4.	Bid submission (Both Online & Hard Copy)	22/11/2018	03.00 AM	30/11/2018	3.00 PM
5.	Bid opening	01/12/2018	11.00 AM	NA	NA

Tender documents may be downloaded from the official website <https://assamtenders.gov.in>. The Tenders should be submitted through e-procurement system only except original copy of crossed Demand Draft/ Banker's Cheque for Tender Fee, Security Money/EMD and samples.

**Director  
Welfare of Plain Tribes and Backward Classes, Assam  
Rukmini Nagar, Dispur, Guwahati-781006 (Assam)**

# **INVITATION FOR BID**

**E- TENDERING SYSTEM**

**Government of Assam**

**WPT & BC Department**

**Directorate of Welfare of Plain Tribes  
and Backward Classes, Assam**

**Rukmini Nagar, Guwahati-781006**

**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF WELFARE OF PLAIN TRIBES AND BACKWARD CLASSES, ASSAM**  
**RUKMINI NAGAR, DISPUR, GUWAHATI-6**

NAME OF THE WORK : SUPPLY OF EXERCISE BOOKS TO THE ST (P) BENEFICIARIES IN THE STATE OF ASSAM FOR THE FINANCIAL YEAR 2018-19 & 2019-20.

**E-TENDER NOTICE**

1. Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 invites e-tenders from the intending and eligible manufacturers for supply of Exercise Books for the ST(P) beneficiaries on RATE CONTRACT BASIS as shown in **Annexure-“A”**. The bidders are hereby requested to carefully read the instructions and other clauses furnished herein below before they prepare and submit/upload their tenders.
2. The bid document can be downloaded from <https://assamtenders.gov.in>. The Bidder who has downloaded the tender documents containing the details terms and conditions from the website shall upload their tender on-line on the website <https://assamtenders.gov.in> with proof of payment of non-refundable tender fee of Rs.2000/- (Rupees Two thousand) only through crossed Demand Draft / Banker's Cheque drawn in favour of Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 payable at Guwahati. The tender should be uploaded on-line before the scheduled date and time of uploading/submission.
3. The bidders shall have to submit the proof of payment of EMD/Bid Security for an amount of Rs. 1.00 lakh only in the form of crossed Demand Draft/ Bankers Cheque/FDR on any Nationalized Bank/ Scheduled Commercial Bank that should be payable at Guwahati only.
4. The Original copy of crossed Demand Draft/Banker's Cheque of tender fee along with samples competed for should be submitted/deposited to the Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 in a sealed cover on or before the last date and time of submission of tender. The cover should be superscripted with the details of the tender.
5. The manufacturers of Exercise Books must mention their full postal address of their registered office with phone number (landline or Mobile as the case may be) and the e-mail id. More than one address shall not be entertained. No sub / additional addresses will be accepted.
6. To participate in this tender process through e-procurement, the bidder (s) should have valid Digital Signature Certificate (DSC) of Class-III signing and have to register in the portal <https://assamtenders.gov.in> by themselves.
7. Sub-letting of the bid-contract is strictly prohibited.

## SECTION- I : QUALIFICATION CRITERIA

### 1. LAST DATE FOR RECEIPT OF TENDERS.

Scanned copies of the documents along with the scanned copy of Tender Fee may be uploaded and hard copies of the same submitted upto 30/11/2018 till 3.00 PM.

### 2. QUALIFICATION REQUIREMENTS

#### Eligible Bidders

1. This Invitation for Bids is open to only reputed Manufacturers of Exercise Books having annual turnover of minimum Rs. 5.00 crores in each financial year during the last three financial years (turnover of 2015-16, 2016-17, 2017-18 only).
2. Bidder should have valid Digital Signature Certificate (DSC) of Class-III signing (minimum) and have to register in the portal <https://assamtenders.gov.in> by themselves.
3. Local manufacturer(s) of Assam will be given preference.
4. The Bidder should furnish the information on all past supplies and satisfactory performance and also in proforma under Annexure - C.
5. **Technical Bid :** All bids submitted shall also include the following information.
  - (i) Tender Fee of Rs. 2,000/- should be furnished either by crossed Demand Draft or Bankers Cheque drawn in favour of Director, Welfare of Plain Tribes and Backward Class, Assam from any Nationalized Bank/ Scheduled Commercial Bank and payable at Guwahati.

