

**DELHI BUREAU OF TEXT BOOKS**  
**(An Autonomous Organization of GNCT of Delhi)**  
**25/2, Institutional Area, Pankha Road,**  
**"D" Block, Janakpuri, New Delhi-110058**

Email delhibureauoftextbooks@gmail.com

**Phone-28524202, 28522049 FAX 28520901**

**F.No./1.P(6)/SD/DBT/15-16/2955**

**Dated: 27.8.2015**

To,

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

**Subject: Tender for the printing of Report Cards and Learning Improvement Activities for the year 2015-16.**

Sir,

I am herewith forwarding the tenders document for the printing and supply of report cards and Learning Improvement Activities for the year 2015-16. You are requested to upload both the tenders on the web-site of Directorate of Education.

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

  
**(D.K Upadhyay)**  
**Secretary**

**Encl: As Above**

## **DELHI BUREAU OF TEXT BOOKS**

25/2, INSTITUTIONAL AREA, PANKHA ROAD,  
"D" BLOCK, JANAKPURI, NEW DELHI-110058  
PHONES 2852-2049, 28524202 FAX 2852-0901  
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### **SHORT TERM E-TENDER NOTICE**

Online tenders are invited from the reputed presses working within NCR of Delhi for the Printing & Supply of 1,24,000 Report Cards. The estimated cost of the job is Rs. 8 lacs approx. The bidders should have: -

1. Experience of having successfully completed similar works during last 07 years ending 31.03.2015 of at least one work of printing of books, having a value not less than Rs. 6.40 lacs or two work of printing of books having a value not less than Rs. 4 lacs each or three works of printing of books having a value not less than Rs. 3.20 lacs each and should have the minimum machine capacity as per Eligibility Criteria of the tender documents.
2. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
3. A minimum average financial turnover of Rs. 2.40 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e 2011-12, 2012-13 and 2013-14.

There are 5 cards/bilingual for classes I to V. There are about 1,24,000 cards. The print order or No. of pages may be increased or decreased by 20%.

The printing of cards is to be done in Multicolour as per specifications laid down in the tender.

The entire work of printing and delivery of printed report card is to be made within 30 days. The delivery is to be given in the godown of DBTB or any other place in Delhi, as specified by the Bureau.

Art Card of 300 GSM conforming to BIS specification 4658:1988 with latest amendments.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 4658:1988 and the bidder shall attach the ten samples sheets of the paper to be used in the printing. The paper of the cards will be got tested in the Govt. Lab. after supply. Any deviation in the paper will attract the penalty @ 2% per parameter at the existing cost of the paper purchased by the Bureau /maximum prevailing market price of the paper, whichever is higher and will be deducted from the printer's bill.

The books, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill issued from Delhi. The delivery of books shall also be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplies the books should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the books are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

The last date of up-loading the completed tender document would be 26/08/2015 up to 2.00 p.m. There shall be two types of bids namely **Technical and Financial bids**.

The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for Rs. 24,000/- (Rupees Twenty four thousands only) of any commercial bank valid up to 31.10.2015 in favour of Managing Director, Delhi Bureau of Text Books is required to be submitted by the bidder, directly to the office of the Bureau, upto the last date and time of uploading of the bid.

**NOTE: The EMD, Affidavits and samples of paper should be submitted directly to the office the Bureau, upto the last date and time of uploading of the bid. Scanned copy of the EMD shall be uploaded with the Tech. Bid. The EMD should be valid up to 31.10.2015.**

The bidders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily. The tender must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. 26/08/2015 up to 2.00 p.m.

The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -

- A. All bidders should submit **the EMD, Affidavits and samples of paper of text as well as cover directly to the office of the Bureau upto the last date and time of uploading of the bid.**
- B. Last date for uploading the bids on line 26/08/2015 up to 2.00 p.m. through e-procurement.
- C. On line opening of Technical Bid: 26/08/2015 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- D. On line opening of financial bid: The date, time will be declared after the evaluation of technical bid.

