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) Email delhibureauoftextbooks@gmail.com

NOTICE INVITING E-TENDER

On line tenders are invited for composing in Hindi/English/Urdu/Bilingual medium of various subjects from the reputed and experienced composers of text-books based in NCR Region Delhi.

The composing units must have:

- 1. At least five years experience in the field of composing and preparation of CD's of books
- 2. Can compose at least 200 pages per day of the text and having arrangement of scanning.
- 3. Can prepare the CD (In PMD and PDF) of the books with font and Links.
- 4. The bidder should have annual turn over of Rs. 3,00,000/- for the last three years.

The work includes composing of matter and illustrations single colour. There are about 6500 (Approx.) pages for composing and 1000 (approx.) pages for correction in following sizes:-

Technical Specification

Size of the publication: Crown quarto- 17.1cm X 24.1 cm
 Size of publication for correction Demy Quarto- 20.5cm X 26.9 cm
 Print - Area of the page:- 13.5 cm X 20.5 cm

There are about 40 books in Hindi/English/Urdu/Bilingual medium in single colour having approx. 150 to 350 pages in each book. The number of pages may be increased/decreased by 20%. The entire work of composing/scanning is to be completed within 20 days positively from the date of issue of order/manuscript and illustration.

The Bureau will provide the manuscript and illustrations either hand written or typed. The composer will have to compose and layout the book as per specifications and get it approved from the competent Authority before providing the CD's. The CD's should be in PMD & PDF and have links, fonts etc., which were used by the firm. Four proofs are to be provided by the bidder for proof reading. The proof reading work is to be done once by the firm and finally by the office of the Asstt. Director (Exam.), Old Sectt. Delhi. The complete CD's along with the hard copy will be given to the Bureau within schedule time, failing which the penalty @ of 5% per week (i.e. seven days on prorata basis) will be levied.

The tender form alongwith detailed terms and conditions are available at the website https://delhi.govtprocurment.com.

The bidders registered with NSIC/DGS&D are exempted for depositing the EMD. A copy of the registration shall be uploaded.

All tenderers should apply on-line before the last date & time.

On line opening of Technical Bid: 22/07/2014 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.

On line opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.

The first requirement to participate in e-tender is to have digital signature and the registration of tenderers with NIC Help Desk, C Wing, $6^{\rm th}$ 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

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NOTICE INVITING E-TENDER

On line tenders through e-procurement are invited for composing in Hindi/English/Urdu/Bilingual medium of various subjects from the reputed and experienced composers of text-books based in NCR Region Delhi. The tender must be submitted on line on the website https://delhi.govtprocurement.com before date and time of submission of tender i.e. 22/07/2014 up to 2.00 p.m.

GENERAL TERMS & CONDITIONS

- 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 field of composing.
- **1.2** A minimum of average financial turnover of Rs. 3 lacs during the last three years, ending 31st March of the previous financial year i.e. 2010-11,2011-12 and 2012-13.
- **1.3** The composer should have capacity to compose at least 200 pages per day of the text and having arrangement of scanning.
- 1.4 Technical Specification
 - A. No. of Pages-6500 (Approx.)
 - **B.** Size of the publication: Crown quarto- 17.1cm X 24.1 cm
 - **C.** Size of publication for correction Demy Quarto- 20.5cm X 26.9 cm
 - **D.** Print Area of the page 13.5 cm X 20.5 cm
 - **E.** No. of Colours:-

Text Single colour Cover In four colour

- All the bidders should quote rates for composing as per their capacity and capability. While submitting it should be calculated that the quantum of work allotted to the respective composer should be completed within 20 days. No extension of time shall be allowed for any reason. The manuscripts of the jobs are available for inspection in the office of Bureau. The manuscript may be inspected from 11.00 am. To 4.00 p.m. on all working days.
- Four proofs are to be provided by the bidder for proof reading. The proof reading work is to be done once by the firm and finally by the office of the Asstt. Director (Exam), Old Sectt., Delhi. The scanning of illustrations should be done in high quality. The complete CD's will be given to the Bureau within schedule time, failing which the penalty @5% per week (i.e. seven days on prorata basis) will be levied.

- 3. The bidder blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. Every composer would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/any other agency.
- 4. Earnest money deposit (EMD):- EMD is to be submitted physically to the Bureau in form of FDR/Banker's Cheque/Bank Guarantee on or before the date & time of uploading of technical bid for the amount of Rs. 15000/-and valid upto 30th September 2014. The composer registered with NSIC/DGS&D are exempted for depositing the EMD. A copy of the registration shall be enclosed. 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.