The bidders shall have to submit the proof of payment of EMD/Bid Security for an amount of Rs. 1.00 lakh only in the form of crossed Demand Draft/ Bankers Cheque/FDR on any Nationalized Bank/ Scheduled Commercial Bank that should be payable at Guwahati only.

The Original copy of crossed Demand Draft/Banker's Cheque of tender fee and EMD/Bid Security Deposit along with other relevant documents so uploaded and along with samples competed for should be submitted/deposited to the Director, Welfare of Plain Tribes and Backward Classes, Assam, Guwahati-6 in a sealed cover on or before the last date and time of submission of tender. The cover should be superscripted with the details of the tender.
  - (ii) Bidder should have a minimum average annual turnover of Rs. 500.00 Lakhs out of the last three financial years i.e. 2015-16 to 2017-18. A certificate from bidder's registered Chartered Accountant (CA) stating therein that the bidder has achieved a minimum average annual sales turnover of Rs. 200.00 lakhs during the last three financial year (2015-16 to 2017-18).
  - (iii) Reports on financial standing of the Bidder such as profit and loss statements, balance sheets, auditor's report and Income Tax return acknowledge copy for the past three financial years.
  - (iv) The bidder (s) must submit Bank Solvency certificate in favour of their firm issued by the bidder's banker, for a minimum amount of Rs. 2 (Two) crores.
  - (v) Previous performance of supply of materials in any Central or State Govt. Department / Govt. Concern / undertaking for a minimum value of Rs. 5.00 Crores of each financial year during the last three financial year (i.e. 2015-16 to 2017-18) to be furnished. As per in Annexure – C.
  - (vi) Bidder must submit copy of registration certificate from Directorate of Industries for manufacturing of exercise book. The bidder must be registered on or before 31.03.2015 as a manufacturing of exercise book registered under Directorate of Industries.
  - (vii) Copies of documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc
  - (viii) Up-to- date trade license/factory license issued by competent authority.
  - (ix) Copies of GST Registration Certificate.
  - (x) Bidder must enclose latest GST Return along with Tax Payment Challan.
  - (xi) Bidder must furnish his PAN Card copy.

- (xii) The bidders must submit their valid firm registration certificate issued by the registrar of firm / Shop & Establishment registration certificate issued by the competent authority / Company registration certificate.
- (xiii) Agreed Terms & Conditions as per Annexure-“E”
- (xiv) Bidders must be a manufacturer and must furnish an undertaking that it shall not outsource the product for manufacturing or will not sublet to any other manufacturer unit for manufacturing of the ordered material nor will enter into any agreement or lease agreement with any other manufacturer from the date of the submission of the bids till completion of delivery period for production of the specified product.
- (xv) The bidders must certify that there will be no change in address or shift in address from the date of submission of bids till completion of the delivery.
- (xvi) The bidder (s) has to furnish undertaking to the effect that price quoted in this bid is not more than the price quoted or supplied to any other Govt./ Semi Govt. departments / agencies during the current financial year, taking into consideration the freight cost, for similar items.
- (xvii) Bidders shall have to submit a declaration that he/his firm is not under a declaration of ineligibility/ blacklisting for corrupt and fraudulent practices or for any other cause by Government of Assam and/or Govt. of India or any State Government.
- (xviii) The bidders has to furnish undertaking to the effect that the price quoted in this bid is not more than the retail price/MRP of similar items prevalent in the state of Assam, taking into consideration of reasonable cost of transportation to delivery destination.

## 6. Price Bid / Commercial Bid :

- (i) Bidder should upload Bills of Quantity (BoQ) (Price Schedule) in .xls format online (Annexure-D).
- (ii) Rate should be inclusive of GST and all other expenses/taxes and delivery expenses.

❖ **Commercial Bid : The Commercial Bid will comprise of the financial bid form (price schedule) as per Annexure-“D” will be uploaded only in BOQ format in <https://assamtenders.gov.in> and not to be submitted to the Director, Welfare of Plain Tribes and Backward Classes, Assam in hard copy.**

❖ **The Tenders should be submitted through e-procurement system only. All tender related documents and enclosures should be uploaded in .pdf format only except Bills of Quantity (BoQ) which is to be uploaded in .xls (Ms Excel) format.**

**7. Samples -** Bidder should have to submit 6 Nos. of samples after labelling name & address of bidder and it should be placed in sealed packet individually. Sample should be submitted at the Office of the Director of Welfare of Plain Tribes and Backward Class, Assam on or before the last date and time for submission of bid. Samples are not returnable..

