

**PRINTING AND SUPPLY OF MENTAL MATHS BOOKS**  
**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF TWELVE MENTAL MATHS BOOKS IN ENGLISH  
AND HINDI MEDIUM FOR CLASSES V TO X.**

**TENDER NO. F.2(1)/MM/DBTB/09-10/01**

**TENDER DOCUMENT  
PART-I, II & III**

**DELHI BUREAU OF TEXT BOOKS**  
(An Autonomous Organisation of the Govt. of NCT of Delhi)  
25/2, Institutional Area, Pankha Road,  
“D” Block, Janakpuri, New Delhi-110058

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**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF TWELVE MENTAL MATHS BOOKS IN  
ENGLISH AND HINDI MEDIUM FOR CLASSES V TO X.**

**TENDER NO. F.2(1)/MM/DBTB/09-10/01**

**PART-I**

**TERMS & CONDITIONS AND SPECIFICATIONS**

**DELHI BUREAU OF TEXT BOOKS**  
(An Autonomous Organisation of the Govt. of NCT of Delhi)  
**25/2, Institutional Area, Pankha Road,**  
**“D” Block, Janakpuri, New Delhi -110058**

**DELHI BUREAU OF TEXT BOOKS**  
(An Autonomous Organisation of the Govt. of NCT of Delhi)  
25/2, Institutional Area, Pankha Road,  
“D” Block, Janakpuri, New Delhi -110058

**PART-I**

**Tender Notice No. F.2(1)/MM/DBTB/09-10/01**

**Dated: 23-04-2009**

**DESCRIPTION OF THE WORK**

**Printing & delivery of Mental Maths books in English and Hindi medium for classes V to X.**

**Note:-**

1. The document contains 15, 11 and 3 pages in Part-I, II & III respectively.
2. All pages of the tender should be signed by the bidder with seal.
3. The technical and commercial bids shall be duly filled in and submitted in original.
4. The writing should be clear and legible. Where figures are furnished, the same are to be written in words also within brackets.
5. All columns in the tender documents should be filled up.
6. Attach Separate sheets wherever necessary.
7. Dashes to be totally avoided.

**Sd/-**  
**Secretary**  
**Delhi Bureau of Text Books**

.....

**ACKNOWLEDGEMENT**

1. Tender document No. : \_\_\_\_\_
2. Details of payments of the : \_\_\_\_\_  
cost of tender document : \_\_\_\_\_
3. Name of the person Collecting : \_\_\_\_\_  
the tender documents
4. Name of the Organization : \_\_\_\_\_
5. Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
6. Signature : \_\_\_\_\_

# **DELHI BUREAU OF TEXT BOOKS**

(An Autonomous Organisation of the Govt. of NCT of Delhi)

**25/2, Institutional Area, Pankha Road ,**

**“D” Block, Janakpuri, New Delhi -110058**

**Phones 2852-2049, 28524202 FAX 2852-0901**

**Email delhibureauoftextbooks@gmail.com**

## **NOTICE INVITING TENDER**

Sealed tenders are invited from the reputed Offset printers, operating within NCR of Delhi for the Printing & delivery of Mental Maths books in English and Hindi medium for classes V to X.

There are 12 titles in English and Hindi medium. The number of copies ranging from 10,000 to 236000 in single colour depending on the specifications. The print order may be increased or decreased by 20% and the number of pages may be increased/decreased by 40 %. The entire work of printing and delivery is to be completed within 45 days positively. The delivery is to be given at 28 designated centres of the Educational Zones of the Directorate of Education Delhi as per their requirement and remaining in the godowns of Delhi Bureau of Text Books. The text and cover paper is to be procured by the printer from his own resources. The last date of submission of completed tender document would be 14.5.09 up to 3.00 p.m. There shall be two types of bids namely Technical and Commercial bid. The technical bid and commercial bid should be deposited in separate sealed envelopes marked as “A” and “B” respectively addressed to the Secretary, Delhi Bureau of Text Books. The technical bid should accompany the Earnest Money Deposit of required amount as per tender document in the form of account payee demand draft/F.D.R./banker’s-cheque of any scheduled bank valid upto 30.09.09 in favour of Managing Director, Delhi Bureau of Text Books. The tenders containing technical bid and commercial bid in separate envelopes as above should then be put in a sealed outer cover (bigger envelope) super-scribed as “Tender for printing and delivery of Mental Maths Books”, Tender No. F.2 (1)/MM/DBTB/09-10/01, due on 14.05.09 at 5.00 p.m. and addressed to Secretary, Delhi Bureau of Text Books and the same must be inserted in the tender box placed in the office of the Secretary, Delhi Bureau of Text Books. The tenders will be received upto 3.00 p.m. on 14.05.09. The tender received after stipulated date and time shall not be considered and are liable to be rejected summarily.