5. Special Instructions for Completing the Tender Bid:-

- a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
- b) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- c) All the information viz. EMD, Affidavit and signed terms & conditions must be furnished physically in DBTB office on or before date & time of opening of technical bid otherwise the bid is liable to be rejected.
- by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 22/07/2014 at 3.00 p.m. in presence of the representative/s of the bidders 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 & conditions. The inspection of the composers will be done by the inspection committee 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 commercial bids in respect of the above short-listed bidders will be opened on the date and time announced later on. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.
- 7. Performance Security:- The successful bidders will have to deposit the performance security at the rate of 10% of the total cost of order in form of FDR/Bank Draft/Irrevocable Bank Guarantee of any commercial bank in favour of Managing Director, Delhi Bureau of Text Books within 3 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/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the accepted bidder fails to submit performance security the EMD 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.

8. Agreement Deed:-

- a) The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 10/- non-judicial stamp paper within 3 days from the date of award of the contract. The firm shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. 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.
- **9. Payment:-** The payment will be made as per number of pages composed by the firm.
- **10. Implementation Schedule:** The bidder shall be required to supply the CD's /soft copies within 20 days from the initial date of award of the tender/manuscript and illustrations, whichever is later, failing which a penalty @ of 5% per week (i.e. seven days on prorata basis) will be imposed for delay supplies.

The finally composed material is to be given within 20 days from the date of ward of contract. The date of award of contract will be counted as day one of the implementation schedule.

a) Award of contract : Day one (1)

b) Completion of Schedule :

S.No.	Detail of Schedule	Day from the Date of Award of Contract
1.	Submission of 1 st proof of all the material after 1 st reading by composer	By 9 th Day
2.	Collection of proof read material from ADE (Exam), Dte. of Education, Delhi	By 11 th Day
3.	Submission of 2 nd proof to ADE (Exam), Dte. of Education, Delhi	By 13 th Day
4.	Collection of 2 nd proof read material from ADE (Exam), Dte. of Education, Delhi	By 15 th Day
5.	Submission of 3 rd proof to ADE (Exam), Dte. of Education, Delhi	By 17 th Day
6.	Collection of 3 rd proof read material from ADE (Exam), Dte. of Education, Delhi	By 18 th Day
7.	Submission of final hard copies and CD's to Secretary (DBTB)	By 20 th Day

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.

11. 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.

- **12. 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.
- 13. Quoting of rates:-The bidder will quote composing/ scanning/planning/designing rates on per page basis and upload these in the prescribed BOQ Performa of the e-tender (Including all charges etc.). However, the payment shall be made by the bureau to the bidder after deducting TDS. The quoted rates shall be valid up to 31.03.2015 for all extended orders up to 20% of the main composing order.
- **14. 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 displayed on the website https://delhi.govtprocurment.com any amendment/s will be binding on all the bidders.
- **15. Completeness of the tender document:-** The Bureau is not responsible for the completeness of the tender documents and their addendum.
- **16. 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.
- 17. Collection of material:- The composer shall collect the manuscript and illustration immediately after receiving the information of award of contract from the office of the Bureau, telephonically or otherwise. The format of agreement deed form will be given along with the letter of the contract. No extra time will be granted due to any reason. The composer shall submit the performance guarantee and agreement deed within 3 clear calendar days from the date of award of contract.
- **18. Submission of documents for the required turnover:-** The bidder should upload the turnover for the last three financial years and submit the Trading Account, Profit and Loss Account & Balance Sheet authenticated by the chartered accountant with the technical bid.
- **19. Submission of two Affidavit:-** That the firm has never been blacklisted in the past by any Govt. department/Agency.

That the firm has furnished the correct information and solely responsible for furnishing wrong/false information in the tender.

- **20. Submission of undertaking of the acceptance of all the terms & conditions:-** The bidder will upload an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. The scanned copy of the undertaking is to be uploaded with the Technical Bid.
- **21.** 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.

22. In case of any dispute, the Bureau may appoint an arbitrator to settle the dispute.

Note:- The bidder shall submit only those documents physically, which are required in the tender in open envelop. No extra document will be accepted.

Sd/-Secretary Delhi Bureau of Text Books

Tender No. F.1-P (4)/Comp./DBTB/14-15/3

Technical Bid Form - 1

TECHNICAL BID FOR THE COMPOSING

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

1. GENERAL INFORMATION: -

	The Composer should furnish the following	g details
1.1	Name & Address	
1.2	Contract Nos. & fax Land Line	
	Mobile	_Fax
1.3	Technical Bid Form No. 1	uploaded/Not uploaded
1.4	Proof of 5 years experience in composing of text book (proof should be furnished)	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 unit/firm from competent authority	uploaded/Not uploaded
1.9	Details of Earnest Money Deposit (EMD)	uploaded/Not uploaded
	(Di:	(Scanned copy should be uploaded) Submitted/Not Submitted rectly to be submitted in the Bureau)
1.10	Proof of average turnover during last 3 years (Authenticated by C.A.)	uploaded/Not uploaded
1.11	Details of Composing unit	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	Undertaking regarding validity of rates upto 31-03-2015	uploaded/Not uploaded

1.17 Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- as per sample. Submitted/Not Submitted (Directly to be submitted in the Bureau)

1.18 Affidavit regarding never blacklisting on Non- Judicial Stamp Paper of Rs. 10/- as Per sample given.

Submitted/Not Submitted (Directly to be submitted in the Bureau)

1.19 Documents for partnership/company of the firm

uploaded/Not uploaded

- 1.20. Scanned copy of Certificate regarding per uploaded/Not uploaded day capacity of composing in terms of pages.
- 1.20 Whether all documents signed with seal by the Owner/Partner/Director of the firm.

