

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)

TENDER NOTICE

Sealed tenders are invited for the printing of Hindi/English medium – Mental Maths books for the classes V, VI, VII, VIII, IX and X from the reputed and experienced printers in text-books printing based in NCR Region Delhi having at least five years experience in the field of printing of books and two offset machines (sheet fed) with valid license issued by the appropriate authority. There are 12 books in Hindi/English medium ranging from 7,400 to 2,26,300 copies in single colour. The paper will be procured by the printers themselves. Printers will have to quote the rates separately for each title on finished book basis. The detailed tender form alongwith the terms and conditions may be obtained from the office of the undersigned upto 17.4.2008 from 11 a.m. to 4 p.m. on all working days. The time schedule for submitting and opening of the tender in the office of the Bureau will be as under:

- 1. Last date for submission of Technical Bid and Financial Bid - 21.4.2008 upto 3.00 p.m.**
- 2. Opening of the Technical Bid on 21.4.08 at 3.30 p.m.**
- 3. Results of the Technical Bid will be displayed on the Notice Board on 22.4.08 at 3.00 p.m.**
- 4. Opening of the Financial Bid on 22.4.2008 at 3.30 p.m.**

The tender documents are also placed on the website of Directorate of Education www.edudel.nic.in and can be down loaded from there.

Sd/-
(M.K.AGRAWAL)
SECRETARY

दिल्ली पाठ्य पुस्तक ब्यूरो,
25/2, संस्थानीय क्षेत्र, पंखा रोड,
डी ब्लाक, जनकपुरी, नई दिल्ली-110058
दूरभाष 28524202, 28522049 फ़ैक्स 28520901

निविदा सूचना

कक्षा-5, 6, 7, 8, 9 तथा 10 की हिन्दी व अंग्रेजी माध्यम की मैटल मैथ की पुस्तकों के मुद्रण हेतु राष्ट्रीय राजधानी क्षेत्र, दिल्ली में स्थित प्रतिष्ठित एवं अनुभवी मुद्रकों से मोहरबन्द निविदाएँ आमंत्रित की जाती हैं । निविदादाताओं के पास पुस्तक मुद्रण में कम से कम 5 वर्ष का अनुभव, दो शीट फेड मशीन तथा उपयुक्त लाईसेंस का होना अनिवार्य है । ये सभी 12 प्रकाशन 7,400 से 2,26,300 तक एक रंग में, अंग्रेजी/हिन्दी माध्यम में प्रकाशित की जायेंगी । इन प्रकाशनों के मुद्रण हेतु कागज की व्यवस्था मुद्रक द्वारा स्वयं की जायेगी । मुद्रकों को तैयार आधार पर ब्यूरो में सुपुर्दगी सहित प्रत्येक पुस्तक हेतु निविदा मूल्य अंकित करना होगा । निविदा से संबंधित नियम एवं शर्तों सहित प्रत्येक शीर्षक एवं माध्यम हेतु निविदा प्रपत्र दिनांक 17-04-2008 तक प्रातः 11.00 बजे से सायं 4.00 बजे तक सभी कार्य दिवसों में अधोहस्ताक्षरकर्ता के कार्यालय से प्राप्त किये जा सकते हैं । निविदा प्रपत्र जमा करवाने व खुलने का विवरण इस प्रकार है : -

1. तकनीकी एवं वित्तीय निविदा दिनांक 21.04.2008 को सायं 3.00 बजे तक जमा की जा सकती हैं ।
2. तकनीकी निविदा दिनांक 21.04.2008 को सायं 3.30 बजे खोली जायेंगी ।
3. तकनीकी बोली का परिणाम दिनांक 22-04-2008 को अपराह्न 3.00 बजे ब्यूरो के सूचना-पट्ट पर प्रदर्शित कर दिया जायेगा ।
4. तकनीकी बोली में सफल निविदादाताओं की वित्तीय निविदा दिनांक 22-04-2008 को सायं 3.30 बजे खोली जायेगी ।
5. निविदा प्रपत्र शिक्षा निदेशालय की वेबसाइट www.kemsa.gov.in से भी डाउनलोड किए जा सकते हैं ।

(एम. के. अग्रवाल)
सचिव

DELHI BUREAU OF TEXT BOOKS
25/2, Institutional Area, Pankha Road,
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(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 at least two offset machines (sheet fed) with a valid license 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 17-04-2008. 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 21-04-2008 upto 3.00 p.m. The Technical Bid will be opened on 21.04.2008 at 3.30 p.m. in the conference room of Delhi Bureau of Text Books in the presence of the tender ers or their representative (if any who wish to be present). The result of the Technical bids will be displayed on 22 04 .2008 at3.00 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 22. 04.2008 at 3.30 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 at least 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). quantity of print order and the style of binding is given in the details of specifications attached.
2. A bid security as given in Annexure-1 in the form of CDR/FDR/Bank Draft with validity upto 30.09.08 from any scheduled bank in favour of Managing Director, Delhi Bureau of Text-books 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, 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.

(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 45 days from the date of supply the last material i.e. CD etc. The printer shall have to collect the printing material within three days from the date of order for printing of books allotted to him. If C.D's are not collected within three days, the time schedule will start after three days from the date of order. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 45 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. 80 gsm Maplitho paper is to be used for text printing and 170 gsm M.G. Paper is to be used for cover printing as laid down in Annexure I i.e. as per BIS specifications and attach the samples of both type 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 7.5% as performance security in addition to bid security, 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.
(II) The printer shall at his own cost submit the ferro proofs (prints), ammonia prints (proofs), to the Bureau for its approval before final printing in bulk.
 7. Manuscripts and C.D.'s (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 collect the printing material (like MSS CD, Positive, Text and Cover) from the Bureau within 3 days from the date of the order. However, formalities of contract (security deposit and Agreement Deed etc.) may be completed within 7 days from the date of the order.
 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 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 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.**

**(M.K. AGRAWAL)
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.**
- 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.**
- 8. Sample of both type of papers to be used.**

10. Sample of Text and cover paper 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 quoted.

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**
- 6.**
- 7.**
- 8.**
- 9.**
- 10.**
- 11.**
- 12.**

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. Failing which the tender may be rejected.**
- 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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(An Autonomous Organization of GNCT of Delhi)
25/2, INSTL. AREA, PANKHA ROAD,
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Ph: 2852 4202, 2852 2049, FAX: 2852 0901

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:-

Rate (inclusive of all taxes with F.O.R.) Rs. (In figure)

Rs. (In words)

(Rates must be quoted both in figures and words)

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

Signature:

Name:

With seal

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. The printer will prepare positives for printing of books from the CD's.

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.