**The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC Help Desk, C Wing, 6<sup>th</sup> floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523**

Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

Sd/-  
Secretary,  
Delhi Bureau of Text Books

Validity unknown

Digitally signed by Anil Kumar Sharma  
Date: 2015.08.19 17:37:32 IST  
Location: NCT of Delhi

# DELHI BUREAU OF TEXT BOOKS

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Email-[delhibureauoftextbooks@gmail.com](mailto:delhibureauoftextbooks@gmail.com)

## SHORT TERM E-TENDER NOTICE

Online tenders are invited from the reputed offset printers operating within NCR of Delhi for the Printing & Supply of Booklets/ Material For Learning Improvement Activities in 54 Government Schools. The estimated cost of the job is Rs. 9 lacs approx. The bidders should have: -

1. Experience of having successfully completed similar works during last 07 years ending 31.03.2015 of at least one work of printing of books, having a value not less than Rs. 7.20 lacs or two work of printing of books having a value not less than Rs. 4.50 lacs each or three works of printing of books having a value not less than Rs. 3.60 lacs each and should have the minimum machine capacity as per Eligibility Criteria of the tender documents.
2. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
3. A minimum average financial turnover of Rs. 2.70 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e 2011-12, 2012-13 and 2013-14.

There are 10 item booklets/cards in Hindi medium. There are about 54,200 copies to be printed & supplied. The print order or No. of pages may be increased or decreased by 20%.

The printing of booklets/cards is to be done in Multicolour as per specifications laid down in the tender. The cover of all the booklets is to be printed in multi colour and the booklets/cards are to be printed on the Sheet fed.

The entire work of printing and delivery of printed booklets/cards is to be made within 30 days. The delivery is to be given in the godown of DBTB or any other place in Delhi, as specified by the Bureau.

The text paper and cover paper shall be procured by the printer from their own sources for all the printing work in the following specifications: -

1. **Text Paper:** Art paper of 100 GSM conforming to BIS specification 4658:1988 with smooth finish on both sided and should be manufactured from Virgin Bamboo pulp and of standard mill.
2. **Cover Paper:** Art Card of 300 GSM conforming to BIS specification 4658:1988 with latest amendments.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 4658:1988 and the bidder shall attach the sample sheets of the paper to be used in the printing. The paper of the finished booklets/cards will be got tested in the Govt. Lab. after supply. Any deviation in the paper will attract the penalty @ 2% per parameter at the existing cost of the paper purchased by the Bureau /maximum prevailing market price of the paper, which ever is higher and will be deducted from the printer's bill.

The books, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill issued from Delhi. The delivery of books shall also be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplies the books should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the books are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

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The last date of up-loading the completed tender document would be \_\_\_\_\_ up to 2.00 p.m. There shall be two types of bids namely **Technical and Financial bids**.

The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for Rs. 30,000/- (Rupees Thirty thousand only) of any commercial bank valid up to 31.10.2015 in favour of Managing Director, Delhi Bureau of Text Books is required to be submitted by the bidder, directly to the office of the Bureau, upto the last date and time of uploading of the bid.

**NOTE: The EMD, Affidavits and sample of text and cover should be submitted directly to the office the Bureau, upto the last date and time of uploading of the bid. Scanned copy of the EMD shall be uploaded with the Tech. Bid. The EMD should be valid up to 31.10.2015.**

The bidders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily. The tender must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. \_\_\_\_\_ up to 2.00 p.m.

The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -

- A. All bidders should submit **the EMD, Affidavits and samples of paper of text as well as cover directly to the office of the Bureau upto the last date and time of uploading of the bid.**
- B. Last date for uploading the bids on line \_\_\_\_\_ up to 02.00 p.m. through e-procurement.
- C. On line opening of Technical Bid: \_\_\_\_\_ at 03.00 p.m. in the conference room of Delhi Bureau of Text Books.
- D. On line opening of financial bid: The date, time will be declared after the evaluation of technical bid.

**The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC Help Desk, C Wing, 6<sup>th</sup> floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523**

Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

Sd/-  
Secretary,  
Delhi Bureau of Text Books

## GENERAL TERMS & CONDITIONS

The delivery of printed booklets/cards in Hindi medium shall be made at in the Godown/s of the Bureau or any other place/s in the NCR of Delhi specified by the Secretary, DBTB. Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any time and day.

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.