**Interested printers must have:**

- 1. At least own two web offset machines or own three offset sheet fed machines in required size (within premises of the press) .**
- 2. At least 5 years experience in the field of printing of books.**
- 3. A valid license in printing of books issued by competent authority.**

4. A minimum of average financial turn over of Rs. 10 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day upto 13.5.09 on the payment of Rs. 500/- (non refundable) in cash or in the form of account payee pay order/demand draft of any scheduled bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 500/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document.

The time schedule for submitting and opening the bids shall be as under: -

1. Last date of issuance of tender documents from DBTB is 13.05.09 up to 4.00 p.m.
2. Last date and time of submission of sealed tender documents as explained above is 14.05.09 up to 3.00 p.m. in the chamber of undersigned.
3. The technical bid in envelop "A" will be opened on 14.05.09 at 5.00 p.m. in the presence of the representative/s of the bidders, who wish to be present, in the chamber of the Managing Director, DBTB at Room No.10, Old Sectt. Delhi.
4. The result of the technical bid will be declared on 20.05.09 at 12.00 noon.
5. The commercial bids in envelop "B" of only the technically qualified bidders will be opened on 20.05.09 at 5.00 p.m. in the presence of the representative/s of the bidders, who wish to be present, in the chamber of Managing Director, DBTB, Room No.10, Old Sectt. Delhi.

The tenders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money are liable to be rejected summarily.

Sd/-  
(M.K. AGRAWAL)  
Secretary

## **A. TENDER INFORMATION**

- 1. Tender Notice No.** : F.2(1)/MM/DBTB/09-10/01
- 2. Region** : National Capital Region of Delhi
- 3. Issue of Tender Document** : From the date of publication of NIT to 13.05.09 on any working day between 11.00 a.m. to 4.00 p.m.
- 4. Last date and time for submission of tender** : 14.05.09 upto 3.00 p.m. in the office the Secretary, DBTB, 25/2, Institutional Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
- 5. Date & time of opening of tender for Technical Bid (Envelope "A")** : On 14.05.09 at 5.00 p.m. in the presence of the representatives of the bidder who wish to be present.
- 6. Date of declaration of Result of the Technical Bid** : On 20.05.09 by 12.00 noon.
- 7. Date & time for opening of Commercial Bid (Envelope "B")** : On 20.05.09 at 5.00 p.m. in the presence of the representative of the successful bidders in the Technical Bid who wish to be present.
- 8. Venue of opening of Technical/Commercial Bid** : In the chamber of the Managing Director, DBTB/Addl.D.E.(Admn.), Room No. 10, Dte. of Edn, Old Sectt., Delhi-11005
- 9. Address for all Correspondence** : Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
- 10. Cost of tender Document** : Rs. 500/- (non refundable)



## B. TECHNICAL SPECIFICATIONS

The details of the specifications, approximate number of pages, No. of books to be printed, binding, delivery etc. are given below: -

### SPECIFICATION OF BOOKS AND PAPER MATERIAL

S. No.	Name of the book and class	No. of copies	Approx.No. of pages (Text)	No. of colour (Text)	Trimmed size of the book	Cover to be printed in double colour of the side mentioned below	Type of paper (Text & Cover)	Bid Security (In Rs.)
I	II	III	IV	V	VI	VII	VIII	IX
1.	Mental Maths-V (Eng. Medium)	17000	80 pages	Single	21.3cm x 26.9 cm	Both side I, II & IV	Text-70 gsm maplitho paper Cover 170 gsm-MF paper.	5,500/-
2.	Mental Maths V (Hindi medium)	10000	80 pages	-do-	-do-	Both side I, II & IV -	-do-	3,500/-
3.	Mental Maths VI (Eng, medium)	32000	72 pages	-do-	-do-	Both side I, II & IV	-do-	8,500/-
4.	Mental Maths VI (Hindi medium)	172500	104 pages	-do-	-do-	One side 1 & IV	-do-	61,500/-
5.	Mental Maths VII (Eng. Medium)	35200	104 pages	-do-	-do-	Both side I, II & IV	-do-	13,000/-
6.	Mental Maths VII (Hindi medium)	236000	104 pages	-do-	-do-	One side 1 & IV	-do-	84,00/-
7.	Mental Maths VIII (Eng. medium)	25800	72 pages	-do-	-do-	Both side I, II & IV	-do-	6600/-
8.	Mental MathsVIII (Hindi medium)	173400	72 pages	-do-	-do-	One side 1 & IV	-do-	44,500/-
9.	Mental Maths IX (Eng. Medium)	28500	76 pages	-do-	-do-	One side 1 & IV	-do-	8000/-
10.	Mental Maths IX (Hindi medium)	157500	80 pages	-do-	-do-	One side 1 & IV	-do-	45,500/-
11	Mental Maths X (Eng. Medium)	24400	76 pages	-do-	-do-	Both side I, II & IV	-do-	6,500/-
12	Mental Maths X (Hindi medium)	110500	80 pages	-do-	-do-	Both side I, II & IV	-do-	32,500/-

### Specifications of Paper

The paper for the printing of text and cover will be procured by the printer from his own resources as per following specifications.