**8. Amendment of Bidding Documents –** The Director of Welfare of Plain Tribes and Backward Class, Assam, shall be at liberty to make amendments or modifications to the bidding documents at any point of time before the last date fixed for submission of the tenders if he feels it so necessary and he will do so by issuing a corrigendum at <https://assamtenders.gov.in>. The Purchaser may at his discretion also extend the time reasonably for submitting the tenders by fixing another date for the purpose and duly by issuing a corrigendum at <https://assamtenders.gov.in>.

## 9. Non-binding clause:

9.1 The Purchaser is not bound to accept any tender simply on ground of its rates being the lowest or for quoting unreasonable rates provided he has reasons so to do and, as such, the Purchaser is at liberty

to cancel such tenders with reasons to be recorded in writing in the concerned file with intimation to the concerned bidder.

- 9.2 The bidders are not bound to submit the tender simply because they obtained the tenders from the Purchaser and any bidder who is unwilling and/or who has reservation to abide by the terms and conditions of the contract laid down herein as may also be prescribed in future under reasonable circumstances by the purchase is advised not to file any tender as filing of the tenders will automatically mean that the bidder concerned has wilfully agreed to abide by such terms and conditions as laid down herein and also as may be reasonably laid down in future.

## SECTION-II

### SCHEDULE TO THE INVITATION OF TENDER

(PLEASE REFER TO ANNEXURE-“B” FOR TECHNICAL SPECIFICATIONS OF ITEMS)

#### 1. Quoting of Price:

- 1.1 Rates quoted for one complete unit of item
- 1.2 The rates quoted for item of material/articles shall include all taxes, GST and other levies payable on the prices of the items and/or on the total value thereof plus the costs of transportation from one destination to another, loading and unloading charges, depreciation and damage, if any. No claim for any cost or compensation outside the quoted rates shall be entertained at any point of time and under any circumstance whatsoever.
- 1.3 While fixing the rates the bidders shall also keep it in mind that the rates quoted are reasonably commensurable with the existing prices of those items at the prevailing market.
- 1.4 The bidder must quote for the materials/articles strictly as per the technical specifications furnished in Annexure-“B” of this booklet. No variation or variable quotation shall be accepted.
- 1.5 The rates quoted for item shall remain valid for the 2 (two) financial year i.e. 2018-19 and 2019-20 and shall not be subject to any increase and/or adjustment for any reason and under any circumstances whatsoever.
- 1.6 The rates quoted shall be F.O.R. destinations – offices of the district go-downs situated at different locations of the state of Assam and, as such, no transportation or delivery charges shall be paid separately.
- 1.7 The bidder must keep the fact in their mind that the quantity mentioned in the schedule of requirement is a tentative approximation of requirement and not the actual requirement for the period involving the contract.
- 1.8 While assessing financial bid the overall total rate of the item as quoted in Bills of Quantity (BoQ) (inclusive of all taxes and other expenses) will be taken as the basis for determination of L1.
- 1.9 The bid will be submitted/uploaded as per on-line e-procurement process. All pages of documents to be scanned for uploaded need to be sealed & signed by bidders.
- 1.10 Overwriting in any form or manner anywhere in the tender papers shall not be accepted and the tender shall stand automatically cancelled.
- 1.11 Two nos. of samples of item of bid shall have to be submitted to the Director, Welfare of Plain Tribes and Backward Class, Assam in his office at Guwahati-6, as per date and time notified for the purpose. No samples shall be accepted if submitted after the due date as was notified for the purpose. Each sample item will be labelled with name and address of bidder.
- 1.12 The samples, Tender Fee along with other documents shall be submitted at the Directorate of Welfare of Plain Tribes and Backward Class, Assam during office hours on all working days before last date and time of submission of tender.

#### 2. Validity of tenders:

- 2.1 Only those tenders shall be treated as valid the submission of which is found in order and the rates of items quoted are accepted and bidders of such tenders shall be called successful bidders. The successful bidder shall have to sign a Rate Contract Agreement with the Purchaser that shall remain effective and valid for the specific tender only.



