

**NOTICE INVITING RFP**  
**(Request for Proposal for Supply of Library Books in Schools of Bihar)**

- I. The Bihar Education Project Council (BEPC), Patna intends to select an agency via e-tendering for procurement & supply of library books in the Government Schools of the State of Bihar in the current financial year 2021-22. BEPC intends to procure the books appropriate and useful for these school libraries.
- II. BEPC invites RFP from the eligible Publishing Houses/Firms for the supply of books for school libraries in the state of Bihar. Detailed terms and conditions may be viewed on the website <https://www.eproc2.bihar.gov.in>.

III. Schedule of Events

Sl. No.	Event Descriptions	Timeline
1.	Date of Issue of Advertisement	<b>Date 05.10.2021</b>
2.	Date & time of downloading the RFP	29.10.2021 to 8.11.2021 up to 03:00 PM, from the e-Procurement Portal ( <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> ).
3.	Date of Pre bid Meeting	<b>03.11.2021 at 12:30 pm in SPD Chamber, BEPC</b>
4.	Last date & time for submission (upload) of online bidding document.	<b>11.11.2021</b> till 03:00 PM, on the e-Procurement Portal ( <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> ).
5.	Last date & time for submission of Original copy of Affidavit & sample books.	<b>15.11.2021</b> by 03:00 PM, to "The State Project Director, Bihar Education Project Council, Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Saidpur – 800 004."
6.	Time, Date of opening of Technical Bid	<b>15.11.2021</b> at 03:30 PM on the e-Procurement Portal ( <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> )
7.	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal ( <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> )
Note – (i) Interested bidders may obtain further information about this Notice Inviting RFP from the office of the State Project Director, BEPC. (ii) No e-tender will be accepted after closing date and time in any circumstances.		

- IV. RFP Processing Fee amount to be paid through e-Payment mode (i.e., NEFT-RTGS, Internet Banking, Credit / Debit Card) only, as per BELTRON to the agency empanelled by the Government of Bihar for centralized e-Procurement.
- V. The technical and financial bids must be submitted/uploaded through e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the RFP. The BEPC doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation

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of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

- VI. The bidders shall submit/upload their eligibility, qualification details and Certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal <https://www.eproc2.bihar.gov.in> at the respective stage(s) only.
- VII. The bidders shall upload the scanned copies (duly signed and sealed) of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal <https://eproc2.bihar.gov.in>.
- VIII. The Bidding documents shall be submitted in the mode as mentioned below:

(1) Earnest Money Deposit (EMD)	Online Mode Only
(2) Technical Bid	Online (Cover-Technical Stage)
(3) Financial Bid(s)	Online (Cover-Cost Bid Stage)
(4) Original copy of Affidavit	Offline

- IX. The hard (Physical) copy of the Original copy of Affidavit and Sample books should be sent to the "State Project Director, Bihar Education Project Council, Shiksha Bhawan, Rashtrabhasha Parishad Campus, Saidpur – 800004" by Registered Post/ Speed Post or by hand. It must reach the above said address on or before the date & time indicated in Clause III above, failing which the tenders will be treated as late tender and would be summarily rejected.
- X. The EMD should be deposited on-line on or before the scheduled time as indicated in Clause III above, failing which the tenders will be treated as late tender and would be summarily rejected.
- XI. BEPC reserves the right to accept or reject any or all bids or change the terms and condition of Notice inviting RFP or cancel the Notice inviting RFP without assigning any reasons at any stage and time.
- XII. All further notifications/Corrigendum/Addendum, if any shall be posted on e-Procurement Portal <https://eproc2.bihar.gov.in> and shall be binding on all the bidders.

Disclaimer: Please note, in the "Estimated value box" on the e-Procurement Portal <https://eproc2.bihar.gov.in>, "Zero" has been mentioned, by the BEPC. The actual value of the project depends on the lowest (L1) rate decided by this tender and therefore due to this, it has been mentioned "Zero". However, the bidders will be required to do financial estimations on their own and quote the bids based on the terms and conditions mentioned in the tender document.

