

**PRINTING AND SUPPLY OF QUESTION BANK BOOKS**  
**2008-09**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF FIVE QUESTION BANK BOOKS IN ENGLISH  
AND HINDI MEDIUM FOR CLASSES X AND XII.**

**TENDER NO. F.1-P(3)/QB/DBTB/08-09/2**

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

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

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**2008-09**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF FIVE QUESTION BANK BOOKS IN ENGLISH AND  
HINDI MEDIUM FOR CLASSES X AND XII.**

**TENDER NO. F.1-P(3)/QB/DBTB/08-09/2**

**PART-I**

**TENDER DOCUMENT**

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

**PART-I**

**Tender Notice No. F.1-P(3)/QB/DBTB/08-09/2**

**Dated:**

**DESCRIPTION OF THE WORK**

**Printing & delivery of five question bank books in English & Hindi medium for classes X and XII.**

**Note:-**

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

**Secretary  
Delhi Bureau of Text Books**

.....

**ACKNOWLEDGEMENT**

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

# DELHI BUREAU OF TEXT BOOKS

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

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi -110058

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

## NOTICE INVITING TENDER

Sealed tenders are invited from the reputed web offset printers operating within NCR of Delhi for the printing and delivery of five Question Bank Books for classes 10<sup>th</sup> and 12<sup>th</sup> in English and Hindi medium as detailed below: -

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed	E.M.D. (In Rs.)
1	10 <sup>th</sup> (Hindi)	636	93,000	1,65,000
2	10 <sup>th</sup> (English)	620	24,000	45,000
3	12 <sup>th</sup> Science (English)	552	8,000	15,000
4	12 <sup>th</sup> Commerce (Bilingual)	530	22,000	35,000
5	12 <sup>th</sup> Humanities (Hindi)	432	52,000	60,000
	<b>Total</b>		<b>1,99,000</b>	<b>3,20,000</b>

The number of copies and pages may be increased or decreased by 20%. The entire work of printing and delivery is to be completed within 45 days positively. The delivery is to be given at 28 different centers of educational zones of Directorate of Education and in the godowns of Delhi Bureau of Text Books as per requirement. The text and cover paper is to be procured by the printers at their own as per specifications given in the detailed tender document. The last date of submission of completed tender document would be 8-07-2008 upto 2.30 p.m. As per the tender document there shall be two types of bids namely Technical and Commercial bid. The technical bid and commercial bid should be sent in separate sealed envelopes marked as “A” and “B” respectively addressed to the Secretary, Delhi Bureau of Text Books. The technical bid should accompany the Earnest Money Deposit in the form of account payee demand draft/F.D.R./banker’s cheque of any scheduled bank valid upto 30-08-2008 in favour of Managing Director, Delhi Bureau of Text Books for the amount as mentioned above in the table separately for each question bank books. The tenders containing technical bid and commercial bid in separate envelopes as above in a sealed outer cover (bigger envelope) super-scribed as “Tender for printing and delivery of question bank books”, Tender No. F.1-P(3)/QB/DBTB/08-09/2, due on 8-07-2008 at 4.00 p.m. and addressed to Secretary, Delhi Bureau of Text Books must be inserted in the tender box placed in the office of the Secretary, Delhi Bureau of Text Books. The tenders will be received upto 2.30 p.m. on 8-07-2008. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily. Interested printers must have

1. At least two web offset machines.
2. Minimum experience of completing similar work during last seven years as given below:-

**At least one similar work of Rs. one crore.**

**or**

**At least two similar work of Rs. 62.5 lacs each.**

**or**

**At least three similar work Rs. fifty lacs each.**

- 3. At least 5 years experience in the field of printing of books.**
- 4. A valid license in printing of books issued by competent authority.**
- 5. A minimum of average financial turn over of Rs. 42 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2004-05, 2005-06 & 2006-07.**

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day upto 7-7-2008 on the payment of Rs. 500/- (non refundable) in cash or in the form of account payee pay order/demand draft of any scheduled bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 500/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document.

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

- 1. Last date of issuance of tender documents from DBTB is 7-07-2008 upto 4.00 p.m.**
- 2. Last date and time of submission of sealed tender documents as explained above is 8-07-2008 upto 2.30 p.m. in the chamber of undersigned.**
- 3. The technical bids in envelop "A" will be opened on 8-07-2008 at 4.00 p.m. in the presence of the representative/s of the bidders, if any, in the chamber of the Managing Director, DBTB.**
- 4. The result of the technical bid will be declared on 11-07-2008 at 12.00 noon.**
- 5. The commercial bids in envelop "B" of only the technically qualified bidders will be opened on 14-07-2008 at 3.00 p.m. in the presence of the representative/s of the bidders, if any, in the chamber of Managing Director, DBTB**

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

**(M.K. AGRAWAL)  
Secretary**

## **TECHNICAL SPECIFICATIONS**

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

1. Name of the book, No. of pages and quantity of the books.

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed
1	10 <sup>th</sup> (Hindi)	636	93,000
2	10 <sup>th</sup> (English)	620	24,000
3	12 <sup>th</sup> Science (English)	552	8,000
4	12 <sup>th</sup> Commerce (Bilingual)	530	22,000
5	12 <sup>th</sup> Humanities (Hindi)	432	52,000
	<b>Total</b>		<b>1,99,000</b>

**Note:-** The number of books to be printed and pages may be increased or decreased by 20%. The number of pages may also be increased or decreased by 20%.