### **3. Conditions for supply:**

Delivery of all goods covered by an order shall have to be initiated within 30 days of issue of order at the destinations mentioned in the order and completed within 90 days from the date of issue of the order by the Director of Welfare of Plain Tribes and Backward Class, Assam. Each delivery to each destination shall be made by issuing a Challan in 4 (four) copies which must expressly and clearly show the items name and specification and their quantity, signed and sealed by the supplier. Signatures with date and seal of the concerning officer (s) to whom the goods are delivered shall have to be obtained on the Challans. One copies of the Challan is to be given to him/her (the authorized receiver of goods).

The bidder shall furnish information to the Purchaser (Director, Welfare of Plain Tribes and Backward Class, Assam) in respect of each delivery to each destination with which a copy of the aforesaid Challan shall have to be attached. Two copies of the Challan shall be attached to the bill when submitted for payment.

### **4. Withdrawal of Bids:**

Any bidder may withdraw the bid upto last date of submission of bid which is also the time for submission of bid. Only single bid shall be submitted by each bidder.

### **5. Inspections and Test:**

The Purchaser's right to inspect or test as well as to reject the Goods, where necessary, after the Goods arrived their final destinations shall in no way be limited to or waived by reason of the Goods having been previously inspected or tested and passed by the Purchaser or his authorised representative prior to the Goods shipment.

### **6. Packing/Packaging:**

6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, contact with salt and precipitation during /on transit / open storage. Proper care shall be taken regarding the case, size and weight of the packages considering the remoteness of final destination of the goods and the absence of heavy handling facilities at all points on transit.

6.2 The packing, marking and documentation in and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in any subsequent instructions issued by the Purchaser after the contract was signed.

### **7. Termination of Default:**

7.1 The Purchaser may, without prejudice to any other remedy if available to him, shall issue notice for breach of contract for supplying defective material or sub-standard material to the Supplier's expressed destinations, terminating the Contract in whole or part at the discretion of the Purchaser.

7.2 The Purchaser shall also be at liberty to cancel the contract or deduct the proportionate value of the goods complained of if:

- (a) the Supplier fails to deliver any or all of the goods complained of by the Purchaser within the period(s) specified in the Contract;
- (b) the Supplier fails to perform any obligation(s) under the Contract; and/or
- (c) the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**NOTE :** (1) “Corrupt practice” means offering, giving, receiving or soliciting of anything any favour in cash or in kind or an act of influencing the action of a public servant in the procurement process or in executing the contract.

(2) “Fraudulent practice” means misrepresentation of facts in order to influence the procurement process or execution of the contract to the detriment of the Purchaser, and includes collusive practice among bidders (prior to or after submission of the bids) designed to establish Bid prices at artificial or non-competitive levels and/or to deprive the Purchaser of the benefits of free and open competition.

**7.3** If the Purchaser terminates the Contract in whole or in part, the Purchaser shall have the right to procure, upon such terms and in such manner as he deems fit and appropriate, the goods or Services similar to those undelivered, and the supplier shall be liable to the Purchaser for making good of the loss if any incurred in the process by the Purchaser any excess costs for such procurement of goods and/or services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

**8. Termination of Contract for insolvency:** The Purchaser may at any time terminate the Contract by giving written notice to the supplier if the Purchaser reasonably finds at any point of time during the continuation of the period of contract that the supplier has become bankrupt or otherwise insolvent. Termination of the contract in such a situation will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued thereafter to the Purchaser.

**9. Termination of Contract for Violation:** The Purchaser, by issuing a written notice to the supplier, may at any point of time terminate the Contract, in whole or in part, if the Purchaser reasonably finds that the supplier has violated one or more terms or conditions of the Agreement or has engaged in influencing any of the officials or persons concerned with the implementation of the scheme. The supplier shall not be entitled to any compensation for such termination mid-way but he shall remain entitled to the amount proportionate to the works done until termination of the Contract.

**10. Award of contract:**

10.1 The Purchaser reserves the right to accept or reject any or all the tenders and to cancel the bidding process as well as to reject all quotations at any time prior to the award of the contract with reasons to be recorded in writing.

10.2 The Purchaser shall inform about the award of the contract to the bidder whose tender the Purchaser accepts. The terms and conditions of the accepted offer shall be incorporated in the purchase order.