  
**State Project Director**  
**Bihar Education Project Council**  
**Patna**



**Bihar Education Project Council (BEPC), Patna**  
Shiksha Bhawan, Saidpur, Patna-4



e-tender (NIT) Reference No.-  
6337 Dated: 05/10/2021

**NOTICE INVITING  
REQUEST FOR PROPOSAL  
FOR PROCUREMENT & SUPPLY OF  
LIBRARY BOOKS IN SCHOOLS OF BIHAR  
FOR THE YEAR 2021-22**

e-Procurement Mode Only

<https://eproc2.bihar.gov.in>

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<p>Note – (i) Interested bidders may obtain further information about this Notice Inviting RFP from the office of the State Project Director, BEPC. (ii) No e-tender will be accepted after closing date and time in any circumstances.</p>		

- IV. RFP Processing Fee amount to be paid through e-Payment mode (i.e., NEFT-RTGS, Internet Banking, Credit / Debit Card) only, as per BELTRON to the agency empanelled by the Government of Bihar for centralized e-Procurement.
- V. The technical and financial bids must be submitted/uploaded through e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the RFP. The BEPC doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation




of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

- VI. The bidders shall submit/upload their eligibility, qualification details and Certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal <https://www.eproc2.bihar.gov.in> at the respective stage(s) only.
- VII. The bidders shall upload the scanned copies (duly signed and sealed) of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal <https://eproc2.bihar.gov.in>.
- VIII. The Bidding documents shall be submitted in the mode as mentioned below:

(1) Earnest Money Deposit (EMD)	Online Mode Only
(2) Technical Bid	Online (Cover-Technical Stage)
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- XI. BEPC reserves the right to accept or reject any or all bids or change the terms and condition of Notice inviting RFP or cancel the Notice inviting RFP without assigning any reasons at any stage and time.
- XII. All further notifications/Corrigendum/Addendum, if any shall be posted on e-Procurement Portal <https://eproc2.bihar.gov.in> and shall be binding on all the bidders.

Disclaimer: Please note, in the "Estimated value box" on the e-Procurement Portal <https://eproc2.bihar.gov.in>, "Zero" has been mentioned, by the BEPC. The actual value of the project depends on the lowest (L1) rate decided by this tender and therefore due to this, it has been mentioned "Zero". However, the bidders will be required to do financial estimations on their own and quote the bids based on the terms and conditions mentioned in the tender document.

  
**State Project Director**  
**Bihar Education Project Council**  
**Patna**



# INSTRUCTIONS TO BIDDER (ITB)

## 1. General Instructions

- 1.1. The bidder should prepare and submit its offer as per instructions given in this section.
- 1.2. Instructions/Guidelines for tenders for electronic submission of bids online have been mentioned below for assisting the prospective bidders to participate in e-tendering.
  - 1.2.1. **Registration of Bidders:** To participate in the e-tendering process, the bidder/agency are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://www.eproc2.bihar.gov.in>, may contact the helpdesk at the following address, "eProc 2.0 Help Desk Address: mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, Toll Free Number: 1800 572 6571, Email Id: Working Hours: 8AM to 7PM (All days in week except few selected state holidays)" or may visit the link <https://eproc2.bihar.gov.in> and also inform this to BEPC.
  - 1.2.2. **Digital Signature Certificate (DSC):** Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).
  - 1.2.3. The bidder can search & download NIT & Tender Documents electronically from computer once he logs on to the eProcurement Portal <https://eproc2.bihar.gov.in> the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
  - 1.2.4. **Submission of bids:** Bids are to be submitted through online mode to the eProcurement Portal <https://eproc2.bihar.gov.in> at a time for following activities – one while uploading documents for submission of technical bid & the other at the time of submission of Financial bid on or before the prescribed date & time as mentioned in **Clause III** in Notice Inviting Tender (NIT) using the Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non-readable formats).
  - 1.2.5. Before preparing the tender and submitting the same to the BEPC, the bidder should read and examine all the terms & conditions, instructions, checklist etc. contained in the Tender Documents. Failure to provide required information or to comply with the instructions incorporated in these Tender Documents may result in rejection of tender(s) submitted by bidders.
  - 1.2.6. The tenders which are for only a portion of the components of the job /service shall not be accepted. (The tenders /bids should be for all components of the job /service.)
  - 1.2.7. The prices quoted shall be firm and inclusive of all the factors mentioned in this document, all applicable taxes and duties.
  - 1.2.8. The technical bid (technical and financial details of the bidder/agency) shall be submitted on or before the last date of submission in online mode only. Tenders submitted after the stipulated date & time (closing date and time for uploading the tender as mentioned in Clause III, Notice Inviting Tender (NIT)) shall not be considered, and would summarily be rejected.

## 2. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. The Bihar Education Project Council (BEPC), Bihar will, in

no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

### 3. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.

However, if the language of any of the printed document(s) submitted by the bidder is/are in "Hindi" language, then there is no need for providing an English translation of the same document, for interpretation.

