DELHI BUREAU OF TEXT BOOKS
25/2, Institutional Area, Pankha Road,
"D"Block,Janakpuri, New Delhi-110058
Phone 28524202, 28522049 FAX 28520901
E mail- delhibureauoftextbooks@gmail.com

No. F.1.P(116)/DBT/Pros./14-15/329 Dated 29-4-14

To

The Superintendent (IT),
IT Branch, Directorate of Education,
Old Sectt., DELHI

Subject : Tender for the printing of Prospectus and Receipt Book.

Sir,

I am forwarding herewith the tender document for the printing of Prosoectus and Receipt book for the year 2014-15. You are requested to upload the same on the web-site of Directorate of Education.

This issuses with the prior approval of the Director of Education.

(R.K. Pahuja)
Secretary

Encl: As above

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Email – delhibureauoftextbooks@gmail.com
(Phone Nos. 2852 4202, 2852 2049 FAX 2852 0901)

No. F.1-P(116)Pros./DBTB/2014/291-326 Dated: 29-4-14

TENDER NOTICE

Sealed tenders are invited from the reputed presses working within NCR region for the printing & supply the 15,000 copies of prospectus and 400 fee receipts books having experience in the printing & stationary. Specifications are as under:-

1.	Name of the job	Printing of Prospectus & Receipt Books
2.	Language	Hindi & English (Bilingual)
3.	Quantity & Size:-	**1. Prospectus-15,000 in A-4 size 2. Receipt book- 400 in A-8**
4.	No. of colour & Pages	**1. Prospectus-** Text-Single colour & Cover- four colour. 32 pages (Approx.) including one computer form, one admission form, one fee slip and one identity card. **2. Receipt book** **Receipt books** with two colour leaf containing 50 x 2 leaves with numbering.
5.	Style of Binding	**Prospectus-** Saddle wire at two places including two perforated form, fee slip, identity card & cover with numbering taken in to stitches and cut flush. **Receipt Books-** as per sample
6.	Earnest Money Deposit	Rs. 5.000/- in the form of Bank draft in favour of ManagingDirector, D.B.T.B. must accompany with the tender.
7.	Proofs	Proofs will be shown and got approved from the DDE, Patrachar Vidyalaya, Dte. of Edu., BL-Block, Shalimar Bagh, Delhi-88.
8.	Paper	**Prospectus-** Text- 60 GSMon good quality paper consisting of 29 pages with one identity card of 300 GSM Art Card and also one computer from, one fee slip and one admission form on 80 GSM paper. Title on 220 GSM Art Card to be procured by the printer from its own resources. **Receipt Book-** 60 GSM Maplitho paper

Sample of the printing material can be seen from 11.00 a.m. to 4.00 p.m. in the office of the Bureau. Quotations should be strictly according to the specifications and should reach this office on 15.05.2014 by 3.00 p.m. The quotations will be opened on the same days at 4.00 p.m.

The manuscript will be provided by the D.B.T.B. The printer will have to show th proofs of the prospectus and receipt books and get it approved from DDE, Patrachar Vidyalaya Dte. of Edu., BL-Block, Shalimar Bagh, A high class printing of prospectus and receipt book is required. No variation in colour will be allowed. A penalty of 2 % will be imposed for non registration of colours.

The paper shall be procured by the printer from its own sources and should be strictly as per BIS specification. If any variation is found in GSM a penalty will be imposed as per the existing cost of paper i.e. Rs. 56,850/- PMT for Maplitho and 64,850/- PMT for Art Card purchased by the Bureau shall be levied and will be deducted from the printer's bill.

The supply of the prospectus and receipt books has to be made with in 15 days from the final approval date from the office of the D.D.E. (Patrachar)/competent authority. The Bureau will impose the delay penalty @ 5% per week on the supplies made after the schedule date. The schedule date will be counted from the date of the final proofs.

The print order may be increased/ decreased by 20% but no time extension will be allowed if order is placed during course of supply of main order. However, in case of extended order given after supply of main order the proportionate time will be given to the press.

The performance security at the rate of 10% of the contract value will be submitted by the successful bidder within 7 days from the date of award of the contract and should be valid upto 60 days after the date of completion of the work. The performance security will be accepted in the form of FDR/CDR/of any Commercial Bank in favour of the Managing Director, Delhi Bureau of Text Books. If the accepted bidder fails to submit the performance security within prescribed time, the EMD submitted by him will be forfeited as a penalty. The performance security will be released only after the successful completion and final payment of the job.

If the successful bidder backsout after awarding the job the EMD of the press will be forfeited and will be blacklisted.

Payment of the bill will be made within 20 working days of the receipt of supply subject to the verification of satisfactory supply as per terms and conditions and specifications. The copy of the approval is to be attached with the bill after completion of the entire work.

The supply will be made by the printer in the office of D.D.E, Patrachar Vidyalaya, Dte. of Edu., BL-Block, Shalimar Bagh, Delhi-88. Each prospectus and receipt books should be packed in separately in the bundles containing 25 pieces.

In case of any dispute, the decision of Chairman, DBTB shall be final and binding. The Hon'ble High Court of Delhi/New Delhi shall have the jurisdiction on any legal dispute.

Sd/-
(R.K. PAHUJA)
Secretary

FORM OF QUOTATION

Name of the Firm/Press: _____

Name of the Prop/Partner _____

Address of the Press : _____

_____

Phone No. _____ Mobile No. _____ Email ID._____

Copy of PAN No. Attached/Not Attached

Copy of DVAT/Delhi Sales Tax Registration Certificate - Attached/Not Attached

EMD No _____ Date _____ Name of the Bank _____

Rate Rs. _____ per prospectus (inclusive all) copy

Rate Rs. _____ per receipt books (inclusive all)

All terms & conditions of the tender are accepted. It is also declared that our firm has never been blacklisted by any Govt. Deptt./Agency.

Signatures with seal of the Prop./Partner

NOTE: Incomplete Forms in any respect will be rejected at the time of opening the Quotations.