10.3 Payment of the suppliers’ bills shall be made after delivery of the goods in satisfactory condition and confirmation report from the concerned Officers of the District regarding the receipt of the goods in good and satisfactory condition and subject to release of F.O.C. by the Government.

**NOTE :**

(A) The bidders shall submit/ upload online as per time schedule mentioned above. The bids/tenders will be opened on 01/12/2018 at 11.00 AM.

(B) No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc. The bidders’ sincere participation in the tendering process under reference shall be thankfully appreciated in the interest of the project.

**11. Cost of Bidding Document:** Rs. 2,000.00 (Rupees Two thousand), **non-refundable.**

**12. Resolving Disputes and/or dissensions, if any:**

- 12.1 The Purchaser and the supplier shall make all out efforts to resolve the disputes and/or the dissensions if ever arises any out of the Contract/Agreement amicably by direct and formal or informal negotiations and upon failing to arrive at an amicable settlement within 15 (fifteen) days from the date of commencement of the mutual discussion towards settling the dispute or dissension the matter shall be referred to arbitration by mutual consent with due intimation to and from all concerned.
- 12.2 In case of failure of the parties to resolve their dispute or difference or dissension amicably by themselves within 15 (fifteen) days, the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter shall commence unless such notice is given. Arbitration may commence prior to or after delivery of the Goods under the Contract.
- 12.3 The Principal Secretary to the Government of Assam or his designated representative shall be the arbitrator.
- 12.4 In case the dispute/dissension between Purchaser and Supplier could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then the legal dispute may be pursued only at the Court (s) under jurisdiction of / at Gauhati High Court, Guwahati.

**13 Payment :**

**Payment for Goods and Services shall be made in Indian Rupees as follows :**

- (A) Payment for Goods shall be paid on receipt of Goods and upon submission of the documents specified. Part payment may be made after delivery of minimum 20% of the total ordered quantity and up-to a maximum limit of five times, subject to satisfactory performance.
- (B) The Purchaser reserves the right to make all payment through A/c payee cheque only. The A/c payee cheque must be collected by the senior representative/executive of the manufacturer duly authorized by the manufacturer in the signature, seal in pad similar to the papers submitted in the technical and commercial bid.

**Details break-up for supply of EXERCISE BOOKS**

Sl. No.	Name of District			
01	BARPETA			
02	BONGAIGAON			
03	CACHAR			
04	DARRANG			
05	DHEMAJI			
06	DHUBRI			
07	DIBRUGARH			
08	GOALPARA			
09	GOLAGHAT			
10	HAILAKANDI			
11	JORHAT			
12	KAMRUP – METRO			
13	KAMRUP – RURAL			
14	KARIMGANJ			
15	LAKHIMPUR			
16	MORIGAON			
17	NAGAON			
18	NALBARI			
19	SIBSAGAR			
20	SONITPUR			
21	TINSUKIA			
22	BAKSA			
23	CHIRANG			
24	DIMA HASAO			
25	KARBI ANGLONG			
26	UDALGURI			
27	MAJULI			
28	BISWANATH			
29	HOJAI			
30	WEST KARBI ANGLONG			
31	CHARAIDEO			
32	S.SALMARA , MANKACHAR			

**Exercise Books Specification**

Each packet will have 200 copies of the evaluation and practice books, packed in plastic fresh gunny bags/corrugated box (different colour for different specification) with screen printing, letter size of 1.5 inches written in English on perpendicular side and in Assamese in other perpendicular side in block letters. If packed in gunny bags, it must be properly stitched with good quality threads. If packed in corrugated box, it must be bounded by half inch plastic strips. In three strips breadth-wise and two strips length-wise for durable packing. Packing in used gunny bags/corrugated box will not be acceptable

**1.1 Specification of Exercise book**

**Quality of Cover Paper**

The board to be used for the cover of the Exercise Book shall be strong enough and free from foreign materials, debris, dusts, specks, holes etc. and shall be uniform in formation, thickness and substances, evenly finished, consistent shade and balanced ink absorbency. It shall be made of good quality of agro based virgin pulp/forest based virgin pulp having following specification:

Sl. No.	Characteristics	Specification
1	Quality of Paper	Duplex board white back
2	Grammage/Basis weight	230 +/- 2.5%
3	Moisture content	10% Maximum
4	Ash content	25% Maximum
5	Burst Index	0.7 minimum
6	PH	5.5 to 7.5

The factor and other characteristics of the cover paper shall be as per latest IS specification.

