

No.3852/DSE/Accts.II/UI/2009-2010
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
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Puducherry, dt.14/10/2009.

TENDER NOTICE

For and on behalf of the President of India, sealed tenders in two bid system (Technical and commercial as specified in the Tender Schedule) are invited from reputed manufacturers/authorised dealers/importers only for supply of Dictionary under free supply scheme on Rate Contract basis valid upto 31.03.2011 to various Educational Institutions/Sub-Offices of Education Department in Puducherry/ Karaikal/Mahe/Yanam Regions.

2. The non-refundable and non-transferable tender document can be had from the Cashier, Directorate of School Education, Puducherry, on any working day on payment of Rs.500/- + 5% S.T. extra (non-refundable) in cash in person.

3. The tender details can also be had by downloading from the website www.pon.nic.in/tenders and the same can also be used for participation in the tender competition. In that case, the tender fee of Rs.500/- + 5% S.T. should be paid by way of D.D. drawn in favour of Senior Accounts Officer, Directorate of School Education, Puducherry and it should be enclosed along with the Technical bid sealed cover.

4. The undersigned reserves all rights either to accept or reject any or all tenders without assigning any reasons therefor.

5. The following time schedule shall strictly be applied for this tender:-

- i. Sale of tender forms in the Cash counter (First floor) `B' Block, Perunthalaivar Kamaraj Centenary Educational Complex, Anna Nagar, Puducherry-5. - Upto 01.00 PM on **28/10/2009. (in person)**
- ii. Last date for receipt of sealed tenders in the Directorate of School Education `B' Block (1st floor), Anna Nagar, Puducherry. - Upto 01.00 PM on 28/10/2009.
- iii. Opening of Technical bid (Part-I)tender in the Chamber of Director of School Education, Perunthalaivar Kamaraj Centenary Educational Complex, `A' Block (1st Floor) Anna Nagar, Puducherry-5. - At 4.00 PM on 28/10/2009.

6. The tender forms are not transferable. The tenders received after the specified Date & Time for the receipt of the bids will not be considered under any circumstances.

DIRECTOR OF SCHOOL EDUCATION.

No.3852/Edn/Accts.II/UI/2009-10

Puducherry, dt.14.10.2009.

TENDER SCHEDULE

Sealed tenders two bid system Viz. Part I Technical bid and Part-II Commercial price bid on behalf of the President of India are invited for the supply of "Dictionary, under free supply scheme" to the following Educational Offices in the Union Territory of Puducherry at Puducherry, Karaikal, Mahe and Yanam regions with validity upto 31.03.2011 for free distribution to poor School children.

1. Office of the Chief Educational Officer, Puducherry
2. Office of the Dy. Director of Education (Women), Puducherry.
3. Office of the Dy. Director of Education (French), Puducherry.
4. Office of the Chief Educational Officer, Karaikal.
5. Office of the Chief Educational Officer, Mahe.
6. Office of the Delegate to D.E. Yanam.

2. **The Technical bid and the Price bid should be sealed by the bidders in two separate covers duly superscribing as "Technical Bid" and "Price/Commercial Bid" and both these sealed covers are to be kept in a bigger cover and which should also be sealed and duly superscribed as "Tender for the supply of Dictionary under free supply scheme". The Technical bid should contain all technical details pamphlets/leaflets/Test Reports/Specifications, manufacturing details, the terms & conditions of supply, copy of manufacturing licence, ST/CST details etc. along with commercial terms and conditions. Samples should be enclosed. No document or D.D. should be kept in the Price Bid cover. The Price bid cover should contain only details of Price/Rate etc. The technical bid cover, price bid cover and the outer cover should be closed with paste and sealed with sealing wax on both the sides.**

3. The specification and the approximate number of Dictionary required to be supplied to the students are as indicated in the Annexure.

4. The rates should be quoted for all the items prescribed in the enclosed format. Tender without quoting the rates for the items proposed to supply will be rejected.

5. The tenderer must pay an E.M.D. of @ 2½% sufficiently covering the total value of the items quoted or restricted to Rs.25,000 whichever is less for participation in the tender competition by means of a crossed Demand Draft drawn in favour of "Senior Accounts Officer, Directorate of School Education, Puducherry." The EMD shall be paid in the manner indicated in para 11 of the terms & conditions and should be kept in the Technical Bid cover only, otherwise the tender will be rejected.

