

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, Institutional Area, Pankha Road,**  
**“D” Block, Janakpuri, New Delhi-110058**  
**(Phone Nos. 2852 4202, 2852 2049 FAX 2852 0901)**

**(I) TENDERS FOR THE PRINTING OF MENTAL MATHS IN ENGLISH/HINDI MEDIUM**

Sealed tenders are invited from reputed and experienced offset printers in text book printing in NCR region having atleast two offset machines (sheet fed) with a valid licence in the field issued by the appropriate authority. Interested printers may collect the tender documents from the office of the undersigned between 11.00 a.m to 4.00 p.m. on all working days by 30 -07-2007. Both the Technical bid and Financial bid forms complete in all respects must reach the office of the undersigned in separate sealed covers latest by 31 -07-2007 upto 3.30 p.m. The Technical Bid will be opened on 31.07.2007 at 4.00 p.m. in the conference room of Delhi Bureau of Text Books in the presence of the tenderers or their representative (if any who wish to be present). The result of the Technical bids will be displayed on 1.08.2007 at 2.30 p.m. and the financial bids of only successful bidders of the Technical bids will be opened in the Conference room of the Bureau on 1.08.2007 at 4.00 p.m.

Printers may please note the following terms and conditions:

**(II) INSTRUCTIONS FOR TECHNICAL BID**

1. The participating printers in the bid shall have atleast five years experience in the text-books/Book printing. The participating printers in the bid shall have to attach documents with the technical bid regarding the minimum turn over to the extent of Rs. 10 lacs per annum. The Technical bid shall be only one irrespective of the number of titles for which bids are being made. Technical specifications of each title are attached. The details of specifications of each book viz.-size of the book, size and type of paper, No. of pages (excluding cover pages). No. of coloured pages of text, colours of the cover, quantity of print order and the style of binding is given in the details of specifications attached.
2. A bid security of Rs. 1,50,000 as per CVC guidelines is to be submitted irrespective of the number of bids in the form of CDR/FDR/Bank Draft with validity upto 30.10.07 from any scheduled bank in favour of Managing Director, Delhi Bureau of Text-books and bid security must accompany the Technical bid form. Any Technical bid received without bid security will be summarily rejected. The bid security of unsuccessful bidders will be returned to them within 30 days of the opening of the financial bids.
3. The books are to be printed in English/Hindi languages, as specified for each title of the books.
4. In case of over-trimming at the level of printer upto 5 mm, either side the

- penalty to the extent @ 15 per kg. of paper over trimmed will be imposed. In case of over trimming by more than 5 mm and the printed margins are damaged even upto slight extent in any form the penalty imposed will amount to be 100% of the cost of the paper over trimmed and such books shall be forfeited for the purpose of destruction at the cost of printer.
5. In case of non-registration of colours in perfect form, the penalty will be 2% of the total cost of printing of that title.
  6. For any other form of defective printing or binding, 2% of the total cost of printing of that title will be recovered.
  7. A neat and high class production throughout the printing of titles awarded in the print order is an essential requirement. The printer should use P.S.Plates for printing of books.
  8. The details as required in the Technical bid form shall be provided by the printer to the Bureau and no self made condition or term shall be written by the bidder.
  9. Rates shall not be quoted in the technical bid form. In case they are mentioned therein directly or indirectly, the bid shall be summarily rejected.
  10. The tenderer must submit the details regarding the number of sheet fed machines in each colour with their per day capacity of work done by each machine i.e. the turn over capacity, in the technical bid form.
  11. If the printer does not supply books as per schedule mentioned in the print order, or the printer backs out after the print order is issued by the bureau, then the printer shall be liable to be debarred from the allotment of work for the future and the bid security deposited will be forfeited.
  12. IF ANY PRINTER HAS ALREADY BEEN ALLOTTED THE JOBS OF THE BUREAU IN DECEMBER 2006, JANUARY 2007 FEBRUARY 2007 AND NOT COMPLETED THE ORDER THEN THE PRINTER SHALL NOT BE ELIGIBLE FOR ALLOTMENT OF JOBS AND TECHNICAL BID OF SUCH PRINTERS SHALL NOT BE OPENED.