### 4. Amendments to Tender Documents

4.1. At any time prior to the deadline for submission of tenders, the BEPC may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it.

4.2. Such an amendment will be notified on e-Procurement Portal <https://eproc2.bihar.gov.in> and the same shall be binding to all prospective Bidders.

4.3. Any bidder who has downloaded the tender document should watch for amendment, if any, issued on the above eProcurement Portal <https://eproc2.bihar.gov.in>. and the BEPC will not issue separate communication to them. The BEPC shall not be responsible in any manner if prospective Bidders miss any notifications placed on mentioned eProcurement Portal <https://eproc2.bihar.gov.in>.

### 5. Pre-Bid Meeting

5.1. In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BEPC as per details given here under:

<b>Date &amp; Time</b>	<b>03.11.2021 at 12:30 PM</b>
<b>Venue</b>	Office of the State Project Director, Bihar Education Project Council, Shiksha Bhawan, Rashtrabhasha Parishad Campus, Saidpur, Patna – 4.
<b>Contact person</b>	Smt. Kiran Kumari, SPO, Mobile – 9334446148

5.2. During the pre-bid meeting, the clarification sought by representative of prospective bidders shall be responded appropriately. However, they shall clarify and will be asked to submit their written request by close of office next day. The Bihar Education Project Council (BEPC) shall upload written response on the eProcurement Portal <https://eproc2.bihar.gov.in> to such requests for clarifications, without identifying its source. In case required, amendments, in terms of Para 4, Section I above shall be issued, which shall be binding on all prospective bidders.

### 6. Clarifications to Tender Documents

6.1. A prospective bidder requiring any clarification regarding terms & conditions, technical specifications etc. given in the Tender Documents may submit written request for



clarifications to the Additional State Project Director (Academic) on email ID: ssabihar@gmail.com within 1(one) day of date of pre-bid meeting.

- 6.2. In the event, of the above-mentioned day being declared as a holiday/closed day for the Bihar Education Project Council (BEPC), the prospective bidders can submit written request for clarifications, by 18:00 hrs on the next working day.
- 6.3. All the prospective bidders will be notified of response to clarifications only through eProcurement Portal <https://eproc2.bihar.gov.in>. Any bidder who has downloaded the tender document should watch for clarifications, if any, issued on the above-mentioned website and BEPC will not issue separate communication to them.
- 6.4. The BEPC shall not be responsible in any manner if a prospective bidder fails to notice any notifications with regards to the present NIT placed on the eProcurement Portal <https://eproc2.bihar.gov.in> for any purposes.

## 7. Earnest Money Deposit (EMD)

- 7.1. The tender shall be accompanied by Earnest Money Deposit (EMD) for the sum of Rs. 10,00,000/- (Ten lakh rupees only) and should only be paid through online mode only.
- 7.2. It may be noted that no bidder is exempt from deposit of EMD. Tenders submitted without EMD shall be summarily rejected.
- 7.3. The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant contract. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of contract.
- 7.4. Earnest money is required to protect the BEPC against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD.
- 7.5. The EMD/ Bid Security shall be forfeited by the BEPC hereunder or otherwise, under the following conditions:
  - 7.5.1. If a Bidder submits a non-responsive Bid;
  - 7.5.2. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
  - 7.5.3. If a Bidder withdraws its Bid during the period of bid validity as specified in this RFP and as extended by the BEPC from time to time;
  - 7.5.4. In the case of Selected Bidder, if it fails within the specified time limit:
    - to sign the contract and/or
    - to furnish the Performance Security (PS) before signing the contract agreement within the period prescribed in the Letter of Intent (LoI)

## 8. Preparation of Tender

- 8.1. The Bidding documents shall be submitted in the mode as mentioned below:







(1) Earnest Money Deposit (EMD)	Online Mode Only
(2) Technical Bid	Online (Cover-Technical Stage)
(3) Financial Bid(s)	Online (Cover-Cost Bid Stage)
(4) Original copy of Affidavit	Offline

- 8.2. Bidders are requested **not to submit the hard copy of Financial Bid. In case the hard copy of financial bid is submitted the tender shall be straight away rejected. Also, uploading of the financial bid in prequalification bid or technical bid will result in rejection of the tender.**
- 8.3. The tender shall be duly signed, by the authorized person duly approved by the appropriate authority in terms of 'Power of Attorney', at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialled by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialled by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender.
- 8.4. A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the BEPC may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- 8.5. Discount offer to be quoted in the financial Bid format in online mode only. Refer "**Table IX**" for information regarding Financial Bid. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the discount offer in prescribed format before uploading it. All blue areas of the financial bid sheet shall be filled by the bidder. The white areas of the financial bid shall not be modified/edited by the bidder. The bidder(s) shall not rename the financial bid files downloaded.
- 8.6. Following required documents must be submitted through online mode on eProcurement Portal <https://eproc2.bihar.gov.in> to assess technical eligibility status as per Section 10.