Nos. of printed cover page : 4 pages

Size of the finished Evaluation and Practice Book : 32 cm x 21 cm

**1.2 Technical Specification of Text Paper to be used for text inside the Exercise Book**

Sl No.	Characteristics	Specification
1	Quality of the Paper	Cream Wove Paper
2	GSM (gm/m <sup>2</sup> )	65±4% (As per IS specification)
3	Mechanical Pulp	Not more than 10% (As per IS specification)
4	pH	Not less than 5.0 (As per IS specification)
5	Tensile Index	CD:17, MD:25 (Minimum) (As per IS specification)
6	Opacity	80 (Minimum) (As per IS specification)
7	Cobb	25 gm/m <sup>2</sup> (Maximum) (As per IS specification)
8	Brightness	72% (Minimum) (As per IS specification)
9	Tear Index	CD : 4, MD : 3.5 (Minimum) (As per IS specification)

Other specification	The printing white paper must be good quality of agro based virgin pulp/forest based virgin pulp to be used in the Evaluation and Practice Book shall be uniform formation, thickness & substances, evenly finished and should have good and consistence printability, free from static charge, dust free, good rating, consistent Shade, balanced ink absorbency and free from specks/mottling, holes and other blemishes.
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Nos. of text pages of Four Line Exercise Book for Class-I & II having 96 pages (96 pages per book in four line) , for Square Line Exercise Book of Class-I & II having 96 pages (96 pages per book in square line), for Single Line Exercise Book of Class –I & II having 96 pages (96 pages per book in Single line)

Nos. of text pages of Four Line Exercise Book for Class-III - V having 104 pages (104 pages per book in four line) , for Square Line Exercise Book of Class-III - V having 104 pages (104 pages per book in square line), for Single Line Exercise Book of Class –III - V having 104 pages (104 pages per book in Single line), for Plain Exercise Book of Class –III - V having 104 pages (104 pages per book in Plain)

Nos. of text pages of Single Line Exercise Book of Class –VI - VIII having 120 pages (120 pages per book in Single line), for Plain Exercise Book of Class –VI - VIII having 120 pages (120 pages per book in Plain)

Nos. of text pages of Single Line Exercise Book of Class –IX & X having 136 pages (136 pages per book in Single line), for Plain Exercise Book of Class –IX & X having 136 pages (136 pages per book in Plain)

Size of the finished Exercise Book: 32 cm x 21 cm

**Specification for binding of Evaluation and Practice Book**

The quality of the cover paper of the Exercise Book shall be duplex board white back as per specification mentioned under 1.1 pre-page. The 1<sup>st</sup> and 4<sup>th</sup> cover page is to be printed with multi-coloured picture (CRC is to be supplied by WPT & BC, Assam), which is to be laminated with a good quality of film of PVC resulting in very good uniform finishing product.

The 2<sup>nd</sup> and 3<sup>rd</sup> cover page is to be printed in black and white. (CRC/DTP is to be supplied by WPT&BC, Assam),

The Evaluation and Practice Book are to be binding with two wire centre pining.

The 1<sup>st</sup> cover page and 4<sup>th</sup> cover page of the book shall be very attractive to look with sufficient gloss and all books shall be clean in all respect and must be equal in shape and size. The book should not be distorted/damaged at the time of delivery to WPT&BC, Assam by the eligible bidder (s).

**ANNEXURE-“C”**

**PROFORMA OF PERFORMANCE STATEMENT FOR THE LAST 3 (THREE) FINANCIAL YEAR  
(2015-16, 2016-17 and 2017-18)**

Name of the Firm.....

Financial year of Supply	Order placed by (full address of Purchaser)	Order No. date	Name of Items	Value of order	Targeted Date & date of completion of delivery		Remarks indicating reasons for late delivery, if any
					Targeted Date	Completion Date	
1	2	3	4	5			7
2015-16							
2016-17							
2017-18							
Total Amount Rs.							

Average amount of Govt. supply orders & execution for last 3 Financial year (Total amount / 3) = Rs. ....

Signature and Seal of Bidder .....

.....

Note:

This Proforma of Performance should be supported with respective order copies and completion certificates from the concerning officers.

