**M.P. TEXT BOOK CORPORATION**

**PUSTAK BHAWAN, ARERA HILLS,**

**BHOPAL -462011**

**TENDER NO. Computer-1/Bar Code Label/2018-19**

 **Tel:** 0755-2551565

**Fax**: 0755-2551145

 **E-mail**: info.mptbc@mp.gov.in

Bid Document for Supply of Bar Code Stickers and Barcode Printer Ribbons

**Cost of Tender Form – Rs. 560/-(Non Refundable)**

Submissionof tender **As per Key dates**

Date and time of opening of Technical Bids **As per Key dates**

Date and time of opening of Commercial Bids  **As per Key dates**

of technically qualified bidders

  **MANAGING DIRECTOR**

 **M.P. TEXT BOOK CORPORATION**

 **BHOPAL**

**KEY DATES**

1) Purchasing of bid documents : Upto 11:00 AM on 20.11.2017

2) Last Date & time for submission of

 Technical Bids (In envelope A) and

 Commercial Bids (in envelope B) : Upto 11.30 AM on 20.11.2017

3) Date of Opening of Technical Bids : At 01.00 PM on 20.11.2017

4) Date of opening of commercial bids : Technically Qualified bidders will be informed separately. A list will be displayed on website **mptbc.mp.gov.in**

NOTICE INVITING TENDER

1. On behalf of M.P. Textbook Corporation, Arera Hills, Bhopal (hereinafter called as corporation) the Managing Director, M.P. Textbook Corporation, (hereinafter referred as ‘Managing Director’) invites sealed bids for **Supply of Bar Code Stickers and Barcode Printer Ribbons**. The method of submission of bid, amounts of Earnest Money /Performance Security Deposit and General Terms and conditions applicable to contract are mentioned in **Annexure –I**. The specification of the Stickers & Ribbons are given in **Annexure–II**. The work is to be performed strictly as per the specifications given under **Annexure II**. The Performa for submission of tender has been given in **Annexure III (Technical Bid)** and **Annexure V (Commercial Bid)** of bid document. The bidder should submit the undertaking regarding the firm’s status about blacklisting as per **Annexure-IV**. The checklist in respect of documents to be annexed with technical bid is as **Annexure –VI**. The same should be submitted along with technical bid. The schedule and other details of tender are as mentioned below:

2. Schedule of tender:

|  |  |
| --- | --- |
| Tender No. | TENDER NO. Computer-1/Bar Code Label/2018-19 |
|  |  |
| Amount of Tender (Approx.) | Rs.4,50,000/- |
| Last date and time of receipt of Tender | 20/11/2017 upto 11.30 AM. |
| Amount of Earnest Money Deposit as per clause of Annexure- I | Rs.15000/- (Rs. Fifteen Thousand only) |
|  |   |
| Date and time of opening of Technical bids of tender | 20/11/2017 at 01:00 PM. |
| Cost of tender document | Rs.560/- (Rs 500/- + GST@12%(CGST @6% & SGST @6%)) |
| Venue | M.P. TEXT BOOK CORPORATION  |
|  | PUSTAK BHAWAN, ARERA HILLS, BHOPAL -462001 |

The bid document along with terms and conditions can be purchased from this office on any working day as per key dates or can be downloaded from the website **http://mptbc.mp.gov.in** of the Corporation.

In case of any correspondence, please contact our IT Consultant on 8719034426.

**ANNEXURE –I**

**TERMS AND CONDITIONS**

**(FOR Supply of Bar Code Stickers and Barcode Printer Ribbons)**

**(Note: The employees of MP Textbook Corporation and their near relatives are not entitled to participate.)**

**PART – I**

**General Conditions**

1. **Name of the Bid:** Bid for Supply of Barcode Stickers andBarcode Printer Ribbons.

2. **Important Dates:**

**(i) Last Date of Purchase of bid document:** The last date of purchase of bid document is upto **11:00 am on 20th November, 2017**.

**(ii) Last Date of receipt of sealed tender bids:** The last date of receipt of sealed tender bids is upto **11:30 am on 20th November, 2017**. After this time, no bids will be accepted.