**Mandatory Submissions:**

- a) Technical Bid Submission Application.
- b) Bidder's Experience Information Form, along with self-attested copies of experience certificates issued by the clients, ascertaining, the bidders/ agency's experience, and mentioning the different clients.
- c) Address proof of registered office of the bidder.
- d) Relevant information in format as Table I to Table VIII.
- e) Self-attested  copy of audited financial statements i.e. audited Profit & Loss Account and 

audited balance sheet by Chartered Accountant, as mentioned in the eligibility criteria along with all Appendices for the last 3 financial years – **FY 2017-18, FY 2018-19 and FY 2019-20.**

- f) Self-attested copy of the Income Tax Returns (ITR) and GST Return for three assessment years – **AY 2017-18, AY 2018- 19 and AY 2019-20.**
- g) Authorization Letter for signing of proposal in favour of signatory to tender documents.
- h) Self-attested copy of PAN card, and the certificate of registration of EPF, ESI and GST issued by the appropriate authority, valid as on date of submission of tender documents must be submitted.
- i) A duly notarized declaration from the bidder to the effect that the firm has neither been declared as defaulter or black-listed or declared ineligible by any competent authority of Government of India OR Government of any State or Public Undertaking or local/self-governing body as on the date of submission of the bid documents.

## **9. Tender Submission**

- 9.1. The Bihar Education Project Council (BEPC) will open the tenders at the date and time as indicated in Clause III of the Notice Inviting Tender (NIT). In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Bihar Education Project Council (BEPC), the tenders will be opened in online mode, on the next working day.
- 9.2. Technical evaluation of the Bid will be done on the basis of technical qualification criteria and documents mentioned (TECHNICAL BID) in Mandatory Documents Link present in the eProcurement Portal <https://eproc2.bihar.gov.in> failing which the bid will not be considered for technical evaluation.
- 9.3. The technical evaluation shall be done only on the basis of documents/papers submitted by the bidder on e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and quality & contents of the sample books submitted by the bidder to BEPC.
- 9.4. The financial bids of bidders whose technical bids are found technically responsive and comply with the bid documents will only be considered for financial evaluation.
  - 9.4.1. No bidder can place more than one bid in any form for this NIT.
  - 9.4.2. The Bidder cannot bid for a part of the tender document but has to give a single bid taking into consideration all the responsibilities (mentioned in this document) as single unit, subject to all the conditions as laid down in this tender document.

## **10. Eligibility Criteria for Publishing Houses/Firms:**

- I. The bidder must be recognized/registered Publisher of Printed books and in existence for at least last 10 years.
- II. The Publisher should be a member any of recognized publishers' representative body/organisation such as– i) Federation of Indian Publishers, N. Delhi. ii) Publishers' & Booksellers Association of any State.
- III. Should have minimum annual average turnover of 2.0 (two) crore and turnover should not be less than 1.5 crore in any year in the past three financial years i.e., 2017-18, 2018-19 & 2019-20.
- IV. The bidder should have experience of minimum one single order of Rs. 50 (Fifty)

Lakh for Procurement & Supply of books in one financial year from any one govt. department (State or Central Govt.) during any of the last 3 financial years or current financial year.

- V. The Bidder has to submit self-attested Copies of GST Registration and Certificate and latest GST return should be enclosed.
- VI. The publisher should be registered with ISBN Agency under MHRD, New Delhi. Bidder has to attach a list of at least 100 ISBN utilized by them in last 3 years.
- VII. Should have published at least 300 Printed books in Hindi or English language. Publishers need to submit a self-attested published catalogue of books. The publishers will have to submit at least 140 books out of which 60 books should be colorfully illustrated.