### **(III) INSTRUCTIONS FOR FINANCIAL BID**

1. The printer will have to fill financial bid for the title in which he is interested. The rates of each title along with the VAT(if applicable) will be quoted for the total number of copies to be printed. However, the Bureau reserves the right to add or subtract to the extent of 20% in the number of copies for each title for which the proportionate cost would be added/subtracted to in accordance with the rates of printing.
2. The printer shall be required to supply the total print runs to be delivered within 30 days from the date of supply the last material i.e. CD etc. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 30 days.
3. The printer shall print each title allotted to him as per the specification provided to him by the Bureau.
4. The paper for printing the text and the cover will be procured by the printers for the printing of books. The paper shall be in accordance to the

- specifications laid down at Annexure I i.e. BIS specifications and attach the sample of paper. If the paper is not found as per specified grammage. Proportionate cost will be deducted from printers bill.
5. The successful tenderer will have to deposit Rs. 25,000 as performance security in addition to bid security, irrespective of the number of titles in the form of CDR/FDR of any scheduled bank in favour of the Managing Director, Delhi Bureau of Text Books. The performance security shall be liable to be forfeited, partly or wholly, for violation of any of the terms and conditions of the tender. The performance security will be released only after the final payment for the job.
  6. (I) The estimated number of pages of the books are mentioned in Annexure-I. The payment will be made proportionately according to the final set up of the pages and colour forme.  
(II) The printer shall at his own cost submit the ferro proofs (prints), ammonia prints (proofs), machine proofs in colour to the Bureau for its approval before final printing in bulk.
  7. Manuscripts and positives (printing material) in respect of all the titles will be supplied by the Bureau. After completion of the job, the printer will have to return the printing material along with, on or before submitting the final bills. The printer shall have to carry out the correction/positives of prelim pages at his own cost and show proofs to the Bureau.
  8. If the printed books are not supplied as per the stipulated time schedule, a penalty for delay per week upto the extent @ 5% of the cost of printing of the un-supplied lot will be imposed.
  9. The successful tenderers shall have to enter into an agreement with the Bureau in the prescribed proforma on a non-judicial stamp paper of rupee ten within seven days of the issue of the print order duly attested by Oath Commissioner/Notary.
  10. The successful tenderers will be free to collect the printing material (like MSS CD, Positive, Text and Cover) from the Bureau after completing the formalities of contract (security deposit and Agreement Deed etc.). However, the time allotted for completion of the job will be observed in strict conformity with the time schedule mentioned in clause No.1 of Instruction for other conditions.
  11. The rates quoted should be inclusive of all taxes.
  12. The print order may be increased or decreased by 20% of print order and the printing charges along with time frame shall be calculated on pro-rata basis.
  13. THE PRINTER SHALL QUOTE THE RATE OF EACH TITLE SEPERATELY ON THE PRESCRIBED FORMAT AND PUT IN A SEALED COVER SEPERATELY AND SUPERSCRIBE EACH ENVELOP MENTIONING THE TITLE WITH CLASS. FINALLY ALL SUCH FINANCIAL BIDS SHALL BE PUT IN A BIG SEALED COVER/ENVELOP.
  14. The financial bid/commercial bid shall not be opened if the outer envelop does not super scribe the information i.e. name of the title with class for which the quotation is obtained by the Bureau. The quotation will be summarily rejected.

**(IV) INSTRUCTIONS FOR OTHER CONDITIONS:**

- 1. The delivery of finished books will be supplied as per schedule given above at para (2) of the instructions for financial bid at the DBTB godown at Janakpuri, New Delhi, however, the printer may supply printed books even before the above scheduled date.**
- 2. Finished books shall be packed in bundles of 25 copies each and bundles will be first tied with plastic string or 'sutlee' and then wrapped with transparent polythene sheet of at least forty thickness (micron) and delivered to the godown of the Bureau at the address given above or at any other place in the NCT of Delhi specified by the Bureau.**
- 3. In the event of failure of the printing of books by the tenderer as per terms and conditions, the Bureau reserves the right to get any or all of the titles printed from any other source at the contractor's risk and expenses.**
- 4. The Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any bid or all bids without assigning any reason thereof.**
- 5. All disputes shall be subject to the jurisdiction of NCT of Delhi Courts only.**

**(O.P.ARORA)  
SECRETARY**

**List of documents to be attached:**

- 1. Copy of the license from appropriate authority of NCR of Delhi.**
- 2. PAN/GIR No/VAT Registration (Proofs to be attached)..**
- 3. Certificate from the prop./partner on Rs. 5/- (non-judicial stamp paper)**
- 4. Details of printing machines (sheet fed) in working conditions S/C, D/C, F/C.**
- 5. Details of bid security.**
- 6. Proof of the 5 years experience in the field of printing of text -books/books.**
- 7. Documents regarding the turn over of Rs. 10 lacs. per annum.**

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Ph: 2852 4202, 2852 2049, FAX: 2852 0901