**(iii) Date of opening of the tender bids:** The technical bid of tenders will be opened on the same day (i.e. the last date of the receipt of the tenders) at 01:00 pm at the Conference hall of Head Office of M P Textbook Corporation. All the bidders are invited for the tender opening. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then, the tenders would be opened on the next working day at the same time and at the same venue.

3. **Name and Address for the submission of the bids:** The bids should be addressed to “Managing Director, MP Textbook Corporation ‘Pustak Bhawan’ Arera Hills, Bhopal 462011 ” and deposited in the specified Tender Box at this address by the due date and time.

4. **Procedure for enclosing the tenders:** The envelope containing the tender must be superscripted as **“Bid for Supply of Barcode Stickers and Barcode Printer Ribbons.”**

4.1. Envelop 1 will contain EMD,Tender Fee and technical bid along with relevant document with superscription ‘Technical Bid’.

4.2. Envelop 2 will contain Price Bid form with superscription

 “Commercial Bid”.

4.3. Envelop 3 will contains envelops 1 and 2 with Superscriptions **“Bid for Supply of Barcode Stickers and Barcode Printer Ribbons”.**

4.4. M P TEXTBOOK CORPORATION reserves the right to reject the tender in the event EMD and / or Tender fee is not enclosed during the bidding process.

4.5. M P TEXTBOOK CORPORATION takes no responsibility for any tender not reaching in time and tender not reaching at all.

4.6. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing /accidental opening during sending by post. Tenders, which are not superscripted or which are not addressed properly, are liable to be not considered.

5. **Tender Fee**: A non refundable tender fee of Rs.560/- (Rupees Five Hundred Sixty Only) with including GST@12%(CGST @6% & SGST @6%)) should be paid by way of Demand Draft / Pay Order in favour of “M P Textbook Corporation, Bhopal”, payable at Bhopal.

6. **Earnest Money Deposit (EMD):** The tender should be accompanied by a Demand Draft / Pay Order as Earnest Money Deposit (non-interest bearing) of Rs.15,000/-(Rupees Fifteen Thousand Only) in favour of “ M P Textbook Corporation , Bhopal”.

 For unsuccessful bidders, the same instrument may be returned without encashing. However, the EMD of successful bidder will be returned on the receipt of a Bank Guarantee as specified by MPTBC either through the same instrument or through the cheque issued in their favour.

 6.1 No interest shall be payable to the bidder on Earnest

 Money Deposit.

 6.2 No Request for transfer of any previous deposit of bid or

 Performance Security or payment of any pending bill held

 by the corporation in respect of any previous work will be

 entertained.

 6.3 Bidder shall not be permitted to withdraw his offer or

 modify the terms & Conditions thereof. In case the bidder

 fails to observe and comply with stipulation made herein or

 back out after quoting the rates, the aforesaid amount of

 earnest money shall be forfeited.

 6.4 The bid without Earnest Money Deposit will be summarily

 rejected.

 6.5 Earnest Money Deposit will be forfeited if the successful

 Bidder failed to furnish the performance Security Deposit in Stipulated period/Signing agreement or executing the work.

1. **Eligibility**
	1. The word “Company” here includes registered company, partnership firm, or proprietary concern. (Copy of registration of the company/ Firm to be enclosed.)
	2. The applicant Supplier Company / firm should be at least two years old & supplying this type of material. (Copy of purchase order to be enclosed.)
	3. The turnover should be more than Rs.5 Lakhs in each of the last two financial years. (Audited balance Sheet/ Certificate from C.A. to be submitted.)
	4. The applicant company/ firm must have its office in India.
	5. The applicant company /firm should furnish its standing goodwill through certificate from its clients to whom supply of similar material have been made in the past. (Copy of purchase order should be attached.)

8. **Technical Bid & Commercial Bid** :-

 8.1 **Technical Bid** : The technical bid should be submitted in the form given in Annexure IIIalong with the original account payee demand draft, against EMD for the amount indicated above along with full details as information sought for in the Annexure I & Annexure II. If tender document has been downloaded from the website. The DD / Pay Order of Rs 560/- of tender fees should be including. Annexure I & IIduly signed and stamped by the bidder on each page in token of acceptance of all terms & conditions should invariably be furnished with technical bid, falling which, bidder may be rejected at the stage of examination of technical bids. The documents as mentioned in technical bid should be submitted along with technical bid. The list of documents attached with technical bid should be furnished in Annexure VI along with Technical bid. No rates should be quoted in Technical bid.