- Text Paper:** - Maplitho printing paper of 70 gsm with BIS specifications IS 1848/2007 with smooth finish on both sides, manufactured from good quality virgin pulp, having at least 72% brightness and of standard mill. The paper manufactured from recycled pulp will not be accepted.
- Cover Paper:** - White M.F. Paper 170 gsm paper with BIS specifications 6956/2001 and of standard mill.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications and the bidder will attach the sample of text paper and cover paper with the technical bid of the tender mentioning the name of the mill with gsm, failing which the tender will be rejected.

The paper of the finished book will be got tested from a Govt. approved laboratory by the Bureau. If the paper is not found as per specifications in the finished product, the penalty @ 1.5 times the existing cost of the paper (purchased by the Bureau) shall be levied and will be deducted from the printer's bill.

#### **Style of Binding:**

Saddle wire stitched at two places with cover taken into stitches and cut flush.

#### **Book material:**

The Bureau will provide CD's of the books. The printer will prepare positives for printing of books from the CD's. In case of any short comings in CD's, it will be the responsibility of the printer to get the same rectified from the concerned authority of the Directorate of Education but the time schedule will not be extended on these grounds.

The outline of the cover design will be given to the printer by the Bureau. The cover is to be prepared by the printer in double colour and got approved from the office of the Bureau. The cover shall be printed only after approval from the Bureau.

Note (i) The printer will include all the cost involved as per above specifications. The Bureau will not pay any extra cost.

(ii) The number of books are to be printed as per print order, the print order may be increased or decreased by 20%. The number of pages mentioned above may also be increased or decreased by 40%. No time extension will be given on this account.

2. Size of Publications: - Demy Quarto size -- Trimmed size 21.3cm X 26.9 cm.
3. No. of Colours: - Text in single colour and cover in Double colour.

#### **C. GENERAL TERMS & CONDITIONS**

The printing and delivery of Mental Maths Books in English and Hindi medium will have to be made at 28 Educational Zones of the Directorate of Education and balance in the godowns of Delhi Bureau of Text Books.

##### **1. Eligibility criteria: -**

The bidders must fulfill the following eligibility conditions and must also submit documentary evidences in support of fulfilling the conditions while submitting the technical bid.

- i) Must have at least own two web offset machines or own three offset sheet fed machines in required size.
- ii) At least 5 years experience in the field of printing of books.

- iii) A valid license in printing of books issued by competent authority.
- iv) A minimum of average financial turnover of Rs. 10 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.
- v) The printer blacklisted by any Govt. department will not be eligible for bidding. Every printer would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking.

**2. Due date and time of submission of tender: -**

Sealed tender should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi - 110058 on or before 14.05.09 up to 3.00 p.m. Tender received after due date and time or in unsealed condition will be summarily rejected.

**3. Mode of submission: -**

Tender should be addressed to the Secretary, Delhi Bureau of Text Books. The tender should be in sealed cover and inserted in the tender box kept in the office of the Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, Pankha Road, "D" Block, Janakpuri, New Delhi-110058 on or before 14.05.09 up to 3.00 p.m. It will be the responsibility of the bidder to ensure that the completed documents in accordance to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.

**4. Submission of sealed envelope of tender containing Technical and Commercial Bid: -**

**This tender document contains the following: -**

- Part-1** Tender Terms and conditions- To be submitted by the bidder with the technical bid after signing each and every page indicating the acceptance of all the terms & conditions.
- Part-II** Technical Bid Forms - To be submitted in original completed in all respect.
- Part-III** Commercial Bid Forms - To be submitted in original completed in all respect.

The technical bid forms as prescribed in Part-II of the tender document should be filled in original and should be sealed in a separate envelope. The Technical Bid should be super scribed as "Technical Bid-Envelope A", Tender No. F.2(1)/MM/DBTB/09-10/01 due on 14.05.09 at 5.00 p.m.

- a) The commercial bid form as prescribed in Part-III of the tender document should be filled in original and sealed in a separate envelope. The commercial bid be super scribed as **"Commercial Bid- Envelope "B", Tender NO. F.2(1)/MM/DBTB/09-10/01 due on 20.05.09 at 5.00 p.m.**
- b) The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Director or a Director or Secretary authorized by the resolution of Board of Directors, in case of private/public limited firm.
- c) The bid must be unconditional and in the format given in the tender document. Both the envelopes carrying **(i) Technical Bid -Envelop A (ii) Commercial Bid -Envelope B** should then be put in a single outer bigger envelope, sealed and addressed to Secretary, Delhi Bureau of Text Books and super-scribed **Tender for printing and delivery of Mental Maths Books- Tender NO. F.2(1)/MM/DBTB/09-10/01 due on 14.05.09 at 5.00 p.m.**

#### 5. Cost of Tender document: -

The detailed tender document can be purchased from the office of the Secretary, DBTB between 11.00 a.m. to 4.00 p.m. on any working day upto 13.05.09 on the payment of Rs. 500/- (non refundable) in cash or in the form of account payee pay order/demand draft of any scheduled bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form, a demand draft/pay order of Rs. 500/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document.