**ANNEXURE-“D”**

**ANNEXURE-“D”**

**(Price Schedule) - Item Rate BoQ**

**Tender Inviting Authority: Department of Welfare of Plain Tribes & Backward Classes, Govt of Assam**

Name of Work: Procurement of Exercise Book for class I - X

Tender No : DW/NIT/661/2018-19/7

Date : 03/11/2018

<b>Bidder Name :</b>	
<p><b><u>PRICE SCHEDULE</u></b></p> <p><b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b></p>	

Sl. No	Text	Rate in Figures to be entered by the Bidder	Amount in figure and words [inclusive of all charges/ taxes/ etc.	
	Item Description		In Rs.	In Words
1	Four Line, Square Line and Single Line Exercise Book (96 pages)			
2	Four Line, Square Line, Single Line and Plain Exercise Book (104 pages)			
3	Single Line and Plain Exercise Book (120 pages)			
4	Single Line and Plain Exercise Book (136 pages)			

NB : To be submitted in commercial bid- BOQ only.



**Annexure-“E”**

**GOVT. OF ASSAM**  
**DIRECTORATE OF WELFARE OF PLAIN TRIBES AND BACWARD CLASSES, ASSAM**  
**AGREED TERMS & CONDITIONS**

Tender No. & Date : .....

**A. DETAILS OF BIDDER**

Bidder Name :  
Office Ref :  
Contact Person :  
Telephone No :  
Fax No :  
E-mail :  
Signature :

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid.**

**B. TECHNICAL:**

Sl. No.	Description	Bidder's Confirmation
		(Confirmed/Noted)
1.	Confirm that you met the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and Scope of Supply as per Tender Document.	
3.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
4.	Confirm that all certificates/ documents furnished.	
5.	Confirm that Earnest Money Deposit (EMD)/ Bid security as per bid document has been furnished	

**C. COMMERCIAL**

Sl. No.	Description	Bidder's Confirmation
		(Confirmed/Noted)
1.	Confirm that the quoted price of the items are inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes viz. Excise Duty, GST.	
2.	It is noted that the statutory variations in taxes and duties (except Excise Duty) within the contractual delivery period shall be borne by the purchaser.	
3.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
4.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
5.	Confirm acceptance of Delivery Period as specified in the Tender Document.	
6.	Confirm acceptance of relevant payment terms specified in the bid document.	
7.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order and period of contract.	
8.	Packing/ forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. To protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement.	
9.	Confirm that security deposit of 2 % of the total order value in the form of a crossed Demand Draft/Banker's Cheque/FDR from a Nationalized Bank/ Scheduled Commercial Bank of complete execution of all obligations under the contract.	
10.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	

SIGNATURE OF BIDDER:

NAME & DESIGNATION :

(IN BLOCK LETTER)

DATE :

NAME & ADDRESS OF THE FIRM :

**Annexure-“F”**

**Form of Agreement**

THIS CONTRACT AGREEMENT is made

This ..... day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser: Director, Welfare of Plain Tribes and Backward Classes, Dispur, Guwahati - 6

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Supplier’s bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

For and on behalf of the supplier

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

**Annexure-“G”**

**CHECK LIST FOR TECHNICAL BID**

Sl. No.	Cover A (Technical Bid Documents)	Enclosed (Yes)	Enclosed (No)	Page Sl. No.
01	Court fee Stamp Affixed			
02	Technical Bid forwarding letter along with Check list (Annexure – G)			
03	Tender Fee			
04	GST Registration certificate			
05	Security Money/EMD			
06	Upto date GST return copies with Tax payment challan			
07	PAN Card			
08	Upto date Trade Licence			
09	Average annual sales turnover certificate certified by bidder's registered Chartered Accountant.			
10	Income Tax return acknowledgement copy			
11	Bank Solvency certificate			
12	Firm registration certificate / Shop & establishment registration certificate /Company registration certificate			
13	Annexure – C (Proforma of Performance Statement)			
14	Annexure – E (Agreed Terms & Condition)			
15	Undertaking that the price quoted in this bid is not more than the price quoted to any other Govt. department for similar item.			
16	Declaration that bidder is not under the declaration of ineligibility / blacklisting etc. By Govt. of Assam or India.			
17	undertaking that price quoted is not more than MRP of similar item.			
18	Samples of item			---

**Sign and Seal by Authorized representative of the Bidder**