- 1.1 At least 5 years experience in the trade of printing.
- 1.2 The bidder/press blacklisted by any Govt. Department or by any other agency shall not be eligible for bidding.
- 1.3 The bidder should have sufficient covered space for storage of all the material to execute the work.
- 1.4 A valid license in printing issued by competent authority i.e. MCD, Declaration before the Police Commissioner/ Magistrate etc.
- 1.5 A minimum average financial turnover of Rs. 2.70 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e 2011-12,2012-13 and 2013-14.
- 1.6 The printer should have ownership document in support of printing and binding machines and submit bills of purchase of machines.
- 1.7 The cards, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill issued from Delhi. The delivery of cards shall also be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplies the books should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/ guarantees, irrespective of the fact that the books are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

**Note: A.** All the printers should quote rates for the printing and supply of booklet/cards as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the respective printer should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure.

**B.** The printer shall have to carry out the corrections at his own cost.

## 2. TECHNICAL SPECIFICATIONS

**I) Text & Cover paper:** -The Text and cover paper will be arranged by the printers at their own sources in the following specifications:

- a) **Text Paper:** Art printing paper of 100 GSM with BIS specification 4658:1988 with smooth finish on both sides and should be manufactured from Virgin Bamboo pulp and of standard mill.
- b) **Cover/Cards Paper:** Art Card of 300 GSM with BIS specification 4658:1988 with latest amendments.

### II) Size of the Publication: -

Size of the	Trimmed size of the
Booklet	21.3 cms x 27.1 cms
Size of the Cards	A-4 size



III) **No. of Colours:** - As per Technical Specifications of Booklets/Cards

**Text** Four colour  
**Cover** In four colour

There are 10 booklets/cards in Hindi medium for student of classes III to V and classes VI to VIII to be printed in Multicolour in text and cover/cards. The details of the Booklets/Cards, to be printed and supplied, is as under :-

S.No.	Printed Material	Print Order (Approx.)	No. of pages (Text) (Approx.)	No. of Colours (Text & Cover)	Paper (Text & Cover)
01	Booklet /Instruction Manual (Bhasha) for class 3-5	200	13	Multi colour	100 gsm 300 gsm
02	Booklet /Instruction Manual (Ganit) for class 3-5	200	15	Multi colour	100 gsm 300 gsm
03	Booklet /Instruction Manual (Bhasha) for class 6-8	250	6	Multi colour	100 gsm 300 gsm
04	Booklet /Instruction Manual (Ganit) for class 6-8	250	9	Multi colour	100 gsm 300 gsm
05	Booklet/Aao Kahani Padhen for class 3-5	6000	32	Multi colour	100 gsm 300 gsm
06	Booklet/Kahaniyan hi Kahaniyan for class 6-8	34000	42	Multi colour	100 gsm 300 gsm
07	Booklet/Aao Dekhen Aur Sochen	1300	22	Multi colour	100 gsm 300 gsm
08	Card/ Ganit Ke Shabdik Saawal	1300	12	Multi colour	300 gsm
09	Card /Number Card(1-100)	6000	2	Multi colour	300 gsm
10	Card/ Barakhari Card	6000	2	Multi colour	300 gsm

**NOTE: The number of pages and No. copies may be increased/decreased by 20% each, respectively.**

**3. Printing Ink Quality:** - The ink to be used in printing of DBTB publications should bear the following qualities: -

- 3.1 The ink should be of a good quality having sufficient quantity of finely grind pigments.
- 3.2 The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
- 3.3 The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
- 3.4 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- 3.5 The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the books.

**4. Imposition of Pages and Printing Quality:** - While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the book, the following point should have to be strictly followed.

- 4.1 The imposition of pages should be in accordance with the page area marks given on the positive.
- 4.2 Perfect registration of colours should be maintained throughout while printing the job.
- 4.3 There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.

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- 4.4 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.
  - 4.5 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
  - 4.6 There should be no "Set off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.
  - 4.7 There should be no variation in any shades throughout the book.
5. **Style of binding:** - The Booklets are to be center stitched and with cover stitched and cut flash.

The folding of the formes should be done in a manner that the folio numbers on even pages fall exactly on the page having odd number on the other side. No such forme shall be folded which is torn or has spots, scum and is not perfect in printing.

