

TENDER NOTICE INVITING QUOTATIONS

O/o State Council of Educational Research and Training, Haryana, Gurugram

Opposite: -Panchayat Bhawan,
Sohna Road, Gurugram
Haryana-122001

Memo No: - SCERT/C&P/2024/319

Dated:- 18.10.2024

Subject :- Tender for Layout, Designing and illustrations including Cover Pages of the Mathematics Textbooks and Teacher Plus (Manual) of Classes 1st to 2nd under NIPUN Bharat Mission for the AY 2025-26.

State Council of Educational Research and Training, Gurugram invites tender for quotations in sealed cover for allotment of the successful bidder for Layout, Designing and Illustrations including Cover Pages using INDESIGN for the Mathematics Textbooks and Teacher Plus (Manual) of Classes 1st to 2nd under NIPUN Bharat Mission.

General Condition: -

Interested agencies are requested to submit their quotations / tender in a sealed cover duly super scribed “Tender/**Quotation for Layout, Designing and Illustrations with Cover Page of the Mathematics Textbooks and Teacher Plus (Manual) of Classes 1st to 2nd under NIPUN Bharat Mission.**

The quotation in sealed cover should be sent to this office, addressed to the Director SCERT Haryana, Gurugram of Opp- Panchayat Bhawan, Sohna Road, Gurugram Haryana-122001.

- (a) The quotation and sample of work may be sent by post or delivered at the above office address and receiving be duly taken for record.
- (b) The quotation in the sealed envelope containing the financial and technical bids must reach this office latest by 25.10.2024 at or before 3.00 pm. Bids received after the due date/time shall not be entertained.
- (c) The received bids shall be opened in this office on 28.10.2024 **at 12:00 P.M** in the presence of the authorized representatives of the bidders. The bidder will have to be present in person or through an authorized representative on the aforementioned time and date in this office. However, this office also reserves the right to reject any bid without assigning any reason thereof.
- (d) Bids received after due date, bids not contained in a sealed envelope, incomplete quotation or received later than stipulated time shall be rejected without assigning any reason and without any communication.
- (e) The validity of the quotation shall be for 3 months from the date of its receipt in this office.
- (f) The rates quoted shall be valid for one year from the date of awarding the work for SCERT Haryana, Gurugram of Opp- Panchayat Bhawan, Sohna Road, Gurugram Haryana-122001.

Minimum Eligibility criteria (Technical Criteria):

- a) The bidder shall submit the complete bid document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of the bid.
- b) The bidder should be in existence for at least 05 (five) years.
- c) Bidder having registered office in the NCR will be given preference for award of the tender.
- d) The bidder should be a registered ISO agency.
- e) The bidder should have PAN No. Self-attested copy of PAN Card is to be submitted.
- f) Bidder should have Goods & Service Tax Registration No. Self-attested copy of Goods & Service Tax Registration is to be submitted.
- g) The bidder's average annual financial turnover should be Rs. 20,00,000 (Twenty Lakhs) or above for the last 02 financial Years (2022-23 & 2023-24). Certificate to this effect be certified by Chartered Accountants for the last two financial years be submitted.
- h) The Bidder must submit a declaration that the bidder has not been suspended / blacklisted by any organization.

A. SELECTION CRITERIA

1. The right to reject all bids rests with the undersigned without assigning any reason thereof. If a specific bid is rejected, the reasons for rejection of the bid would be indicated.
2. The bidder Agency and their employees or agents shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained in this document may reject a bid without being liable in any manner whatsoever to the bidder Agency, if it determines that the bidder Agency has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice during the bidding process.
3. A Tender Evaluation Committee (TEC) will be constituted for evaluation of bids received. A minimum of 70% score will be necessary for qualifying in the evaluation of the Technical Bid evaluation. Financial Bids of only those bidder Agencies would be opened who attain or exceed the minimum score in the technical evaluation.
4. The Tender Evaluation Committee will carry out a detailed evaluation of the bids in order to determine whether the applicant bidder Agencies are qualified and eligible and whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents.
5. Final selection of the bidder shall be based on the Quality & Cost Based Selection (QCBS) criteria and not on the L-1 basis in Financial Bid. 70% weight shall be given to the Technical Bid and 30% weight shall be given to the Financial Bid. In order to reach such a determination, the Bid Evaluation Committee will examine the information supplied by the Bidder Agencies and

other requirements in the bidding documents, taking into account the criteria mentioned for bid evaluation.

FINANCIAL BID

Details of the task using INDESIGN for Layout, Designing and Illustrations with Cover Page Mathematics Textbooks and Teacher Plus (Manual) of Classes 1st to 2nd under NIPUN Bharat Mission for the AY 2025-26 is as follows: -

1. One Textbook per class will be developed into two parts (each part must be 80 to 90 pages). Minimum three times proof readings per Textbooks will be done to ensure that the content is free from errors. After final proof reading two dummy copies of each textbook should be submitted.

STUDENT TEXTBOOKS		
Class	Subject	No. of Booklets in each medium
1 st	Mathematics (English Medium)	2 parts of each book, 80 to 90 pages (approx.) of each part.
	Mathematics (Hindi Medium)	
2 nd	Mathematics (English Medium)	2 parts of each book, 80 to 90 pages (approx.) of each part.
	Mathematics (Hindi Medium)	
Total		360 pages (approx.)

2. One teacher plus (Manual) per class will be developed for classes 1st to 2nd .

TEACHER PLUS (MANUALS) (1 st TO 3 rd)		
Subject	Class	
Maths	1 ST	1 Teacher Manual , 85 pages (approx.)
Maths	2 nd	1 Teacher Manual , 85 pages (approx.)
Total		170 pages (approx.)

Total No. of books to be developed = 4

Total No. of Teacher Manual to be developed = 2

Total Pages 360 + 170 = 530 pages

Total Number of cover pages = 06

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