2. Size of Publications: - Demy Quarto size -- Trimmed size 21.3cmX 26.9 cm.
3. No. of Colours: - Text in single colour and cover in four colour.
4. Specifications of text & cover paper: - The paper for the printing of text and cover will be procured by the printer from his own resources as per following specifications.
  - a) Text Paper: - White printing paper of 70 gsm, width 89cm in roll with BIS specifications IS 1848:2007, with smooth finish on both sides and should not be manufactured from recycled pulp. The paper should be of standard mill.
  - b) Cover Paper: - White M.G.paper 58.5cm X 91.5 cm of 220 gsm paper with BIS specifications 6956:2001 and should not be manufactured from recycled pulp. The paper should be of standard mill.

The details of BIS specifications No. 1848:2007 and 6956:2001 for white offset printing paper & cover paper respectively are given below: -

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



rejected. The paper of the finished book will be got tested from a Govt. approved laboratory. If the paper is not found as per specifications in the finished product, the proportionate cost will be deducted from the printer's bill.

Properties	White Offset Printing Paper	Cover Paper
	1848:2007	6956:2001
Tensile Index nm/g min. CD	20	17
-do- MD	30	25
Brightness min.	72	72
Opacity % min.	80	85
1minute cobb test maximum/Average	25	22
Wax pick	No pick on 8A	No pick on 8A
Smoothness/ (Bendtsen) ml/ min. max	280	300
Tear Index mN.m <sup>2</sup> / gm Min. CD	4	N.A.
-do- MD	3.5	N.A.

5. Style of binding: Section sewing cover creased and pasted with or without end leaves and cut flush.

#### TENDER INFORMATION

1. Tender Notice No. : F.1-P(3)/QB/DBTB/08-09/2
2. Region : National Capital Region of Delhi
3. Issue of Tender Document : From the date of publication of NIT to 7-07-2008 on any working day between 11.00 a.m. to 4.00 p.m.
4. Last date and time for submission of tender : 8-07-2008 upto 2.30 p.m. in the office the Secretary, DBTB, 25/2, Institutional Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
5. Date & time of opening of tender for Technical Bid (Envelope "A") : On 8-07-2008 at 4.00 p.m. in the presence of the representative/s of the bidder.
6. Date of declaration of Result of the Technical Bid : On 11-07-2008 by 12.00 noon.
7. Date & time for opening of Commercial Bid (Envelope "B") : On 14-07-2008 at 3.00 p.m. in the presence of the representative/s of the successful bidders in the Technical Bid.
8. Venue of opening of Technical/Commercial Bid : In the chamber of the Managing Director, DBTB/Addl.D.E.(Admn.), Room No. 10, Dte. of Edn, Old Sectt., Delhi-110054

9. Address for all Correspondence : Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
10. Earnest money payable :

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed	E.M.D. (In Rs.)
1	10 <sup>th</sup> (Hindi)	636	93,000	1,65,000
2	10 <sup>th</sup> (English)	620	24,000	45,000
3	12 <sup>th</sup> Science (English)	552	8,000	15,000
4	12 <sup>th</sup> Commerce (Bilingual)	530	22,000	35,000
5	12 <sup>th</sup> Humanities (Hindi)	432	52,000	60,000
	<b>Total</b>		<b>1,99,000</b>	<b>3,20,000</b>

Separate draft/FDR/Bankers cheque for each question bank book is to be enclosed with the technical bid for the amount as given in the above table

11. Cost of tender Document : Rs. 500/- (which is not refundable)

#### GENERAL TERMS & CONDITIONS

The printing and delivery of five-question bank books in English and Hindi medium will have to be made at 28 centers of educational zones of Dte. of Edn. and in the godowns of Delhi Bureau of Text Books.

1. Eligibility criteria: -

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

- i) At least two web offset machines.  
ii) Minimum experience of completing similar work during last seven years as given below:-

At least one similar work of Rs. one crore.

or

At least two similar work of Rs. 62.5 lacs each.

or

At least three similar work Rs. fifty lacs each.

**Definition of Similar work : - Similar work will include work done in the field of book printing only. No other type of printing work undertaken by the press will be covered under definition of similar work.**

- iii) At least 5 years experience in the field of printing of books.
- iv) A valid license in printing of books issued by competent authority.
- v) A minimum of average financial turnover of Rs. 42 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2004-05, 2005-06 & 2006-07.
- vi) The printer blacklisted by any Govt. department will not be eligible for bidding. Every printer would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking.