#### 11. Quality of books:

BEPC is interested in purchasing library books for schools in Bihar as per following details:-

Sl. No.	Type of School	Total number of schools	Estimated Amount Per School (in Rs.)
1	Primary Schools	40478	1000.00
2	Upper Primary Schools	25791	2600.00
3	Secondary Schools	2273	3000.00
4	Senior Secondary Schools	3925	4000.00

- (i) **Content:** The books should be of children's interest and must be written with constructive approach. There should not be any controversial content, picture or statement in any form. In the books, language should be Hindi only. The books for the two segments should, mainly, have following features -

(a) **Primary Classes (Class I-V) & Upper Primary Classes (Class VI to VIII)**

**Price of the books under this Category should not be more than Rs. 100/-**

- Books should be attractive, in two or four colours, with plenty of pictures. Books in four colours with big font sizes in A4 Size shall be given preference.
- No Book should be less than 16 Pages.
- Language of the books should be simple and easy to understand for the children. Book in Hindi or any regional local language of Bihar shall be considered with priority.
- Books should also have stories and rhymes pertaining to animals, nature, community, moral values, family, relationships etc.
- Colourful story & Poetry books in big fonts for primary class students.
- Books written by Mahatma Gandhi and books based on various aspects of life of Mahatma Gandhi shall be considered. Pictorial four colour Graphic based biography for students shall be given preference.
- Books Pertaining to make Mathematics, Science and Hindi Alphabets popular amongst

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students.

- Biographies of Eminent Indian/Bihar Freedom Fighters, Sports Personalities and Social workers.
- Books should feature nature in plenty like rivers, mountains, villages, forests, animals, universe etc.
- Books having information about the following themes of Bihar.
  - ✓ Culture of Bihar.
  - ✓ Rivers of Bihar.
  - ✓ Freedom Fighters of Bihar.
  - ✓ Tourist Places of Bihar.
  - ✓ Fairs and Festivals of Bihar.
  - ✓ Pilgrim Places of Bihar.
  - ✓ General Information About Bihar.
  - ✓ Geography of Bihar.
  - ✓ Great Personalities of Bihar.
  - ✓ Folktales of Bihar.
  - ✓ Folk Dances of Bihar.
  - ✓ Paintings of Bihar.
  - ✓ Folk Songs of Bihar.
  - ✓ Tribes of Bihar.
  - ✓ Foods Habbits of Bihar.
  - ✓ Eminent Womens of Bihar.

**(b) Secondary Classes (Class IX to X), Sr. Secondary Classes (Class XI to XII)**

**Price of the Single Book in this Category Should not be more than Rs. 400/-**

- Books should be attractive and interactive.
- Language of the books should be simple and easy to understand for the children.
- Books should have content on moral and social values, life skills, etiquettes, leadership nationalism and becoming better human being.
- Books should also draw contents from the historical events, geographical phenomena, monuments and great personalities of National/International.
- Biographies of national Heroes shall be considered.
- Books Authored by Eminent Authors etc.
- Books about the Historical places and culture of Bihar.
- Thoughts and Philosophy of legendary leaders of India and Bihar should be included.
- Books Related to learning and developing interest in Sports such as Chess, Football, Cricket, Hockey etc. should be covered.
- Special emphasis is being given for teaching of Yoga in schools, hence books on Yoga should be considered.
- Biographies of living legends such as Sunita Williams, Marry Kom, Tendulkar, M.S. Dhoni, Narayan Murthy, Kalpana Chawla, Anand Kumar, Milkha Singh, Abhinav Bindra, Viswanathan Anand etc. should be covered.



- Biographies of Indian Scientists and Mathematicians such as Dr. APJ Abdul Kalam, Meghnad Saha, Aryabhata, Ramanujan, J.C. Bose, C.V. Raman, Vikram Sarabhai etc. should be covered.
- Biographies of World Greatest Scientist such as, Albert Einstein, Stephen Hawking, Thomas Alva Edison, Madam Curries, Isaac Newton, Alfred Noble, Charles Darwin etc. should be considered.
- Various dictionaries on Subjects such as Botany, Geography, Physics, Math, Chemistry, Science Social Science etc. should be covered.
- Special focus should be there on enhancement of General knowledge books with reference to various types of quizzes on topics such as History, Geography, Maths, Computer, Chemistry, Physics, Indian Politics freedom fighter, Sports etc.
- Books on Mathematical skills/ Reasoning.
- Books on Freedom Fighters of Bihar and about other important issues related to Bihar would be preferred.
- Books on Indian Govt. & Politics, Constitution of India.