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.

DETAILS OF EARNEST MONEY DEPOSIT (EMD): -

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

Note: Please Submit the EMD of the mentioned amount valid upto 30-09-2014, 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 Composing unit/Partner of the Firm/ 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
2010-11		Uploaded/Not uploaded
2011-12		Uploaded/Not uploaded
2012-13		Uploaded/Not uploaded

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

Place & Date:

PROFORMA FOR DETAILS OF COMPOSING UNIT

- 1. No. of Composing units _____
- 2. No. of Scanning Machines

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.

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 given in the tender and have quoted the rates accordingly. The finished product will match the said specifications. If any deviation is found in the finished work 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 Composer shall be required to complete composing work within 15 days from the initial date of award of the contract/manuscript/illustrations whichever is later, failing which a penalty @ of 5% per week (i.e. 7 days calculated on pro-rata daily basis) will be imposed on the works for delay. The date of issue of contract/manuscript/illustration whichever is later will be counted as day one of the implementation schedule.

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:

DECLARATION REGARDING COMMERCIAL 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 commercial bid is liable to be rejected if it contains any other condition.

Place: Name & signature of the authorized signatory of the

Date: Firm/Partner of the Firm/ Director/ Proprietor

with rubber stamp

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 31.03.2015.

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

Place:
Date:

DECLARATION REGARDING COMPOSING WORK 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

That I/We	M/s	
Address	M/s he tender and I/We shall be solely	has/have furnished
the correct information in t wrong/false information in	he tender and I/We shall be solely the tender.	responsible for furnishing
	Name & signature of the author	•
	the Firm/Partner of the Firm/	Director/
	Proprietor with rubber stamp	
Place & Date:		
	TECHNICAL BID FORM-11	
	O BE SUBMITTED ON NON-JUD PUBLIC NOTARY/OATH COMM	
	M/a	
That I/We	NI/\$	

Name & signature of the authorized signatory of the

Firm/Partner of the Firm/ Director/ Proprietor

with rubber stamp

Place& Date

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books

Name of Work: Composing Work of Supporting Material-2014-15

Contract No: F.1P(4)/Comp./DBT/14-15/3

Bidder Name :

SCHEDULE OF WORKS

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant coulmns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

SI. No.	Description of work	Qty. (Approx.)	Unit	Estimated Rate		Figures To	AMOUNT Rs. P
1 1	Composing of 1118 pages (Approx.) Hindi Language/Pol.Science/History/ Geography/ Bus. Studies/Social Studies in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	,	Per page	(in. Rs.)	Figures 0.00	Words Rupees only	0.00
2	Composing of 527 pages (Approx.) English Language in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	527	Per page		0.00	Rupees only	0.00
3	Composing of 583 pages (Approx.) Mathmatics in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	583	Per page		0.00	Rupees only	0.00
4	Composing of 483 pages (Approx.) Accountancy in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	483	Per page		0.00	Rupees only	0.00
5	Composing of 1037 pages (Approx.) Physics/Science in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	1037	Per page		0.00	Rupees only	0.00
6	Composing of 275 pages (Approx.) Chemistry in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	275	Per page		0.00	Rupees only	0.00
7	Composing of 257 pages (Approx.) Biology in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	257	Per page			Rupees only	0.00
8	Composing of 684 pages (Approx.) Economics in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	684	Per page		0.00	Rupees only	0.00

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books

Name of Work: Composing Work of Supporting Material-2014-15

Contract No: F.1P(4)/Comp./DBT/14-15/3

Bidder Name :

SCHEDULE OF WORKS

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant coulmns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

SI.	Description of work	Qty.	Unit	Estimated Rate	RATE In	RATE In Figures To		UNT
No.		(Approx.)		(in. Rs.)	Figures	Words	Rs.	Р
9	Composing of 600 pages (Approx.) Urdu Language in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	600	Per page		0.00	Rupees only		0.00
10	Composing of 641 pages (Approx.) Urdu Medium/Mathmatics/Science/Social Studies in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	641	Per page		0.00	Rupees only		0.00
11	Composing of 295 pages (Approx.) Urdu Medium- History/Pol. Science in single colour in Crown quarto- Size-17.1 cms X 24.1 Cms. Print area of page 13.5 cms X 20.5 cms	295	Per page		0.00	Rupees only		0.00
12	Corrections pages 1000 pages (Approx.)	1000	Per page		0.00	Rupees only		0.00
Total in Figure	Total in Figures							0.00
Total in Words				Rupees	only			