While gathering the formes it should be ensured that only one forme from each pile of formes (arranged in sequence) is lifted/gathered to avoid double or extra forme of the same number or any missing forme in sequence. The forme of the book be pressed properly to form a firm crease and get compact to facilitate the binding.

It should also be ensured that the forme of the other books should not be mixed with the book in binding. Supplying perfect book is the responsibility of the printer and any discrepancy found on checking or from other sources; the penalty @ cost of book/sale price whichever is maximum, will be imposed on the printer for negligence.

All the three sides of the books, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned in the technical specifications (Clause 2).

**As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed by the printer. The printers shall execute the work as entrusted. Refusal to accept and execute the main work orders/ extended order shall be viewed as violation of the provisions of the terms and conditions and action will be initiated against the press along with punitive action.**

6. The printer blacklisted by any Govt. department or by any other agency shall 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/any other agency directly to the office of the Bureau one day before the opening the technical bid.
7. The printer is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities.
8. The press should follow the labour laws framed by the Labour Commissioner of Govt. of NCT of Delhi or of concerned authorities of neighbouring states concerned. The printer shall submit a certificate on his pad duly signed and seal that the press is maintaining the labour laws as framed by the labour departments of the concerned states.

**Certificate:** Certified that the press/organization is following  
Rules and Regulations framed by the Labour Deptt.,  
Govt. of NCT of Delhi/ concerned state authorities.



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9. **Due date and time:** - On line bid documents should be uploaded on or before \_\_\_\_\_ up to 02.00 p.m.
10. **Uploading the tender containing Technical and Financial Bid:** - This tender document contains the following: -
- I **Tender Terms and conditions**- A certificate regarding acceptance of all the terms & conditions of the tender will be uploaded by the bidder with the technical bid.
  - II **Technical Bid Forms** - To be uploaded after completion in all respect.
  - III **Financial Bid Forms** - Rates of the booklet/cards separately, for each title in the BOQ, to be uploaded.
11. **Earnest money deposit (EMD):** - EMD of Rs. 30,000/- (Rupees Thirty thousand only) in shape of FDR/Bank Guarantee of any commercial bank valid up to 31.10.2015, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.

Scanned copy of EMD is to be uploaded with the technical bid and original is to be submitted **directly** to the Bureau upto the last date & time of uploading of bids, in the form of FDR/ Bank Guarantee.

The EMD of the unsuccessful bidder shall 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. The EMD of the successful bidders may be adjusted with the performance security. If the bidder fails to submit the EMD and other documents required **directly to the office of the Bureau**, the tenders of such bidders shall be summarily rejected.

12. **Special Instructions for Completing the Technical Bid:** -

- a) All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
- b) The documents required directly shall be submitted within time prescribed in the tender.
- c) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- d) The tenders not conforming to the requirements as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily.

13. **Opening and evaluation of tender:** - The uploaded tenders will be opened by a committee under the Chairmanship of Managing Director, Delhi Bureau of Text Books on \_\_\_\_\_ at 3.00 p.m. in the conference room of Delhi Bureau of Text Books, in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority** who prefer to attend the opening. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of the printers will be done by the inspection committee, if so required, at any time after the opening of the Tech. Bid. After evaluation the list of the bidders will be short-listed by the Delhi Bureau of Text Books. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech. bid. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical bid.

14. **Performance Security:** - The successful bidders will have to deposit the performance security at the rate of 10% of the total work awarded within 7 clear calendar days from the date of the award of the contract. The work will be awarded after submission of performance security. Further, the required

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performance security will be accepted in the form of FDR/ Irrevocable Bank Guarantee of any commercial bank in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security within prescribed time, the EMD remitted by the mill shall be forfeited and the bid shall be held void. The performance security shall remain valid for a period of 60 days over and above the date of completion of work. No interest will be paid by DBTB. The performance guarantee will be refunded after duly completion of contract in all respect.