**(ii) Quality of paper, printing, ISBN and colour:**

Details regarding quality of paper, printing, colour and ISBN etc are as follows:

Sl. No.	Type of School	Specification for Quality of Paper
1	Primary Classes	<ul style="list-style-type: none"> <li>• Cover page- 250 GSM Art Card with Lamination.</li> <li>• Inside page- 120 GSM Art Paper.</li> <li>• Printing should be neat and clean in 4 Colours.</li> <li>• Font size of text should be comparatively bold and bigger.</li> <li>• Binding- Paperback, Centre Stitched.</li> <li>• Each book should have a unique ISBN No.</li> <li>• Prices on books should be printed (No Book with sticker for price shall be considered).</li> <li>• Each Book should have folio and the title of the book and folio should be the same.</li> </ul>
2	Upper Primary Classes, Secondary Classes & Senior Secondary Classes.	<ul style="list-style-type: none"> <li>• Cover page- Book Cover with Jacket should be in 4 colour on 150 GSM Art Paper with Lamination.</li> <li>• Inside page- 70 GSM white Maplitho or Natural Shade paper.</li> <li>• Printing in Black &amp; White or Colour.</li> <li>• Binding-Section Sewn Hardbound.</li> <li>• Each book should have a unique ISBN No.</li> <li>• Prices on books should be printed (No Book with sticker for price shall be considered).</li> <li>• Each Book should have folio and the title of the book and folio should be the same.</li> </ul>

**12. Miscellaneous Conditions -**

- Sample Titles/Books submitted along with Tender will not be returned back.
- The books to be supplied on order would have to be exactly the same as the samples

submitted.

- (iii) No correspondence or communication shall be entertained for supply of books. Any lobbying or pressure tactics would lead to the cancellation of the offer.
- (iv) BEPC reserves the right to reject or cancel any offer at any stage without giving the reasons thereof.
- (v) The selected and ordered for supply, books need to be supplied at the district level office of DPO (SSA) for Secondary & Sr. Secondary classes and at the office of BEO at the Block Headquarters for Upper Primary & Primary classes.
- (vi) The books would have to be supplied at all the destination points within 60 (Sixty) days from the issue of the supply order.
- (vii) Any supply in bad condition viz. soiled, torn, damaged, not appropriately printed etc. would not be accepted.
- (viii) Except the price on offer, no additional charge would be accepted towards transportation, insurance, loading-unloading, toll, octroi, taxes etc.
- (ix) A refundable performance security deposit of Rs. 10,00,000.00 (Ten lakh) in the form of Bank Guarantee, in the name of Bihar Education Project Council, Patna would have to be deposited after issue of LoA (Letter of Acceptance) within 15 days or award of work will be cancelled and EMD will be forfeited.
- (x) Bid found incomplete in any respect would be liable to be rejected.
- (xi) The Publishing House would have to provide a minimum discount as provided in the guidelines for selection of Books and Recipients Libraries in the state issued by RRRLF, Kolkata

**13. Other Documents to be uploaded:**

- (i) Covering letter, expressing interest for supplying the books for school libraries with undertaking to abide with all the terms and conditions as mention in the RFP documents.
- (ii) Profile of the Publishing House/Firms as proof of eligibility in Proforma-Table-I, attached herewith.
- (iii) List of a maximum of 140 Titles/Books (30 for Class I-V, 30 for Class VI-VIII, 40 for Class IX-X and 40 for Class XI-XII) which are placed on offer by the Publishing House/Firm in Table VIA, VIB, VIIA & VIIB, attached herewith. The following information must be provided for each title/book –
  - a. Title of the book.
  - b. ISBN
  - c. Name of the Author(s).
  - d. Year of publication.
  - e. No. of Pages.
  - f. Type of binding i.e. paperback or hardbound.
  - g. Printed price in Rs.
- (iv) Two copy of each relevant book as mentioned in the "List of Titles/Books on Offer" as sample must be submitted offline to State Project Director, BEPC. If irrelevant books are submitted, penalty of Rs. 1000 per book will be imposed over the publisher and it may be a cause to disqualify the Bidder.



- (v) All required documents along with Bid document should be duly signed and sealed and should be uploaded online on eproc portal or before last date of submission.

**14. Selection Process:**

Bidder quoting maximum discount offer will be treated as L1 for the Bid and work would be awarded to such bidder. If two or more bidders quote the same rate, the contract award will be distributed among them. In this regard, BEPC decision will be final and binding.

Expert Committee related to Library books will go through the books submitted by the publishers/Firms and selected and recommended books by the committee shall be considered for purchase with the consent of Purchase Committee.

**15. Award of Contract:**

Required number of books finally approved by the purchase committee shall be awarded for procurement & supply of books to the publisher district-wise & block-wise as per schedule provided.