#### 6. Earnest money deposit (EMD): -

S.No.	Name of the book and class	Bid Security (In Rs.)
I	II	III
1.	Mental Maths-V (Eng. Medium)	5,500/-
2.	Mental Maths V (Hindi medium)	3,500/-
3.	Mental Maths VI (Eng, medium)	8,500/-
4.	Mental Maths VI (Hindi medium)	61,500/-
5.	Mental Maths VII (Eng. Medium)	13,000/-
6.	Mental Maths VII (Hindi medium)	84,00/-
7.	Mental Maths VIII (Eng.medium)	6600/-
8.	Mental MathsVIII (Hindi medium)	44,500/-
9.	Mental Maths IX (Eng. Medium)	8000/-
10.	Mental Maths IX (Hindi medium)	45,500/-
11	Mental Maths X (Eng. Medium)	6,500/-
12	Mental Maths X (Hindi medium)	32,500/-

Separate draft/FDR/Bankers cheque for each Mental Maths book is to be enclosed with the technical bid as EMD for the amount as given in the above table and should be valid up to 30.09.09. The EMD of the unsuccessful bidder will be returned after the finalization of the tender at the expense of such bidder within a reasonable time consistent with the rules and regulations in this behalf. Tenders (Technical Bids) not accompanied by EMD shall be summarily rejected.

**7. Details to be furnished: -**

- a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
- b) The rate should be clearly indicated in words and figures both. Wherever any discrepancy is found between words and figures, the rate indicated in words shall apply.
- c) There should not be any overwriting/cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder
- d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- e) All the information on prescribed original proformas as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
- f) Where any discrepancy is found between the unit rates and the total cost resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

**8. Opening and evaluation of tender: -**

The tenders received will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 14.05.09 at 5.00 p.m. in presence of the representative/s of the bidders with a letter of authority, who prefer to be present. Inspection of the premises of the bidders will be carried out by a team of officers to verify the correctness of the documents submitted with the technical bid and then the technical bid will be evaluated and bidders will be short-listed by Delhi Bureau of Text Books and the list of short listed bidders will be put-up on the notice board of the Bureau on 20-05-2009 by 12.00 noon. The commercial bids in respect of the short-listed bidders will be opened on 20.05.09 at 5.00 p.m. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.

**9. Performance Security: -**

The successful bidders will have to deposit the performance security at the rate of 10% within 7 clear calendar days from the date of the award of the contract and should be valid up to 60 days after the date of completion of contract. Further the required performance security will be accepted in the form of FDR/CDR/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi

Bureau of Text Books. If the accepted bidder fails to remit the performance security within prescribed time, the EMD remitted by him will be forfeited and his bid will be held void. The performance security will be released only after the successful completion and final payment of the job.

**10. Agreement deed: -**

The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 7 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.

- a) The period of contract for completion of job shall be 45 days from the date of issue of CD after awarding the contract.
- b) The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.
- c) The conditions stipulated in the agreement/contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor.

**11. Payment: -**

80% value of the bill shall be paid as far as possible within 15 working days of the satisfactory supply of the complete consignment and the submission of bill. The balance 20% will be paid within reasonable time of supply of the consignment with no defects and after verification from the zones/schools. The payment will be made according to the final set-up of pages proportionately. The random samples will also be checked at different supply centers/press.

**12. Implementation schedule: -**

The entire supply is to be completed within 45 days from the date of issue of CD after awarding the contract. The date of issue of CD will be counted as day one of implementation schedule.

- a) date of issuing CD                      day one (1)
- b) Completion of the contract        within 45 days from the date of issue of CD after awarding the contract.

The bidder should give their acceptance to the implementation schedule in the prescribed form enclosed with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

**13. Assigning of tender in whole or part: -**

The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any part thereof is permitted under any circumstances.

**14. Penalty: -**

- a) If the work of printing and delivery is not completed within the stipulated time schedule, a penalty for delay will be imposed @ 5% per week on the value of the book remaining un-supplied from the date of issue of CD of the job.
- b) The trimmed size of the books will be 21.3cm X 26.9 cm. In case of Over trimming at the level of the printer up to 5 mm either side the penalty @ Rs. 15 per Kg of paper over-trimmed will be imposed. In case of over-trimming of more than 5mm and the printed margins are damaged even up to the slight extent in any forme, the penalty imposed will amount to 100% of the cost of paper over-trimmed and such books shall be forfeited for the purpose of destruction at the cost of printer.
- c) The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications. The paper of the finished book will be got tested from a Govt. approved laboratory by the Bureau. If the paper is not found as per specifications in the finished product, the penalty @ 1.5 times the existing cost of the paper (purchased by the Bureau) shall be levied and will be deducted from the printer's bill.

