



# Delhi Police Public School

New Police Lines, Kingsway Camp New Delhi – 110009  
Phone - +91-8851038881, E-mail:- dpps.2005@gmail.com

Ref. No. DPPS/NPL/.....

Date. 24.02.2020

M/s  
(list attached)

**Subject: Supplying of Books to students of Delhi Police Public School, New Police Lines & Wazirabad branch for the session 2020-21.**

Sir/ Madam,

Sealed quotations are invited on license fee basis, for supplying books as per list, in above schools. The approximate strength of student is approx. 550 and 400 respectively.

You are requested to submit your highest quotation in two bid system

**(i) Technical Bid & (ii) Financial Bid** in sealed covers separately duly super scribed “**Technical / Financial Bid for Book Store**”. The last date & time of receipt of quotation is **09/03/2020 up to 10.00 AM**. The Technical Bid will be opened at 11.30 AM followed by Financial Bid at 12.00 noon on the same day in the presence of the purchase committee & representatives of firms. The sealed quotations must be dropped in the sealed box placed at the school office at Delhi Police Public School, New Police Lines, Kingsway Camp, Delhi.

The following terms and conditions must be followed:-

1. The books are to be provided as per prescribed syllabus and of identified publisher edition, as per directions of the Headmistress of the concerned school, within the prescribed time period.
2. The payment towards book to the licensee shall be made at the Institution, on the basis of physical delivery of goods made.
3. The License fee in full has to be paid in advance to Police Foundation for Education Delhi, before permission to sell is granted. In case the licensee is not able to supply the books as per the school terms & requirement, in time, quality of the products the contract stands cancelled and license fee paid shall stand forfeited.
4. The quality of goods i.e. Books w.r.t. quality of paper used, binding edition etc. delivery of these items will be monitored and checked by a duly constituted committee, comprising of Headmistress, a teacher and a representative of parents. The outcome / findings of the committee shall be binding on vendor and at no cost, quality of product and timely delivery is to be compromised.

5. The timings of operating the shop shall be as per directions of school Headmistress and has to be followed.
6. Rate quoted should specify the taxes, if applicable. Proof of registration with GST is to be furnished along with the quotation, if tax is to be charged.
7. Undersigned reserves the right to reject any or all quotations, without assigning any reason.
8. The quotation of the firm which provided books & stationery in the session 2019-20 will not be considered, due to poor performance.
9. Names of 2 schools where the firm has satisfactorily supplied the similar material are also to be given in the quotation, for reference. A proof of providing services, to their satisfaction, is also to be enclosed.
10. An agreement on non – judicial stamp paper has to be signed between Police Foundation for Education, Delhi and Licensee to above, before awarding of Licensee rights, agreeing to various terms and conditions, as laid down.
11. Earnest money in the form of DD favouring **DPPS/NPL** for an amount of Rs.5000/- has to be submitted along with the quotation.

Yours faithfully,

**(Tarunima Roy)**  
**Headmistress**

## Technical Bid

<b>S.No.</b>	<b>Details</b>	<b>Information with documents being submitted</b>
1.	Name of the Tenderer / Concern	
2.	Mobile No. / Telephone	
3.	Nature of Tenderer/ Concern (i.e. Sole Proprietor or Partnership firm or a Company - attach proof)	
4.	PAN No. of Tenderer / Concern	
5.	GST No. (attach certificate)	
6.	Annual turnover (enclose Income Tax return of past 03 years)	
7.	Details of experience (attach proof)	
8.	Whether each page of Tender has been signed & stamped (Yes / No)	
9.	Undertaking to the affect that the firm is neither black listed by any Government Department or any criminal case is registered against the firm. (Yes / No)	
10.	Detail of earnest money	

**Signatures and stamp of the firm**

**With address**