**16. Payment Schedule:**

1. No advance would be given for supply of the books.
2. 75 % of Payment shall be made only after the Publishing House/Firm completes supply and submit the relevant bills along with the supply challans duly signed by the District Program Officer (SSA) for Secondary & Senior Secondary Schools and the Block Education officer for Middle Schools & Primary Schools of the District/Block concerned.
3. The department shall release the rest 25 % of payment only after getting the original test reports from any government laboratory in respect of paper grammage, brost factor breaking length (M), brightness (%), pH value and cobb value.

**17. Agreement:**

After receipt of performance security, an agreement on non-judicial stamp of Rs. 1000/- will be executed and this RFP will be the part of agreement. If the publisher/firm fails in delivering the work within the stipulated time, the agreement will be rescinded and it will be blacklisted for the period as decided by BEPC.

**18. Penalty:**

There will be penalty for delayed supply. The applicable penalty would be deducted at the rate of 5% per week of the value of delayed supply beyond the specific period of 60 (Sixty) days from the date of Work order and maximum deduction will be to the extent of 10% of the contract value.

**19. Extension of Time (EoT):**

No extension of time (EoT) will be granted in normal circumstances.

  
  
**State Project Director.**

**Table - I**

**Profile of the Publishing House/Firm**

**Name of the Publishing House/Firm .....**

Sl.	Heads	Details	Document* attached as proof
1	Date of incorporation/ inception		Self-attested copy of Certificate.
2	Address of the Head Office		
3	Registration with Income Tax Department	PAN Numbers	Self-attested copies of PAN Card.
4	GST No.		
5	Turn Over (in lakh rupees)		Attach Audited Report
	1. 2017-18		
	2. 2018-19		
	3. 2019-20		
	4. Average Annual Turn over		Attach CA Certificate
6	Contact numbers		
	1. Landline		
	2. Mobile		
	3. Fax		
7	e-mail address		
8	Website (if any)		
9	Any other relevant information		

**Date:** .....

**Place:**.....



**Name and signature of the authorized  
person of the firm along with seal.**





**TABLE-II**

**STATEMENT OF PAST PERFORMANCE**

**(Performa for a period of three Financial years from  
.....to.....)**

To

State Project Director,  
Bihar Education Project Council  
Patna

Sir

We M/s..... (Name of the Publisher) here in after called " the Publisher "  
have executed following works related to supply of Library Books during last three Financial years -

Organisation or Dept for which the services were provided	Contract No., Date and Period	Description of the contract ( Nature of work accomplished)	Value of Contract	Period of performance of contract	Remarks indicating reasons for non performance or delay, if any	Has the work entrusted completed satisfactorily (Attach certificate From an Officer who entrusted the work)
1	2	3	4	5	6	7

Place:

Signature & Seal of the Publisher

Date:

Name of the Firm .....

d

**TABLE-III**

**ACCEPTANCE OF IMPLEMENTATION SCHEDULE**

To

State Project Director,  
Bihar Education Project Council  
Patna

Sir,

We M/s..... (Name of the Publisher) here in after called " the Publisher " have furnished the bid for Supply of Library Books in Schools of Bihar in ..... districts for ..... schools of Bihar do here by agree to the implementation schedule of the said project set by the BEPC and indicated in the bid document. We also agree to supply within 60th (Sixty) day of Confirm Order, failing which State Project Director, BEPC herein after called (the Purchaser) may at his discretion reject and cancel the contract agreement or impose the penalty.

Yours faithfully,

**Place:**

**Date:**

**Signature & Seal of the Publisher**

**Name of the Firm .....**



**TABLE-IV**

**UNDERTAKING**

We M/s..... (Name of the Publisher) here in after called " the Publisher " do hereby affirm and undertake to abide by all the terms, conditions and specifications given in the RFP Document while performing the contractual obligations relating For Supply of Library Books in Schools of Bihar in .....districts / blocks for .....schools in Bihar State.

We M/s..... (Name of the Publisher) hereby undertake that we have not ever been blacklisted by any State/Central Government/Institutions & have not been convicted by any court for any criminal act for fraudulent practice.

Yours faithfully,

**Place:**

**Date:**

**Signature & Seal of the Publisher**

**Name of the Firm** .....



**TABLE-V**

**DETAILS OF THE ORGANISATION/FIRM**

Name and Registered Address	Registration No. & Year of Establishment	Work of organization as per MoA/Registration	Locations of the offices with No. of Manpower in company's payroll	No. of Persons employed in company's Payroll					Details of Printing machines available	List & details of Projects handled (can attach separate sheet)
				Writer	Designer	Data Entry Operators	Support staff	Total		