**15. Acceptance and withdrawal: -**

- a) The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept and reject any or all tenders without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with the rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- b) Tender with incomplete information is liable for rejection.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

**16. False Information: -**

- a) In the event of furnishing false/incorrect information by the bidder the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement will be

liable to be terminated and performance security and other payments due to the contractor shall be forfeited and the contractor will be liable to be blacklisted for a period upto three years.

- b) If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation within stipulated time, his EMD and performance security deposit mentioned above will be forfeited. Depending upon the gravity of the violation /omission, the contractor will be liable to be blacklisted for a period upto three years.

#### **17. Affidavits**

The bidder will have to furnish the following two affidavits on two separate non-judicial stamp papers of Rs. 10/- each duly attested by Notary Public /Oath Commissioner.

- a) That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender.
- b) That the firm has never been blacklisted in the past by any Govt. department/Agency.

#### **18. Delivery: -**

To be delivered at 28 different Educational Zones of the Directorate of Education, GNCT of Delhi and the balance, if any, in the god own of Delhi Bureau of Text Books. Before the supply of books in zonal centers, 10 copies of books as samples has to be supplied in the office of Delhi Bureau of Text Books for verification.

#### **19. Packing: -**

The books will be supplied in the bundles of 25 books each wrapped in a craft paper and tied with sutli.

#### **20. Registration with VAT department: -**

The bidder should be registered with the Value Added Tax Department and will submit the documentary proof

#### **21. Quoting of rates: -**

The rates of the book should be quoted by the bidder for per copy (including all charges like taxes, VAT, Cover, freight, stacking in the godown etc.). No extra cost will be paid. However, the payment will be made by the Bureau to the bidder after TDS. The rates quoted shall be valid upto 30-09-2009.



**22. Variation in print order: -**

The print order may be increased/decreased by 20%. The number of pages may also be increased/decreased by 40% and no time extension will be allowed in case of increase in number of pages and No. of copies, whatever the case may be.

**23. Printing of extra copies:-**

The printer will not print extra copies without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.

**24. Self attestation of the documents: -**

Each and every document required to be submitted with the technical bid must be self-attested by the bidder along with seal.

**25. Amendment of tender documents: -**

At any time prior to the deadline for submission of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be notified in writing to all prospective bidders who have directly purchased the bidding documents, and will also be displayed on the website [www.edudel.nic.in](http://www.edudel.nic.in) of the Directorate of Education. The amendment will be binding on all the bidders.

In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid, the DBTB may, at its discretion, extend the deadline for the submission of bids.

**26. Completeness of the tender document: -**

The Bureau is not responsible for the completeness of the tender documents and their addendum, if they were not obtained directly from the office of the Bureau.

**27. Power to reject the tender:-**

The Chairman, DBTB does not bind himself to accept the lowest or any other tender and reserves the right to accept the tender in whole or in part or reject it entirely without assigning any reasons.

**28. Collection of material: -**

Printers shall collect the order and production material immediately after the information received from the office of the Bureau, telephonically or otherwise. The Bureau will provide the production material only in the form of CDs for each Mental Maths book.

**29. Submission of documents for the required turnover: -**

The bidder should submit turnover for the last three financial years in the technical bid form (Envelop "A") and submit the following documents authenticated by the chartered accountant.

- a) Trading Account, Profit and Loss Account & Balance Sheet
- b) Annual Report in case of private/public limited firms.

**30. Submission of documents for the partnership firms and in other cases: -**

The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.

**31. IMPORTANT NOTES: -**

- 1. The rates per copy of the Mental Maths book should be quoted only and separately for each book including all charges like taxes, VAT, Cover, freight etc.
- 2. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.
- 3. The implementation schedule specified in the contract shall be strictly adhered to.
- 4. Chairman, Delhi Bureau of Text Books reserves the right to change the distribution center/s at his discretion.
- 5. Chairman, Delhi Bureau of Text Books reserves the right to change any of the terms and conditions prior to the dead line for submission of bids.

**32. Submission of undertaking of the acceptance of all the terms and conditions:-**

The bidder will submit an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. This undertaking is to be submitted with technical bid in the prescribed original proforma. The bidder shall sign the terms and conditions at every page and submit the same with the technical bid forms.