6. Tenders in sealed cover and detailed in para 2 superscribed as "Tender for the supply of Dictionary under free supply scheme" and addressed to the Director of School Education, Perunthalaivar Kamaraj Centenary Educational Complex, Anna Nagar, Puducherry - 5 should reach the undersigned before 28.10.2009. No tender will be accepted after the prescribed date and time on any grounds.

7. The Technical bid of the tender will be opened on 28.10.2009 at 4.00 p.m. in the chamber of Director of School Education. Samples of the items quoted should also be sent along with the Technical bid. The tenderers or their authorised representatives may participate in the opening of Technical bid first. Failure to produce the samples for all the items for which rates are quoted will lead to rejection of tender.

...2/-

8. The successful tenderer should abide by the terms & conditions appended to this schedule and execute an agreement with the Director of School Education immediately before execution of supply order.

9. The Director of School Education reserves the right either to accept or to reject any or all tenders without assigning any reason.

10. The tenderer may contact the Senior Accounts Officer, Directorate of Education for any other particulars.

DIRECTOR OF SCHOOL EDUCATION

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

TERMS AND CONDITIONS FOR THE SUPPLY OF DICTIONARY UNDER FREE SUPPLY SCHEME TO THE
EDUCATION DEPARTMENT

1. Terms and conditions of tenders for the supply of Dictionary under free supply scheme in the annexure as per specification mentioned on rate contract basis valid upto 31.03.2011 to various Educational Institutions/Sub-Offices under the control of the Directorate of School Education in Puducherry/ Karaikal/Mahe/ Yanam regions as per the supply orders to be issued by various Inspecting Officers in the Department of School Education.

2. Notice is hereby given that sealed tenders called for under two bid system Technical bid and Commercial price bid will be received upto 01.00 P.M. on 28.10.2009 by the Chairman, Tender Committee, Directorate of School Education, Puducherry. No Tenders will be accepted thereafter.

3. Telegraphic tender/tender through FAX will not be considered.

4. The Technical bid will be opened by the Tender Committee at 4.00 P.M on 28.10.2009 in the Chamber of Director of School Education, Puducherry, in the presence of the Tenderers or their authorised representatives. The date and time of opening of commercial bid (i.e., price bid) will be intimated to the firm after finalisation of Technical bid. The samples should be sent along with the tender Part I (Technical bid). The tenderers or their authorised representatives may participate in the opening of tenders. Failure to produce the samples will lead to rejection of tender.

i. The Chairman, Tender Committee (Director of School Education) is competent to accept the tender in whole or in part.

ii. The Chairman, Tender Committee shall have the right to reject any/all the Tenders without assigning any reason thereon.

5. Every tenderer must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read or understood will be entertained later.

6. Tender should be submitted only for the above items to the Specifications given in the annexure. When the offer is for an item having different specifications/features/functions, the difference between the item called for and the one offered by the tenderer shall be highlighted in the offer itself. The advantages shall also be mentioned.

7. The brochures/leaflets of products shall also be enclosed with the Technical bid tender.

8. Any attempt on the part of the tenderer or their agent to influence the department will disqualify such tender.

9. The tenderer should produce attested photocopy of the current manufacturing licence if any issued by the competent authority including its period of validity upto 31.03.2011.

10. EARNEST MONEY DEPOSIT:

i) Each tender must be accompanied by an Earnest Money Deposit at 2½% of the total quoted value or restricted to Rs.25,000/-, whichever is less and enclosed along with the Technical Bid sealed cover. Otherwise, the tender will be rejected without notice. Bank guarantee or payment in any other form will not be accepted for E.M.D. The amount should only be paid by account payee Demand Draft/banker's cheque/FDR drawn in favour of the Senior Accounts Officer, Directorate of School Education, Puducherry, from any of the Commercial Banks payable at Puducherry-1, and it should strictly be enclosed with Technical bid cover only. Those who have downloaded the Tender Schedule through website should enclose the Tender Form cost in the form of Bank DD/Banker's Cheque drawn from any Nationalized Bank in the Technical Bid cover.