**Place:**

**Date:**

**Name of the Firm.....**

**Signature & Seal of the Publisher**




**TABLE-VI (A)**

**List of Books submitted along with Bid**

**PRIMARY CLASSES (CLASS I-V)**

S. No.	Title of the Bok	ISBN	Name of the Author(s)	Year of Publication	No. of Page	Paper Back or Hardbound	Printed Price (Rs.)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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18							
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20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

**Place:**

**Date:**

**Signature & Seal of the Bidder**

**Name of the Firm .....**




TABLE-VI (B)

List of Books submitted along with Bid

UPPER PRIMARY CLASSES (CLASS VI-VIII)

S. No.	Title of the Bok	ISBN	Name of the Author(s)	Year of Publication	No. of Page	Paper Back or Hardbound	Printed Price (Rs.)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Place:

Date:

Signature & Seal of the Bidder

Name of the Firm .....



**TABLE-VII (A)**

**List of Books submitted along with Bid**

**SECONDARY CLASSES (CLASS IX-X)**

S. No.	Title of the Bok	ISBN	Name of the Author(s)	Year of Publication	No. of Page	Paper Back or Hardbound	Printed Price (Rs.)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

**Place:**

**Date:**

**Signature & Seal of the Bidder**

**Name of the Firm .....**




**TABLE-VII (B)**

**List of Books submitted along with Bid**

**SENIOR SECONDARY CLASSES (CLASS XI-XII)**

S. No.	Title of the Bok	ISBN	Name of the Author(s)	Year of Publication	No. of Page	Paper Back or Hardbound	Printed Price (Rs.)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

**Place:**

**Date:**

**Signature & Seal of the Bidder**

**Name of the Firm .....**






**TABLE - VIII**

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED ON-LINE AS TECHNICAL.**

Sl. No.	Description	Whether Document is enclosed	Page No. From
1	Profile of the Publishing House/Firm as per Table I	Yes /No	
2	Statement of Past Performance As Per Table-II	Yes /No	
3	Acceptance of Implementation Schedule As Per Table-III	Yes /No	
4	Undertaking As Per Table-IV	Yes /No	
5	Details of the Organization/Firm As Per Table-V	Yes /No	
6	Details of Books for Primary (I-V) & Upper Primary (VI-VIII) As Per Table VIA & VI B	Yes /No	
7	Details of Books for Secondary (IX-X) & Senior Secondary (XI-XII) As Per Table VIIA & VIIB	Yes /No	
8	Self-Attested copies showing the legal status, Date & Place of registration, Incorporation, Principal place and Nature of business and Memorandum of association (MOA) of the firm.	Yes /No	
9	Must have an experience of minimum 10 years in Publication of books. Publisher should have the experience of publishing at least 300 books in past and at least 50 four color children books during past years. (Publishers will have to submit their catalogue with proper seal & sign.)	Yes /No	
10	The Bidder has to submit self-attested Copies of GST Registration and Certificate and Copy of 1st GST return for Fin. Year 2017-18 & last/latest GST return should be enclosed.	Yes /No	
11	Profit & Loss account audited by Chartered Accountant.	Yes /No	
12	Firm should have at least one single order for sale of books for over 50 lacs from any State government or Central government. (Attach copy of order with self-attested)	Yes /No	
13	Publisher should not be blacklisted from any Central or State Government agency. (An affidavit by notary public must be attached)	Yes /No	
14	The Publishing House would have to provide a minimum discount as provided in the guidelines for selection of Books and Recipients Libraries in the state issued by RRRLF, Kolkata (Attach consent on letter head duly signed & sealed along with circular of RRRLF, Kolkata)	Yes /No	
15	The Bidder can submit maximum of 140 books (30 for class I-V, 30 for class VI-VIII, 40 for class IX-X and 40 for class XI-XII). That is total 280 books (2 sample copy of each book) can be submitted as Sample in hard copy	Yes /No	
16	Attested copies of acknowledgement of Income tax returns filed in the last 03 Financial Years viz. 2017-18, 2018-19 & 2019-20 with PAN Number.	Yes /No	
17	All the Tables (I-VIII) in Bid Document duly filled signed & Sealed (Specify)	Yes /No	
18	EMD of Rs. 10 (Ten) lakh	Yes /No	
19	Scanned, sealed and signed copy of RFP document (All pages)	Yes /No	
20	Others (Specify)	Yes /No	

**Place:**

**Date:**

**Signature & Seal of the Bidder**

**Name of the Firm** .....



**Table IX**  
**Financial Sheet**

Sl. No.	% Discount over Printed Price

**Place:**

**Date:**

**Signature & Seal of the Bidder**

**Name of the Firm** .....