**Sd/-**  
**(M.K. AGRAWAL)**  
**Secretary**

**PRINTING AND SUPPLY OF MENTAL MATHS BOOKS**  
**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF TWELVE MENTAL MATHS BOOKS IN ENGLISH  
AND HINDI MEDIUM FOR CLASSES V TO X.**

**TENDER NO. F.2(1)/MM/DBTB/09-10/01**

**PART-II**

**TECHNICAL BID (ENVELOPE “A”)**

**DELHI BUREAU OF TEXT BOOKS**  
**(An Autonomous Organisation of the Govt. of NCT of Delhi)**  
**25/2, Institutional Area, Pankha Road,**  
**“D” Block, Janakpuri, New Delhi-110058**

**PART-II**

**Tender No. F.2(1)/MM/DBTB/09-10/01**

**Total No. of pages of all the enclosures \_\_\_\_\_**

**Technical Bid (Envelope "A")  
Form No. 1**

**TECHNICAL BID FOR THE PRINTING OF MENTAL MATHS BOOKLET.**  
**(EACH PAGE OF THE TECHNICAL BID MUST BE INDIVIDUALLY SIGNED BY THE BIDDER WITH SEAL)**

**1. GENERAL INFORMATION: -**

**PROFILE OF THE PRINTER**

**The printer should furnish the following details**

- 1.1 Name & Address of the firm** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 1.2 Nature of the firm** \_\_\_\_\_  
**Public/Private/Partnership/Proprietorship**
- 1.3 Address with Phone No. & fax** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 1.4 At least 5 years previous experience in book printing (proof should be furnished)**      **Attached/Not Attached at Page No.** \_\_\_\_\_
- 1.5 Whether the bidder can handle the printing and delivery on 28 Zones of 10.5 lacs books within 45 days.**      **Yes/No**
- 1.6 Copy of the PAN Card**      **Attached/Not Attached at Page No.** \_\_\_\_\_
- 1.7 Copy of VAT No./Sale Tax Registration No. (Whichever is applicable?)**      **Attached/Not Attached at Page No.** \_\_\_\_\_
- 1.8 Copy of the valid license of printing from competent Authority**      **Attached/Not Attached at Page No.** \_\_\_\_\_
- 1.9 Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- in tech. bid form No. 8 (Sample)**      **Attached/Not Attached at Page No.** \_\_\_\_\_

- 1.10 Affidavit regarding never blacklisting on Non-Judicial Stamp Paper of Rs. 10/- in tech. bid form No. 9 (Sample) Attached/Not Attached at Page No. \_\_\_\_\_
- 1.11 Details of the No. & Type of own machines in technical bid form No. 7 Attached/Not Attached at Page No. \_\_\_\_\_
- 1.12 Trading Account, Profit & Loss Account and Balance Sheet for 2005-06,2006-07 2007-08 duly attested by C.A. & Annual Report (in case of Pvt./Public Ltd. Firms). In technical bid form No. 2 Attached/Not Attached at Page No. \_\_\_\_\_
- 1.13 Proof of average turnover of at least 10 lacs during last 3 years in tech. bid Form No. 2 (Authenticated by C.A.) Attached/Not Attached at Page No. \_\_\_\_\_
- 1.14 Details of Earnest Money Deposit (EMD): -

S.No.	Name of the Book	Amount	Details of the EMD (Name of the Bank, No. of Deposits and date etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

- 1.15 Documents for partnership firm/other firm as per clause 30 of Part-I Attached/Not Attached at Page No. \_\_\_\_\_
- 1.17 Certificate of reading/understanding Technical specification in technical Bid form No. 3 as per clause B of part-I. Attached/Not Attached at Page No. \_\_\_\_\_

- |  |  |
|--|--|
| <b>1.18. Acceptance of implementation schedule in tech. bid form No. 4 as per clause 12. of General Terms &amp; Conditions in Part-I</b> | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.19. Declaration regarding commercial bid in Tech. Bid form No. 5</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.20. Undertaking regarding acceptance of all Terms &amp; conditions of part-I as per Clause 32 in tech. bid form 6.</b>              | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.21. Declaration regarding the supply of Mental Maths Books in technical bid form No. 10.</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.22. Undertaking regarding validity of quoted Rates upto 30-09-2009 in tech. bid form No. 11</b>                                     | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.23. Whether all enclosures signed with Seal by the owner/partner/director</b>   | <b>Yes/No.</b>                                 |

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

**Note: -**

- 1. All the documents submitted with this form should be self attested and stamped by the bidder.**
- 2. Bidder will not enclose any other additional documents other than asked above.**
- 3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned at the top of this form in the space provided for.**

**TECHNICAL BID FORM NO. 2**

**2. PROFORMA FOR INFORMATION OF TURN OVER**

**2.1 Name of the firm** \_\_\_\_\_

**2.2 Address** \_\_\_\_\_  
\_\_\_\_\_

**2.3 Annual turnover for the last three years** \_\_\_\_\_  
**(In Indian Rupees)**

<b>Financial year</b>	<b>Turnover (Rs. in lacs)</b>	<b>Trading A/c, Profit &amp; Loss A/c, Balance Sheet Authenticated by Chartered Accountant</b>
<b>2005-06</b>		<b>Attached/</b>  <b>Not Attached</b>
<b>2006-07</b>		<b>Attached/</b>  <b>Not Attached</b>
<b>2007-08</b>		<b>Attached/</b>  <b>Not Attached</b>