**15. Agreement deed: -**

- a) 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 failing which the date of schedule will be counted for the date of award of contract. The press shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation is found in the Agreement Deed, the press 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. Agreement/contract will be signed after the submission of the performance security at the following terms.
- 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.
- d) After signing the agreement, if successful bidder fails to perform any contractual obligation, his EMD and performance security deposit mentioned above will be forfeited. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

**16. Payment: -** The payment shall be made on the basis of the final setup of book/booklets. If the pages increases or decreases, the proportionate payment shall be made. The 80% payment will be made after the satisfactory supply of the complete consignment and the submission of bill/production material. No bill will be processed, if the press failed to submit the production material. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of defected/damaged books will be recovered from the final payment of the books. The random sampling of the books will be done at the preliminary stage of the delivery and the intimation of sizes will be given on the delivery challans to the press. The press should improve the size, if it is lesser than the required size of the books. The payment will be made on the basis of the delivery challans. No separate intimation will be given to the printer for any defects/short comings..

**17. Implementation schedule: -** The supply of printed material is to be completed within 30 days from the issue of print order/CD, whichever is later, failing which a penalty @ of 5% per week (i.e. 7 days) will be imposed from the 31st day, on the unsupplied books for delayed supplies. The date of issue of print order/CD whichever is later will be counted as day one of the implementation schedule.

- |                            |             |
|----------------------------|-------------|
| a) Issue of print order/CD | Day one (1) |
| b) Completion of schedule  | 30 Days.    |

The Production material shall be taken from the Bureau immediately after the award of contract. The bidder should give their acceptance of the

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implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

If the printer fails to supply the books as per terms & conditions of the tender, the Bureau may get the work executed from other resources at the risk of cost the defaulting printer.

18. **Further 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 other part thereof is permitted under any circumstances. If outsourcing of work is found to be done by any tenderer than that firm may be blacklisted apart from taking other appropriate action as per terms & conditions of the tender.
19. **Penalty:** -
- a) The entire order is to be completed (Printed & supplied to the Godown of DBTB) within 30 days from the date of award of contract, failing which the penalty of 5% per week (7 days) will be imposed from the 31<sup>st</sup> day on the unsupplied lot.
  - b) The trimmed sizes of the books are mentioned at clause 2 of technical specifications. The printer shall follow the trimmed size mentioned for each size of paper. In case of over trimming at the level of the printer up to 5 mm either side, the penalty to the extent @ 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) In case of defective binding, a penalty of 2% will be levied on the total cost of printing.
  - d) **The paper of the finished books/booklets will be got tested in the Govt. Lab., after supply. Any deviation in the paper will attract the penalty @ 2% per parameter at the existing cost of the paper purchased by the Bureau/ at the maximum prevailing market price of the paper, whichever is higher, and will be deducted from the printer's bill.**
20. **Power of acceptance and withdrawal of the tender:** -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 tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- a) Tender with incomplete information is liable for rejection.
  - b) If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority, allot the work to the other printers at L-1 rates.
  - c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.
21. **False Information:** - 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 is liable to be terminated and performance

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security and other payments due to the contractor shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.

22. **Submission of Affidavits:** - The bidder will have to furnish the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner **directly to the office of the Bureau one day before the opening of the Tech. Bid**
- 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.
23. **Delivery:** - The entire order is to be completed (Printed & supplied to the Godown of DBTB or at any other place in NCT of Delhi as prescribed by the Bureau) within 30 days from the date of award of contract/production material whichever is later. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 30 days.
24. **Packing:** - Finished books shall be packed in bundles of 25 copies each and bundles will be first tied with 'Sutlee' and then wrapped with Brown paper sheet and delivered to in the 28 educational zones of Directorate of Education/godown of the Bureau at the address given above or at any other place/s in the NCT of Delhi specified by the Bureau, as per the list provided by the Bureau.
25. **Registration with VAT department:** - The bidder/authorised distributor should be registered with the Value Added Tax Department in Delhi and shall submit the documentary proof.
26. **Quoting of rates:** - The rates of the book should be quoted on per copy basis of the job (including all charges like corrections, taxes, VAT, Cover, freight, loading, unloading, stacking etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS.
27. **Validity of Rates:** The rates should be valid up to 31.03.2016.
- 28.
29. **Variation in print order:** - Each print order/No. of pages may be increased/decreased by 20% but no extra plate making charges shall be allowed in case of increased quantity of no. of copies/pages. However the cost of printing will be allowed as per rates approved for each title. The extended orders shall be completed as per the time schedule given on the order.
30. **Printing of extra copies:-** The printer will not print any 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.
31. **Self attestation of the documents:** - Each and every document required to be uploaded with the technical bid must be self-attested by the bidder along with seal.
32. **Amendment of tender documents:** - At any time prior to the deadline for uploading of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website of the Delhi Govt. i.e. <https://govtprocurement.delhi.gov.in>. The amendment will be binding on all the bidders.