8.2 **Commercial Bid** : The Commercial bid should be submitted in the form given in Annexure V in a separate cover in Envelope B kept inside the main cover. The Commercial bid of the bidder short-listed after evaluation of technical bids only will be opened on a specific date and time to be intimated to the respective bidder. The Commercial bid of the bidder whose technical bid is disqualified by the tender evolution committee will not be opened.

9. **Tender Evaluation :**

 9.1(i) A duly constituted tender evolution committee (TEC) will

 evaluate the bids.

 (ii) The price should be quoted separately and all taxes and levies in the respective Column. The amount should be written separately in words and figures. The price/ Taxes quoted shall be firm and final. All taxes/Levies of respective states shall be borne by bidder.

 (iii) Terms of payment as stated in the bid document shall be

 final & binding on bidder.

 (iv) At the time of payment of bills ,TDS shall be deducted ay source as per authority rules and guidelines as may be prevailing at the time of payment.

 9.2 **Evaluate the bid:** Evaluation of bids for L-1 will be done separately forBar code stickers & Bar code printing ribbons and separate work order will be given as per the outcome of L-1 evaluation. Bidder can participate for single item also.

 9.3 MPTBC reserves the right:

i) To accept in its sole and unfettered discretion any tender for whole or part quantities.

ii) To award the contract to one or more number of bidders, either on lowest price, equal price or on different prices.

iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as MPTBC may deem fit.

iv) M P TEXTBOOK CORPORATION does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.

v) In the event the resultant L1 rate(s) obtained through this tender are perceived to be substantially higher than the rates at which the goods or services were being procured on the earlier tender then, MPTBC reserves the right to request the L1 bidder of this tender to negotiate and try to reduce the rate in second or subsequent tenders.

10. **Bank Guarantee:** For successful bidder/s a Bank guarantee of amount equal to 10 % of the value of purchase order will have to be given by the bidder as Performance Security. The EMD would be returned thereafter.

11. **Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to

 increase in the validity of rates by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum one year, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder or the work order which would be issued to the bidder vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.

12. **Authorized Signatory:** The bid can be forwarded by bidder or bidder’s representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by MPTBC, otherwise the offer is liable to be considered null and void at any stage as per the decision of MPTBC.

13. **GST and other taxes:** The bid should be inclusive of all the applicable taxes and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The GST, if applicable, would be on account of the bidder.

It is clarified that the bidder should clearly indicate the base price and other taxes/all outgoings/cess as applicable thereon. These outgoings like taxes, cess, etc. should be specified with the percentage applicable at the time of submitting the tenders so that there is clarity on the base rates and the taxes, etc.

In any case, the bid should be inclusive of all the outgoings, by whatever name called, unless specifically indicated by MPTBC.

 14. The liability of the goods supplied would remain with bidder till such time MPTBC takes possession of the goods in writing. The bidder would be responsible for any loss before taking over by MPTBC.

 **A. Delivery:** In case of goods / items to be delivered, it is clarified that the delivery will be **within 7 days (or as per the schedule in the work order which will override this condition)** at the doorstep of “M P TEXTBOOK CORPORATION, at the address as detailed in the work order or at any other place specified in the work order. The bidders quote would be all inclusive of the loading, transportation, transit and other insurance and unloading of such goods and all other transit costs.

 **B. Validity of Rates:** rate contract, the rates will be valid for a period of minimum one year, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.

 **C. Unit Rate:** The Unit Rate (Rate for per item per unit ) is indicated above in the schedule of Quantity.

 **D. SAMPLE MATERIALS :** MPTBC reserves the right to obtain the sample materials from the L 1 vendor before placing the Work order.

15. **Right of Rejection:** MPTBC reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.

16. **Agreement:** A suitable agreement would have to be entered into with MPTBC, failing which the EMD/ the Bank Guarantee as given, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then MPTBC reserves the right to reject the tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by MPTBC, will constitute a contract between MPTBC and vendor / bidder.