..2/-

ii) The earnest money will be returned to the unsuccessful tenderers but retained in the case of successful tenderer. The successful bidder should furnish a performance security for an amount equivalent to 5% of the value of goods to be supplied and the performance security should remain valid for the period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation. In the case of successful bidder, the E.M.D. will be refunded on the receipt of Performance Security. Performance Security should be furnished in the form of account payee D.D/F.D.R/Bank Guarantee.

iii) The firms registered as Industrial Co-operative society/Small Scale Industry with the Government of Puducherry/National Small Industries Corporation/D.G.S.& D. may at the discretion of the Director of Education, be exempted from the payment of E.M.D. upto the monetary limit to which they are registered. No exemption from payment of EMD/SD or price preference will be granted to the Firm/Industries who have been given such exemption/preference by other State Governments/U.T's other than the Govt. of Puducherry & Govt. of India. Such exemption also will not be granted to the Small Scale Units during the period of Provisional Registration.

iv) The tender without the requisite E.M.D. will summarily be rejected.

v) The tenderer withdrawing the tender once submitted will forfeit the entire E.M.D. paid.

vi) No interest will be allowed on E.M.D.

11. SAMPLES:

i) Samples should be in conformity with the specifications indicated in the Annexure to the tender schedule.

ii) Samples should be sent along with the Technical bid only. The tenderers or their representatives could participate in the Tender opening. Failure to produce the samples will lead to rejection of tender.

iii) The samples produced by the tenderer for selection to the Institute which are found to be not in conformity with the specifications indicated in the annexure will not be returned to the tenderer.

12. SECURITY DEPOSIT:

i) The tenderer, whose tender is accepted should remit Performance Security Deposit within 10 days from the date of receipt of intimation of acceptance of his tender. An amount equal to 5% of the value of estimated cost of the selected items should be paid as security deposit. The Performance Security Deposit will be rounded off to the next hundred rupees. Non-payment of security deposit, in favour of Senior Accounts Officer, Directorate of School Education, Puducherry, within the stipulated period will result in the forfeiture of E.M.D. resulting in cancellation of the Tender and the Tender will be awarded to the next eligible bidder. In respect of foreign companies Bank guarantee for full amount on the basis of Letter of Credit covering the warranty period of minimum 2 years should be produced towards Security Deposit. The successful tenderer should execute the agreement with the Department within 10 days from the date of receipt of agreement form.

ii) The firms registered as Industrial Co-operative Society/Small Scale Industry with Government of Puducherry, may at the discretion of the Director of School Education be exempted from the payment of Security Deposit. Firms registered as Small Scale Industries with National Small Industries Corporation/D.G.S. & D. are eligible for exemption from the payment of Security Deposit upto the monetary limit to which they are registered. No such exemption is granted to such firms during the period of "Provisional Registration".

iii) No interest shall be payable on Performance Security Deposit.

iv) The Security Deposit will be refunded only after the supply is completed in full to the entire satisfaction of the Director of School Education.

v) The rate should be quoted both in figures and in words. Special care should be taken to write the rate in figure as well as in words in such a way that interpolation is not possible.

vi) Inter-State sales tax or local tax at the rate admissible in Puducherry, may be levied. No insurance charges are payable. The supply should be made by the suppliers at their own risk for damages and breakages occurring during transit, the articles thereof should be replaced.

13. VALIDITY OF RATES:

i) The rate quoted should be valid upto 31-03-2011.

ii) No contractor shall be allowed at any time and on any ground whatsoever, any claim for revision or modification of the rate quoted by him during the currency of the contract period. Clerical error, typographical error etc., committed by the tenderer in the tender form shall not ordinarily be considered after the opening of the tender. Conditions such as 'SUBJECT TO AVAILABILITY OF STORES' SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED ETC.,' will not be considered under any circumstances and the tender containing such conditions shall be summarily rejected without any further correspondence.

iii) Tender not stipulating period of delivery and tender with price variation clause/subject to prior sale conditions shall be rejected.

iv) Every correction in the tender should invariably be authenticated by the tenderer, failing which the tender will be rejected.

v) Test Certificate of the manufacturer should be furnished along with the supply.