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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.

- 33. Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.
- 33. 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 at any time.
- 34. Submission of documents for the required turnover:** - The bidder should upload turnover for the last three financial years with the technical bid 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.
- 35. 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.
- 36. Taxes and Duties:** - The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished books as per the directions given by the Bureau.
- 37. IMPORTANT NOTES:** -
- a. 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.
  - b. If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority, allot the work to the other printers at L-1 rates.
  - c. Chairman, Delhi Bureau of Text Books reserves the right to change the godowns/place of supplying the cards within NCR region at his discretion.
  - d. 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.
  - e. 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.
  - f. In case of any dispute, the Bureau may appoint an arbitrator to settle the dispute.
- 38. More Instructions for Technical Bid**
- 1. The tenders not uploaded in prescribed form and non submission of EMD, affidavits and sample of papers, one day before the date of opening of the technical bid shall be disqualified.
  - 2. The quotations should be strictly in accordance with the specifications at clause 2 of the terms & conditions specified above. Uploading of **incomplete tender or of incorrect specifications or any false information** shall be liable for rejection and forfeiture of EMD.



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3. The details as required in the Technical bid form shall be provided by the printer to the Bureau and **no self-made condition or counter conditions shall be written by the bidder.**
  4. **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.
  5. The bidder must upload the details of his machines in each colour with their per day capacity of work done by each machine in prescribed format. The printer shall mention their capacity of printing & supply of four colour cards within a span of 30 days as the case may be, in the Technical Bid in the prescribed form.
  6. **If the printer does not supply cards as per schedule mentioned in the main print order/extended 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 in future and the security deposited will be forfeited.** In the event of failure to supply the cards as per terms & conditions of the tender, the Bureau may get the work executed from other resources at the risk of cost the defaulting printer.
  7. The owner/partner of the press should upload a declaration with the technical bid of the tender that **"the supplies shall be made in accordance with the specification and time schedule mentioned in the tender** if any order is placed with them". In the event of such document not uploaded with the Technical Bid, the tender will be rejected.
  8. **The press must upload the undertaking with the technical bid that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.**
  9. An affidavit affirming that the information furnished in the tender document is correct to the best of knowledge and belief.
  10. A declaration regarding financial bid has to be signed and submitted with the technical bid as given below: -

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

11. A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
12. Such other information as may be specified in the technical bid Form.

**39. More instructions for financial bid: -**

1. The printer will have to fill financial bid for the title, in which he is interested. The rates of the book/booklet shall be for per copy basis in Indian Rupees (including all charges like corrections, taxes, VAT, Cover, freight, loading, unloading, stacking etc.) and also include cartage/ packing/ transportation/ stacking charges in the godowns of Delhi Bureau of Text Books or any other place/s in NCR of Delhi.
2. The printer shall print each title allotted to him as per the Tech. specifications mentioned at clause 2 of the tender.
3. The performance security shall be released only after the satisfactory completion of the work.
4. The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour to the Bureau or any other authority in GNCT of Delhi to be specified by the Bureau at any stage for its approval before final printing in bulk.

- 3/c
5. If any printer quotes rate for a title, for which he is not entitle according to the possession of No./Size/Type of machines, his bid shall be rejected and EMD should be forfeited with immediate effect.
40. **Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder must upload an undertaking with technical bid that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.