17. **Inspection/Testing:** MPTBC reserves the right to get the material inspected or tested at the cost of the vendor/bidder.

18. **Samples:** Wherever required, the bidders are advised to acquaint themselves with the samples and specifications before bidding to have more clarity. For this, they may contact the designated officer to whom the tender has to be submitted as per the address given herein above.

19. Valid registrations viz., GST and with any other authorities as per requirement should be available with the bidder and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the bidder would be to the bidders account and the vendor merely by filling in the tender indemnifies M P TEXTBOOK CORPORATION of any or all such consequences.

20. **Blacklisting/Debarring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the government agencies.

21. **False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then MPTBC reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.

22. **Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.

 23. **Extension of contract:** As stipulated by MP Textbook

 Corporation, Bhopal after the period of expiry, the agreement

 can be extended on mutual Consent for a further period of

 one year or upto the period till new Contract comes in

 force. However this option can be exercised only by MPTBC.

24. **Readiness:** The Agency should ensure that the materials are procured well in time to ensure adherence to the time period and the supply is not interrupted / delayed irrespective of volume assigned.

 25. **Delay:** If the Selected bidder does not supply the ordered material in time or if it is felt at MPTBC that the pace of Supply is slow and is likely to delay the supply, MPTBC reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such supply at the risk and cost of the bidder.

 26. **Right to reject the supplies which is not as per the specifications or the terms:** M P TEXTBOOK CORPORATION has right to reject the supplies if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order. No Charges will be paid for the defective supplies. MPTBC reserves the right to reject the items of brand other than specified. This can be done at any stage of the Contact.

 27. **Penalty:** MPTBC supplies reserves the right to levy penalty at its discretion for the delay in supply. The penalty amount would be 2% for first 7 days and thereafter ½ % per day will be imposed on the total cost of the material delayed excluding the element of tax etc will be imposed . if supply is delayed beyond 15 days, the supply order will be cancelled and performance security deposit will be forfeited . Te total penalty shall not exceed 10 % of the cost of bid.

 28. **Termination of Contract:** In case it is found that the supply is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then MPTBC retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from MPTBC or make any claim for fees in respect of such unsatisfactory / substandard supply.

 As also M P TEXTBOOK CORPORATION reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for MPTBC to go in for a fresh contract.

29. **Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of MPTBC. The volume indicated is for one year or the period specified in the supply order. The supply order would be more specific and binding.

30. **Confidentiality:** The Agency shall maintain strict

 Confidentiality of all the documents, information, data

 coming in possession of the Agency as a result of

 awarding the contract and also any oral, written or

 other information disclosed for evaluation or for any

 other purposes shall be considered as confidential

 information passed on to the Agency.

31. **Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by MPTBC. Apart from the above, M P TEXTBOOK CORPORATION shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.

32. **Essence of contract:** The Vendor shall complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that supply of goods as per specified quality in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail M P TEXTBOOK CORPORATION to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against MPTBC by the Vendor. Further the MPTBC shall have the right to get the unfinished supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The bidder shall also indemnify MPTBC against any loss, damage, expenses, costs etc, incurred by MPTBC as a result of the said delay in timely completion of the said jobs, by the Vendor.

33. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Bhopal only.

34. **Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by MPTBC from time to time, for the material supplied and the same shall be settled by MPTBC. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and M P TEXTBOOK CORPORATION will take required steps to settle the bill if it is complete in all respect and goods covered by it are rendered to the satisfaction of MPTBC. The bidders are advised to submit the bills complete in all respects for immediate clearance.

35. **Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.

36. **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/ amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of M P TEXTBOOK CORPORATION will be binding in this case. The bidder/Vendor merely by filling in this tender agree to this delegation of power to MPTBC to decide in this matter.

37. M P TEXTBOOK CORPORATION reserves the right to give

 preference to Public Sector Enterprises/ Government undertakings.

38. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder’s participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.

39. MPTBC reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

40. **Arbitration**: All disputes and differences arising out of the agreement or any breach of contract shall be referred to arbitration by the Sole Arbitrator i.e. Additional Chief Secretary/Principal Secretary/Secretary, Corporation of M.P School Education Department , Bhopal or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The provisions of Arbitration & Conciliation Act' 1996 shall apply to the proceedings before the Arbitrator.