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

### TECHNICAL BID FORM NO. 3

#### 3. TECHNICAL SPECIFICATIONS

##### 3.1 DETAILS OF TECHNICAL SPECIFICATIONS OF THE WORK: -

###### SPECIFICATION OF BOOKS AND PAPER MATERIAL

S. No.	Name of the book and class	No. of copies	Approx.No. of pages (Text)	No. of colour (Text)	Trimmed size of the book	Cover to be printed in double colour of the side mentioned below	Type of paper (Text & Cover)	Bid Security (In Rs.)
I	II	III	IV	V	VI	VII	VIII	IX
1.	Mental Maths-V (Eng. Medium)	17000	80 pages	Single	21.3cm x 26.9 cm	Both side I, II & IV	Text-70 gsm maplitho paper Cover 170 gsm-MF paper.	5,500/-
2.	Mental Maths V (Hindi medium)	10000	80 pages	-do-	-do-	Both side I, II & IV -	-do-	3,500/-
3.	Mental Maths VI (Eng. medium)	32000	72 pages	-do-	-do-	Both side I, II & IV	-do-	8,500/-
4.	Mental Maths VI (Hindi medium)	172500	104 pages	-do-	-do-	One side 1 & IV	-do-	61,500/-
5.	Mental Maths VII (Eng. Medium)	35200	104 pages	-do-	-do-	Both side I, II & IV	-do-	13,000/-
6.	Mental Maths VII (Hindi medium)	236000	104 pages	-do-	-do-	One side 1 & IV	-do-	84,00/-
7.	Mental Maths VIII (Eng. medium)	25800	72 pages	-do-	-do-	Both side I, II & IV	-do-	6600/-
8.	Mental Maths VIII (Hindi medium)	173400	72 pages	-do-	-do-	One side 1 & IV	-do-	44,500/-
9.	Mental Maths IX (Eng. Medium)	28500	76 pages	-do-	-do-	One side 1 & IV	-do-	8000/-
10.	Mental Maths IX (Hindi medium)	157500	80 pages	-do-	-do-	One side 1 & IV	-do-	45,500/-
11.	Mental Maths X (Eng. Medium)	24400	76 pages	-do-	-do-	Both side I, II & IV	-do-	6,500/-
12.	Mental Maths X (Hindi medium)	110500	80 pages	-do-	-do-	Both side I, II & IV	-do-	32,500/-

##### 3.2. Specifications of Paper

The paper for the printing of text and cover will be procured by the printer from his own resources as per following specifications.

- Text Paper: - Maplitho printing paper of 70 gsm with BIS specifications IS 1848/2007 with smooth finish on both sides, manufactured from good quality virgin pulp, having at least 72% brightness and of standard mill. The paper manufactured from recycled pulp will not be accepted.
- Cover Paper: - White M.F. Paper 170 gsm paper with BIS specifications 6956/2001 and of standard mill.



The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications and the bidder will attach the sample of text paper and cover paper with the technical bid of the tender mentioning the name of the mill with gsm, failing which the tender will be rejected. The paper of the finished book will be got tested from a Govt. approved laboratory by the Bureau. If the paper is not found as per specifications in the finished product, the penalty @ 1.5 times the existing cost of the paper (purchased by the Bureau) shall be levied and will be deducted from the printer's bill.

**3.3. Style of Binding:**

Saddle wire stitched at two places with cover taken into stitches and cut flush.

**3.4. Size of Publications: - Demy Quarto size -- Trimmed size  
21.3cm X 26.9 cm.**

**3.5. No. of Colours: - Text in single colour and cover in Double colour.**

**CERTIFICATE**

It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. The finished product will match the above specifications. If any deviation is found in the finished book, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

#### **TECHNICAL BID FORM NO. 4**

##### **4. IMPLEMENTATION SCHEDULE: -**

**The entire supply is to be completed within 45 days from the date of issue of CD after awarding the contract. The date of issue of CD will be counted as day one of implementation schedule.**

- a) date of issuing CD                      day one (1)**
- b) Completion of the contract        within 45 days from the date of issue of CD after awarding the contract.**

**The above implementation schedule is acceptable to us.**

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

#### **TECHNICAL BID FORM NO. 5**

##### **5. DECLARATION REGARDING COMMERCIAL BID**

**I/We declare that the commercial bid has been submitted without any counter condition and strictly as per the conditions of the tender documents and I/We are aware that the commercial bid is liable to be rejected if it contains any other condition.**

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

## TECHNICAL BID FORM NO. 6

### 6. UNDERTAKING

I/We hereby undertake that all the technical & commercial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.