vi) All items should be supplied strictly in accordance with the approved specifications mentioned in the annexure. The article supplied by the contractor which in the opinion of the Chairman, Tender committee/Indenting Officer is found faulty or unfit for use shall be rejected. The opinion of the Director of School Education thereon in all respects will be final and conclusive and altogether operative and binding on the contractor and shall not be open or subject to question or dispute by the contractor on any grounds whatsoever.

vii) The rates should be quoted for each item. The rate quoted should be clearly mentioned both in figures and in words. Any correction in rates shall be attested by the person signing the tender. In case the figures with words varies whatever is found advantageous to the Department will be taken into account.

viii) The rates should be quoted for all the items indicated in the tender schedule and inclusive of all charges towards excise duty, CST, ST, Service Tax, Charges for packing, freight, transport, loading and unloading, etc., and delivered F.O.R. at the destinations in Puducherry/Karaikal/Mahe/Yanam Region.

14. SUPPLY:

i) Supply should be made within 10 days from the date of issue of supply order.

ii) The approved tenderer shall supply the items to the Educational Officers at Puducherry, Karaikal, Mahe and Yanam based on the supply order placed by the Indenting Officers and all the expenses incurable for supply F.O.R. destination Puducherry/Karaikal/Mahe/Yanam regions shall be borne by the supplier.

iii) The quantity of requirements in the tender schedule are only approximate. The Indenting Officers has the right to increase or decrease the quantity.

iv) All the items should be supplied strictly in accordance with the approved specifications given in the Annexure. Items which are not conforming to the specifications will be rejected. The supplier shall replace the rejected items free of cost within 10 days or otherwise the supplier shall pay to the purchaser such damages as may arise by the reason of the breach of the contract conditions arising out of the supply.

v) The delivery period allowable for supply is 10 days only from the date of receipt of the supply order. The discretion in extending delivery time vests with the Director of School Education.

15. RECTIFICATION:

In the event of stores given back to the manufacturer for rectification of defects, the manufacturer should ensure that the defects are attended immediately without loss of time so that the stores can be inspected. However, it should be noted that the manufacturer will not be entitled to dispose of that store which is given for rectification/rejection without prior permission of the Chairman of the Tender Committee.

16. PAYMENT:

i) No advance will be paid for effecting the supply.

ii) The suppliers shall submit bills in duplicate along with an advance stamped receipt direct to the Indenting Officers for arranging payment in respect of the supply made to the concerned in all the four regions of Puducherry, Karaikal, Mahe and Yanam.

iii) Payment will be made only after execution of the supply order in full and after inspection of the items supplied and certification by the Stores Superintendent of this Directorate.

17. PENALTY CLAUSE:

i) Any delay in supply will lead to imposition of penalty which may extend upto 10% of the value of the quantity ordered.

ii) In case of any difference or dispute arising in connection with this contract, all legal proceedings relating to the matter shall be instituted only in the court within the jurisdiction of the Union Territory of Puducherry.

18. AGREEMENT:

i) The successful tenderer shall accept the approved rate to be communicated by this Department and enter into contract in the prescribed form.

ii) For any negligence on the part of the tenderer to honour the spirit of agreement and for failure to execute supply orders, the security deposit paid will be forfeited either in whole or on part as deemed necessary by the Director of school Education. In case of firms registered as Small Industries with Government of Puducherry and with National Small Industries Corporation/D.G.S.& D. this Department will initiate action against them for withdrawing all the concessions extended to them by the Government.

iii) The Director of School Education is free to take further necessary action for entering into agreement with other tenderers.

iv) Any dispute under or arising out of the agreement executed to the supply shall be referred to the Secretary to Government incharge of Education Department as the sole arbitrator and the provisions of Arbitration Act, 1950 or any statutory modification or enactment thereof for the time being in force shall apply to the arbitration proceedings before the said arbitrator.

19. DOCUMENTS:

The tenderer should invariably furnish the following documents along with the Technical Bid part of the tender:-

- i) Period of standing and financial soundness in the trade.
- ii) Copies of certificates, details of supplies made to other Institutions/Govt./ Agencies particulars/documents on the supplies made to the other Government Departments/reputed private or public organisations.
- iii) Copies of current registration certificate and exemption orders from payment of Earnest Money Deposit/Security Deposit. (This is applicable to Small Industries registered with the Government of Puducherry and with the National Small Industries Corporation/D.G.S.& D. only).
- iv) The tenderer should furnish an Undertaking in the enclosed form alongwith Technical bid without fail.