## **TECHNICAL BID FORM**

1. a) Name of Printer with complete address  
b) Telephone/ Office:  
Mobile No. Residence:
2. Details of the experience in the printing of text books /books.
3. Certificate of valid license issued by an appropriate authority
4. PAN/GIR No./VAT No (Proof to be attached).
5. Name and Address of Proprietors/ Partners/Directors: 1.  
2.  
3.
6. Certificate from the proprietor/partners /Directors to the effect that each of the partner shall be personally responsible for timely delivery of the printed books as per specifications/conditions if order is placed with his/their firm or company and that the particulars furnished in this technical bid form are correct. Declaration/certificate to be furnished on Rs. 5/- N.J. Stamp Papers (to be attached)
7. Details of printing machines (sheet fed)
8. Details of bid security Amount Rs.....  
No.....  
Bank.....
9. Documents regarding the minimum turnover of Rs. 10 lacs per annum  
Attached/Not attached
11. State the details in the format as given below:  
(Please don't quote the rate in this technical bid form)
- S.No. Name of title and class for which the bids have been quote d.  
1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.
13. I/We undertake to print the jobs allotted by the Bureau within the stipulated time.

**Director/ Partner/ Proprietor(Name, Signature with seal)**

**Note:**

- 1. All the required documents should be attached in the form of numbered Annexure.**
- 2. In case the space is found to be insufficient a separate sheet duly signed shall be enclosed.**
- 3. If any information furnished is found to be false at any stage then the bid security along with performance security shall be forfeited and the printer shall be debarred from any work connected with the Bureau.**

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## **FINANCIAL BID FORM**

**Name of the Printer** \_\_\_\_\_

**Address:** \_\_\_\_\_

Total amount to be charged for composing prelim pages & processing of prelims and corrections pages, printing, binding, packing and delivery of finished product at the DBTB godown or another location in Delhi as specified by the DBTB and stacking it in the DBTB godown as well as for lifting the paper from the DBTB godown (or from any where in Delhi including VAT/Taxes as applicable of the above title shall be follows: -

<b>Rate (inclusive of all taxes with F.O.R.)</b>	<b>Rs. (In figure)</b>
	<b>Rs. (In words)</b>

**I/We agree to comply with the terms and conditions and time schedule of supplying the finished books as prescribed by the De lhi Bureau of text Books.**

**Signature:**

**Name:**  
**With seal**

**Note:**

- 1. The envelop of the financial bid should be super scribed with the details as given below and sealed.**

<b>Title</b>	<b>Class</b>	<b>Medium</b>
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- 2. PLEASE NOTE THAT THE FINANCIAL BID SHALL BE FURNISED ON THE PRESCRIBED FORMAT ONLY.**

## ANNEXURE - 1

### SPECIFICATION OF BOOKS AND PAPER MATERIAL

Sr. No.	Name of the book and class	No. of copies	Approx.No . of pages (Text)	No. of colours (Text)	Trimmed size of the book	Cover to be printed	Size of the paper (Text & Cover)
I	II	III	IV	V	VI	VII	VIII
1.	Mental Maths-V (Eng. Medium)	12771	64 pages	Single	21.3cm x 26.9 cm	Double colour	Text – 57 x 89 cms/80 gsm maplitho Cover 58.5 x 91.5 cms/ 170 gsm-MG/MF.
2.	Mental Maths V (Hindi medium)	7910	60 pages	-do-	-do-	-do-	-do-
3.	Mental Maths VI (Eng, medium)	30486	72 pages	-do-	-do-	-do-	-do-
4.	Mental Maths VI (Hindi medium)	219831	76 pages	-do-	-do-	-do-	-do-
5.	Mental Maths VII (Eng. Medium)	20638	88 pages	-do-	-do-	-do-	-do-
6.	Mental Maths VII (Hindi medium)	158902	88 pages	-do-	-do-	-do-	-do-
7.	Mental Maths VIII (Eng.medium)	10013	88 pages	-do-	-do-	-do-	-do-
8.	Mental Maths VIII (Hindi medium)	129487	88 pages	-do-	-do-	-do-	-do-
9.	Mental Maths X (Eng. Medium)	18292	64 pages	-do-	-do-	-do-	-do-
10.	Mental Maths X (Hindi medium)	86508	64 pages	-do-	-do-	-do-	-do-

#### Paper and Material

**The paper for text should be in conformity with BIS specifications IS/1848/91 with smooth finish on both side – manufactured from virgin pulp. The paper for cover should be in conformity with BIS specifications IS 6956/1973.**

**Note: Sample of text paper and cover paper should be attached with the Technical bid form.**

#### 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 in English medium and Hindi medium. The printer will prepare positives for printing of books from the CD.**

**The cover design outline will be given to the printer. The cover is to be**



**printed in double colour and the press/printer will show the proofs of the cover and got approved from the Bureau.**

**Note: The printer will include all the cost involved as per above specifications. The Bureau will not pay any other extra cost.**