Signature of the bidder/Authorised person with seal

Place:

Date:

## TECHNICAL BID FORM NO. 7

### 7. PROFORMA FOR DETAILS OF MACHINES

1. No. of Single Colour Web Offset Machines / Sheet fed offset machines in required size
2. No. of double colour sheet fed machines in required size
3. Total Number of machines \_\_\_\_\_
4. No. of plate making unit \_\_\_\_\_
5. Book binding unit within the premises
  - a) No. of folding machines \_\_\_\_\_
  - b) No. of Stitching machines \_\_\_\_\_
  - c) No. of cutting machines \_\_\_\_\_

### CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units are owned by me and exist under one roof of my press at the following address/es.

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Signature of the bidder/Authorised person with seal

Place:

Date:

**TECHNICAL BID FORM NO. 8 (SAMPLE)**

- 8. AN AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS. 10/- DULY ATTESTED BY NOTARY PUBLIC/OATH COMMISSIONER**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ has/have  
furnished the correct information in the tender and I/We shall be solely  
responsible for furnishing wrong/false information in the tend er.

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

**TECHNICAL BID FORM NO. 9 (SAMPLE)**

- 9. AN AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS. 10/- DULY ATTESTED BY NOTARY PUBLIC/OATH COMMISSIONER**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ certified  
that our firm M/s \_\_\_\_\_ has never been  
blacklisted in the past by any Govt. department/Agency.

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

#### **TECHNICAL BID FORM-10**

##### **10. DECLARATION REGARDING SUPPLY OF MENTAL MATHS BOOKS AS PER SPECIFICATION AND SCHEDULE**

**I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.**

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

#### **TECHNICAL BID FORM-11**

##### **11. Undertaking of validity of quoted rates: -**

**I/We hereby undertake that the rates quoted in commercial bid shall remain valid upto 30-09-2009 and I/We shall abide by the same fully.**

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

**PRINTING AND SUPPLY OF MENTAL MATHS BOOKS**  
**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF TWELVE MENTAL MATHS BOOKS IN ENGLISH  
AND HINDI MEDIUM FOR CLASSES V TO X.**

**TENDER NO. F.2(1)/MM/DBTB/09-10/01**

**PART-III**

**COMMERCIAL BID (ENVELOP B)**

**DELHI BUREAU OF TEXT BOOKS**  
(An Autonomous Organisation of the Govt. of NCT of Delhi)  
25/2, Institutional Area, Pankha Road,  
“D” Block, Janakpuri, New Delhi-110058

## **PART-III**

### **COMMERCIAL BID (ENVELOP “B”)**

**(To be submitted in original along with the tender)**

**Tender No. F.2(1)/MM/DBTB/09-10/01**

**Dated:**

**To,**

**The Managing Director,  
Delhi Bureau of Text Books,  
25/2, Institutional Area,  
Pankha Road, “D” Block,  
Janakpuri, New Delhi-110058**

**Sub: Submission of Commercial Bid.**

**Sir/Madam,**

**I/we hereby tender for the printing and delivery of Mental Maths book/s, in accordance to the specifications, Instructions, terms & conditions mentioned in the tender document. I/We tender for the printing and delivery of following Mental Maths book/s.**

<b>S.No.</b>	<b>Name of the Mental Maths book</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	
<b>11</b>	
<b>12</b>	

**The rates quoted in the prescribed format are enclosed.**

**Signature of the bidder/Authorised person with seal**

**Place:**

**Date:**

# DELHI BUREAU OF TEXT BOOKS

(An Autonomous Organization of the Govt. of NCT of Delhi)

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi-110058

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

**TENDER NO. F.2(1)/MM/DBTB/09-10/01**

## COMMERCIAL BID FORM

S. No.	Name of the book and class	No. of copies	No. of Pages	Rate per copy In Rs.
I	II	III	IV	V
1.	Mental Maths-V (Eng. Medium)	17000	80 pages	
2.	Mental Maths V (Hindi medium)	10000	80 pages	
3.	Mental Maths VI (Eng. medium)	32000	72 pages	
4.	Mental Maths VI (Hindi medium)	172500	104 pages	
5.	Mental Maths VII (Eng. Medium)	35200	104 pages	
6.	Mental Maths VII (Hindi medium)	236000	104 pages	
7.	Mental Maths VIII (Eng.medium)	25800	72 pages	
8.	Mental MathsVIII (Hindi medium)	173400	72 pages	
9.	Mental Maths IX (Eng. Medium)	28500	76 pages	
10.	Mental Maths IX (Hindi medium)	157500	80 pages	
11	Mental Maths X (Eng. Medium)	24400	76 pages	
12	Mental Maths X (Hindi medium)	110500	80 pages	

**NOTE: - Rates per copy (Including all charges) must be quoted for each Mental Maths book including cost for cover, all types of other charges, taxes, VAT etc.**

**Name of the bidder with complete address** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Date:**

**Place:**

**Signature of the bidder/ Authorized person with seal**