20. GENERAL INSTRUCTIONS TO THE SUPPLIER:

The following to be very carefully noted:

- i) Quotations should be filled strictly under the heading given in the tender document.
- ii) All the information provided in the quotations should be substantiated by the attached production of data sheet.
- iii) The technical and financial details to be given separately.
- iv) The tenderer should not impose their own conditions. They should abide by the terms and conditions of tender call. No tender with their own conditions will be considered at all under any circumstances.
- v) The tender should accompany with the undertaking enclosed duly filled and signed. Failure to do so will lead to non consideration of the tender.

vii) Tenders (Technical and Commercial bids) in two separate sealed covers supercribing the TENDER FOR SUPPLY OF DICTIONARY as explained in para 2 of the Tender Schedule should reach the Chairman, Tender Committee, Directorate of School Education, Perunthalaivar Kamaraj Centenary Educational Complex, `A' Block (1st floor), Anna Nagar, Puducherry - 605 005, before 01.00 P.M. on 28.10.2009.

viii) Tenders received after the due date and time indicated in the tender schedule will not be considered in any account.

22. TIME SCHEDULE:

- i) Last date for the receipt of Sealed Tenders in the Directorate of School Education, Perunthalaivar Kamaraj Centenary Educational Complex, (1st Floor, `A' Block), Puducherry-605 005. Upto 01.00 PM on 28.10.2009
- ii) Opening of tender (Part I - Technical bid) in the Chamber of Director of School Education, Perunthalaivar Kamaraj Centenary Educational Complex, (1st floor, `A' Block), Anna Nagar, Puducherry-605 005. At 4.00 PM on 28.10.2009

**DIRECTOR OF SCHOOL EDUCATION
PUDUCHERRY**

ANNEXURE

Language	Requirement
English-English-Tamil	16,889 Nos.
English-English-Malayalam	858 Nos.
English-English-Telugu	796 Nos.

Specification for English to English-Tamil Dictionary

The new learning Dictionary for secondary school students that helps them to speak, write and read English should have the following characteristic features:

- 3000 to 5000 words and phrases
- Words with syllable divisions with accent'
- Clear and accurate definitions using defining vocabulary of minimum 850-1000 base words
- Head words showed in the Dictionary should be used in a few model sentences with respect to grammatical functions
- Usage notes/Help notes in order to avoid common mistakes
- Active illustrations at the appropriate place
- Phrasal verbs with day-to-day examples
- Sufficient explanation on grammar use
- Synonyms and antonyms provided at the appropriate entries
- Preferably tips on spoken English

U N D E R T A K I N G

(To be submitted duly filled in and signed along with tender)

1. (a) Tender Schedule Receipt No. :
(Enclose Xerox copy)
- (b) Furnish DD No. if Tender Schedule :
is downloaded through website.
2. Name & Address of the Tenderer Firm. :
3. a) Name & Address of the manufacturer :
(In case the tenderer is the manufacturer)
- b) If the Tenderer is not the :
manufacturer. Whether he is the authorised dealer/authorised stockist (if answer to (b) is Yes, copy of letter of authorisation/dealership to be enclosed)
4. Whether copy of the manufacturing :
licence issued to the manufacturer by the competent authority is enclosed along with the list of items.
5. If the tenderer is the direct importer, :
copy of the import licence with list of items imported to be enclosed.
6. Please enlist quality control facility :
available with the firm.
7. a) Whether E.M.D. is enclosed ?
b) If so, details (No. amount & date) :
Demand Draft No.
Total value
Name of the Bank with address
8. Are you in the approved list of :
Suppliers to other Government Organisation? If so, give details (Copies of the letters received from those departments, in which your name has been included)
9. Details of documents enclosed, as :
required under Serial No.10 of the terms & conditions
10. Any other documents to confirm :
reliability of the tender firm.

I/We, hereby tender to supply of Dictionary as specified in the Tender Schedule at the rate quoted as per your terms and conditions stipulated in the tender documents. The rate quoted shall be valid upto 31.03.2011.

I/We, submit this tender on the clear undertaking that I/We agree to the all terms and conditions stipulated in the tender document.

SIGNATURE OF THE TENDERER