Sd/-  
SECRETARY  
Delhi Bureau of Text Books

## Technical Bid Form - 1

### TECHNICAL BID FOR THE PRINTING & DELIVERY OF BOOKLETS/CARDS

**(EACH PAGE OF THE TECHNICAL BID MUST BE SIGNED BY THE BIDDER  
WITH SEAL)**

#### 1. GENERAL INFORMATION: -

The Printer should furnish the following details

- |      |   |   |
|------|---|---|
| 1.1  | Name & Address _____<br>_____<br>_____  |   |
| 1.2  | Nature of the Firm -- Public/Private/Partnership/Proprietorship   |   |
| 1.3  | Contract Nos. & fax -- Land Line _____<br>Mobile _____ Fax _____  |   |
| 1.4  | Proof of requisite experience in printing & supply<br>(copy of work orders and completion certificate to be uploaded) | uploaded/Not uploaded   |
| 1.5  | Copy of the PAN Card  | uploaded/Not uploaded   |
| 1.6  | Copy of DVAT No./Sale Tax Registration No. (Whichever is applicable)  | uploaded/Not uploaded   |
| 1.7  | Copy of the valid license of printing<br>From competent authority   | uploaded/Not uploaded   |
| 1.9  | Details of Earnest Money Deposit (EMD)  | uploaded/Not uploaded<br><b>(Scanned copy should be uploaded)</b><br>Submitted/Not Submitted<br><b>(Directly to be submitted in the Bureau)</b> |
| 1.10 | Proof of average turnover during last 3 years (Authenticated by C.A.)   | uploaded/Not uploaded   |
| 1.11 | Details of Machines (Ownership documents to be uploaded)  | uploaded/Not uploaded   |
| 1.12 | Certificate of reading/understanding of Technical specifications  | uploaded/Not uploaded   |
| 1.13 | Acceptance of Implementation schedule   | uploaded/Not uploaded   |
| 1.14 | Declaration regarding commercial bid  | uploaded/Not uploaded   |
| 1.15 | Undertaking regarding acceptance of all terms & conditions of the tender  | uploaded/Not uploaded   |
| 1.16 | Validity of rates upto 31-03-2016   | uploaded/Not uploaded   |
| 1.17 | Declaration from the concerned Press regarding supply of Books as per specification & schedule                        | uploaded/Not uploaded   |

- 6/C
- |      |  |  |
|------|--|--|
| 1.18 | Affidavit regarding incorrect/false Information on Non-Judicial <b>the Bureau</b> Stamp Paper of Rs. 10/- as per sample. | Submitted/Not Submitted<br><b>(Directly to be submitted in</b> |
| 1.19 | Affidavit regarding never blacklisting on Non- Judicial Stamp Paper <b>the Bureau</b> of Rs. 10/- as Per sample given.   | Submitted/Not Submitted<br><b>(Directly to be submitted in</b> |
| 1.20 | Documents for partnership of the Press   | uploaded/Not uploaded  |
| 1.21 | Certificate regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt.     | uploaded/Not uploaded  |
| 1.22 | Certificate regarding capacity to handle the work in terms of Reams within 30 days.                                      | uploaded/Not uploaded  |
| 1.23 | Whether all documents signed with seal by the Owner/Partner/Director of the press.                                       | Yes/No.  |

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor With rubber stamp**

**Place:**

**Dated:**

**Note:** - 1. All the documents uploaded with this form should be self attested and stamped by the Firm.  
2. Firm shall not upload any other additional documents other than asked above.

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**TECHNICAL BID FORM-2**

**DETAILS OF EARNEST MONEY DEPOSIT (EMD): -**

S.No.	Name of the Bank	Amount	Details of the EMD

**Note:** Please Submit the EMD of the above mentioned amount and valid upto 31-10-2015, directly to the office of the Bureau and scanned copy of the same be uploaded with the Tech. Bid Form.

**Place & Date:**

Name & signature of the authorized signatory of the Press/Partner of the Press/ Director/ Proprietor With rubber stamp

**TECHNICAL BID FORM-3**

**PROFORMA FOR INFORMATION OF ANNUAL TURNOVER**

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

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

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2011-12		Uploaded/Not uploaded
2012-13		Uploaded/Not uploaded
2013-14		Uploaded/Not uploaded