 **ANNEXURE –II**

**A. Specifications and Quantity**

The bids are invited for Bid for Supply of Barcode Stickers and Barcode Printer Ribbons at Bhopal (MP). The specification is as follows.

**Table I**

|  |  |
| --- | --- |
| **Item** | Bid for Supply of Barcode Stickers |
| Quantity | 6,00,000 Approx. |
| Size | Finished size 4X5 inch (500 Labels in a roll) |
| Paper Quality | Cromo Paper- 70 GSM ;Self Adhesive with high quality gumming. |
| Unit Rate | Rate per sticker to be quoted. |
| Note: | Before quoting the rate please check the sample kept atour Head Office, Bhopal premises. |

**Table II**

|  |  |
| --- | --- |
| **Item** | Bid for Supply of Barcode Printer Ribbons |
| Quantity | 500 Roll Approx. |
| Size | 85 mm x 450 mms ;Diameter – 3 inch or upper. |
| Quality | Wax Ink;  |
| Unit Rate | For Supporting Zebra Barcode Printer ZT410Rate per Ribbon to be quoted. |
| Note: | Before quoting the rate please check the sample kept atour Head Office, Bhopal premises. |

 **ANNEXURE –III**

 **Technical Bid**

**GENERAL PARTICULARS**

(to be submitted in separate Sealed Envelope labelled as Envelope A Technical Bid along with the receipt or DD/ Pay order towards payment of EMD and tender fee (if the tender document is downloaded from website) , original tender document with terms and conditions signed on every page with the seal of the bidder.)

|  |  |
| --- | --- |
| Sub: | Supply of Bar Code Stickers and Barcode Printer Ribbons |
|  | 1. | Name and address of the bidder | : |  |  |  |
|  |  |  |  |  |  |  |
|  | 2 | Constitution of the bidder ( i.e. Sole proprietor or partnership firm or a company or a Corporation or a Public Sector organization) | : |  |  |  |
|  |  |  |  |  |  |  |
|  | 3 | EMD Particulars |  |  |  |  |
|  | 4 | GST registration No. | : |  |  |  |
|  |  |  |  |  |  Copy Enclosed / Not enclosed. |  |
|  | 5 | PAN/ TAN No. | : |  |  Copy Enclosed / Not enclosed. |  |
|  |  |  |  |  |  |  |
|  | 6 | Year of incorporation of the bidder firm | : |  |  |  |
|  |  |  |  |  |  |  |
|  | 7 | Name and address of the Managing Director / Partners/ Proprietor( as the case may be) | : |  |  |  |
|  | 8 | Contact Details. | : |  |  |  |
|  |  | Telephone No |  |  |  |  |
|  |  | Mobile No |  |  |  |  |
|  |  | Fax No |  |  |  |  |
|  |  | e-mail id. |  |  |  |  |
|  | 9 | Annual turnover during the previous two | : |  | 2015-16 - Rs.\_\_\_\_\_\_\_\_2016-17 - Rs.\_\_\_\_\_\_\_\_Certificate Enclosed / Not enclosed. |  |
|  |  | Financial years ( i..e F.Year 2015-16 & 2016-17). |  |  |  |  |
|  |  |  |  |  |  |  |
| 10 | Important supply orders during the last two Years. (Summary may be enclosed on separate sheets for each supply and comprise the name of organization to which supply is made along with the copy of supply orders.) |  | Enclosed / Not enclosed. |
| 11 | List of major customer/s to be |  | Enclosed / Not enclosed. |
|  | Given on separate sheet. |  |  |
| 12 | Whether undertaking with regards to blacklisting of firm as per Annexure –VI is Enclosed |  | Yes / No |

**UNDERTAKING**

1. I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertake that I/We have carefully studied all terms and conditions and understood the parameters of supplying material shall abide by them.
2. I/We also under take that I/We have understood Technical Specifications for supply of material mentioned in the Tender No. **Computer-1/Bar Code Label/2018-19** dated ....................and shall supply material strictly as per these Technical Specifications and within the time limit.
3. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.
4. The material supplied shall not be inferior to the terms specified in Annexure II of Bid document.
5. Supply will be made as per the demand and place of delivery of material with strict observance of time schedule.
6. Adequate quantity shall be supplied for the timely completion of the supply, if awarded.
7. I/We shall abide by all the terms & conditions envisaged in tender document