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp

**Place & Date:**



4/c

**TECHNICAL BID FORM-4**

**PROFORMA FOR DETAILS OF MACHINES**

1. **No. of Machines**  
Double colour \_\_\_\_\_ of Size: \_\_\_\_\_  
Four Colour \_\_\_\_\_ of Size \_\_\_\_\_
2. **Total Number of machines** \_\_\_\_\_
3. **Details of plate making unit**  
a) Pasting Table \_\_\_\_\_  
b) Printing down frames \_\_\_\_\_
4. **Book binding unit within the premises**  
a) No. of folding machines \_\_\_\_\_  
b) No. of Stitching machines \_\_\_\_\_  
c) No. of cutting machines \_\_\_\_\_
5. **Covered Area of storage** \_\_\_\_\_ sq. meter

**CERTIFICATE**

It is certified that the above information furnished is correct and all the above machines/units exists under one roof of my press at the following address and as per the technical specifications. The ownership document of machines has been uploaded.

Place: \_\_\_\_\_ Name & signature of the authorized signatory of the  
Date: \_\_\_\_\_ Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp

**TECHNICAL BID FORM-5**

**CERTIFICATE**

It is certified that I/We have read and understood the technical specifications along with Specifications given at clause 2 of the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished book, the action will be taken as per terms & conditions of the tender along with punitive action.

Signature of the Authorized person with seal of the Firm/Partner of the Firm/  
Director/ Proprietor. With rubber stamp  
Place & Date

### TECHNICAL BID FORM-6

#### IMPLEMENTATION SCHEDULE: -

The supply of Printed material is to be completed within 30 days from the issue of print order/CD whichever is later, failing which a penalty @ of 5% will be imposed from the 31<sup>st</sup> day, per week (i.e. 7 days calculated on pro-rata daily basis) on the unsupplied cards for delay supplies. The date of issue of print order/CD whichever is later will be counted as day one of the implementation schedule.

- |   |             |
|---|-------------|
| a) Issue of print order/CD/Performance Security | Day one (1) |
| b) Completion of schedule                       | 30 Days.    |

The Production material shall be taken from the Bureau within seven working days failing which the date of award of contract will be counted as day one for the schedule time. The printing material will only be issued after submission of performance security. The bidder should give their acceptance of the implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection. If supply is not made as per the time schedule, it will be treated as Criminal Offence and action shall be taken against the bidder as per the law in this regard.

The above implementation schedule is acceptable to us.

**Name & signature of the authorized signatory of the  
Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp**

**Place & Date:**

### TECHNICAL BID FORM-7

#### DECLARATION REGARDING FINANCIAL BID

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

<b>Place:</b>	<b>Name &amp; signature of the authorized signatory of the</b>
<b>Date:</b>	<b>Firm/Partner of the Firm/ Director/ Proprietor.</b>
	<b>With rubber stamp</b>

g/c

**TECHNICAL BID FORM-8**

**UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF  
THE TENDER AND VALIDITY OF RATES**

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 acceptable to us and I/We shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.

**Name & signature of the authorized signatory of the  
Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp**

**Place:**

**Date:**

**TECHNICAL BID FORM-9**

**DECLARATION REGARDING SUPPLY OF BOOKLETS/CARDS 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.

**Name & signature of the authorized signatory of the  
Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp**

**Place & Date**

**TECHNICAL BID FORM-10**

**Certificate regarding implementation of labour laws and etc.**

It is certified that I/We have read the clause of labour law of GNCT of Delhi and implementing the labour laws in our press as framed by the Labour Department, Govt. of NCT of Delhi/State Govt.

**Name & signature of the authorized signatory of the  
Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp**

**Place & Date**

1/c

**TECHNICAL BID FORM 11**

**CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS**

- i) Certified that I/We can print following quantity of booklets/cards with in the premises of our press in terms of reams in different sizes/colours with in schedule time of 30 days.

a. Four Colour \_\_\_\_\_ Reams

Name & signature of the authorized signatory of the  
Firm/Partner of the Firm/ Director/ Proprietor with  
rubber stamp

Place & Date

**TECHNICAL BID FORM-12 (Sample)**

**SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/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 tender.

Name & signature of the authorized signatory of  
the Firm/Partner of the Firm/ Director/  
Proprietor. With rubber stamp

Place & Date:

**TECHNICAL BID FORM-13 (Sample)**

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

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

Name & signature of the authorized signatory of the  
Firm/Partner of the Firm/ Director/ Proprietor.  
With rubber stamp

Place& Date