Dated : (Dated signature of the tenderer with stamp of the firm)

**ANNEXURE –IV**

**(To be submitted along with other documents of Technical bid)**

**UNDERTAKING**

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 To,

 The Managing Director,

 MP Textbook Corporation,

 ‘Pustak Bhawan’ Arera hills

 Bhopal (MP) – 462001

 Dear Sir,

 Ref : Tender No **TENDER NO. Computer-1/Bar Code Label/2018-19**

dated \_\_\_\_\_\_\_\_\_\_\_.

 I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby confirm that my/our firm is not blacklisted by any department or Public Sector undertaking of any State Govt or Central Govt.

 Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Seal -

**ANNEXURE –V**

 **Commercial Bid**

To,

 The Managing Director,

 MP Textbook Corporation,

 Pustak Bhawan’ Arera hills

 Bhopal (MP) – 462001

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No** | **Item** | **Qty to be supplied** | **Cost of Per Sticker roll / Ribbon roll (in Rs.)** | **Taxes if any (in Rs.)** | **Total Cost in Figures (in Rs.)** |
| **1.** | **Supply of Bar Code Stickers**  | **6 Lacks Labels or 1200 Rolls (Approx.)****500 Labels in a Roll** |  |  |  |
| **2.** | **Supply of Bar Code printing ribbon** | **500 Rolls (Approx.)** |  |  |  |

**Total cost Per Labels and Printing ribbons in words**

1. **Rs.……………………………………………………………………………)**
2. **Rs.……………………………………………………………………………)**
3. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.
4. I/We shall abide by all the terms & conditions envisaged in tender document

\*\* in case of any discrepancy between rates mentioned in words and figures, rates mentioned in words shall be considered.

Any other information:

 Yours faithfully,

Dated at (Dated signature of the tenderer with stamp of the firm)

***\* Note : 1. The rates should be quoted in given format only.***

 ***2. There may be + 50% variation in quantity of Bar Code Labels & Bar Code printing ribbons.***

**ANNEXURE –VI**

**(To be submitted along with Technical bid)**

**CHECK-LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl** | **Particulars** |  | **Tick** | **Page No.** |
| **No.** |  |  | **Box** | **From** | **To** |
| 1 | Total No. of Pages of tender document including enclosures : | **\_\_\_** |  |  |  |  |
| 2 | Original DD/Receipt of **Rs.560/-** towards the cost of tender form enclosed along with the Technical Bid . | Enclosed | [ | ] |  |  |
| 3 | Original DD/pay order of EMD  | Enclosed | [ | ] |  |  |
| 4 | Annexure – III (Technical Bid) | Enclosed | [ | ] |  |  |
| 5 | GST Registration Certificate | Enclosed | [ | ] |  |  |
| 6 | PAN Card Copy | Enclosed | [ | ] |  |  |
| 7 | Partnership Deed/ InCorporation Certificate and Articles of Association / Certificate of Registration (Any one of these documents as is applicable) | Enclosed | [ | ] |  |  |
| 8 | Audited Balance sheet and Profit & Loss A/c for the year Financial Year 2015-16 and 2016-17 are to be furnished. | Enclosed | [ | ] |  |  |
| 9 | List of Major customers in a separate sheet along with copy of purchase orders | Enclosed | [ | ] |  |  |
| 10 | Important supply orders during the last two Years. (Summary may be enclosed on separate sheets for each supply and comprise the name of organization to which supply is made along with the copy of supply orders.) | Enclosed | [ | ] |  |  |
| 11 | Annexure IV – Undertaking regarding blacklisting of firm | Enclosed | [ | ] |  |  |
| 12 | Any other important information form the part of Tenderer |  |  |  |  |  |

**Notes :**

1. Page numbers should be mentioned for each enclosure above and placed in serial order as above. Non-submission of any document detailed above may make the tender bid invalid.
2. **Annexure-VI (Check list) must be kept at the beginning of the Technical Bid documents.**