**2. Due date and time: -**

Sealed tender should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi -110058 on or before 8-07-2008 upto 2.30 p.m. Tender received after due date and time or in unsealed condition will be summarily rejected.

**3. Mode of submission: -**

Tender should be addressed to the Secretary, Delhi Bureau of Text Books. The tender should be in sealed cover and inserted in the tender box kept in the office of the Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, Pankha Road, "D" Block, Janakpuri, New Delhi-110058 on or before 8-07-2008 upto 2.30 p.m. It will be the responsibility of the bidder to ensure that the completed documents in accordance to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.

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

This tender document contains the following: -

**Part-1 Tender Details.**

**Part-II Technical Bid to be submitted in original.**

**Part-III Commercial Bid to be submitted in original.**

- a) The technical bid as prescribed in Part-II of the tender document should be filled in original and should be sealed in a separate envelope. The Technical Bid should be super scribed as "Technical Bid-Envelope A", Tender No. F.1-P(3)/QB/DBTB/08-09/2 due on 8-07-2008 at 4.00 p.m.
- b) The commercial bid as prescribed in Part-III of the tender document should be filled in original and sealed in a separate

envelope. The commercial bid be super scribed as “Commercial Bid- Envelope “B””, Tender No. F.1-P(3)/QB/DBTB/08-09/2 due on 14-07-2008 at 3.00 p.m.

- c) The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Director or a Director or Secretary authorized by the resolution of Board of Directors, in case of private/public limited firm.
- d) The bid must be unconditional and in the format given in the tender document. Both the envelopes carrying (i) Technical Bid - Envelop A (ii) Commercial Bid -Envelope B should then be put in a single outer bigger envelope, sealed and addressed to Secretary, Delhi Bureau of Text Books and super-scribed Tender for printing and delivery of five question bank books, Tender No. F.1-P(3)/QB/DBTB/08-09/2 due on 8-07-2008 at 4.00 p.m.

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

The detailed tender document can be purchased from the office of the Secretary, DBTB between 11.00 a.m. to 4.00 p.m. on any working day upto 7-07-2008 on the payment of Rs. 500/- (non refundable) in cash or in the form of account payee pay order/demand draft of any scheduled bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form, a demand draft/pay order of Rs. 500/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document.

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

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed	E.M.D. (In Rs.)
1	10 <sup>th</sup> (Hindi)	636	93,000	1,65,000
2	10 <sup>th</sup> (English)	620	24,000	45,000
3	12 <sup>th</sup> Science (English)	552	8,000	15,000
4	12 <sup>th</sup> Commerce (Bilingual)	530	22,000	35,000
5	12 <sup>th</sup> Humanities (Hindi)	432	52,000	60,000
	<b>Total</b>		<b>1,99,000</b>	<b>3,20,000</b>

Separate draft/FDR/Bankers cheque for each question bank book is to be enclosed with the technical bid as EMD for the amount as given in the above table and should be valid up to 30-08-2008. 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 Bid s) not accompanied by EMD shall be summarily rejected.

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

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

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

The tenders received will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 8-07-2008 at 4.00 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 and 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 14-07-2008 at 3.00 p.m. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.

**9. Performance Security: -**

The successful bidders will have to deposit the performance security at the rate of 10% within 7 clear calendar days from the date of the award of the contract and should be valid up 60 days after the date of completion of contract. Further the required performance security will be accepted in the form of FDR/CDR/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the accepted bidder fails to remit the performance security within prescribed time, the EMD remitted by him will be forfeited and his bid will be held void. The performance security will be released only after the successful completion and final payment of the job.

**10. Agreement deed: -**

The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 7 days from the

date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.

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

**11. Payment: -**

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

**12. Implementation schedule: -**

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

- |                               |  |
|-------------------------------|--|
| a) Award of contract          | day one (1)  |
| b) Completion of the contract | within 45 days from the date of the award of the contract. |

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

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

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

**14. Penalty: -**

- a) **If the work of printing and delivery is not completed within the stipulated time schedule, a penalty for delay will be imposed @ 5% per week on the value of the book remaining un-supplied from the date of award of contract.**
- b) **The trimmed size of the books will be 21.3cm X 26.9 cm. In case of Over trimming at the level of the printer up to 5 mm either side the penalty 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.**

**15. Acceptance and withdrawal: -**

- a) **The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept and reject any or all 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.**
- b) **Tender with incomplete information is liable for rejection.**
- c) **Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.**

**16. False Information: -**

- a) **In the event of furnishing false/incorrect information by the bidder the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/ incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited and the contractor is liable to be blacklisted for a period upto three years.**
- b) **If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation, 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 period upto three years.**

## **17. 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.

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

## **18. Delivery: -**

To be delivered at 28 different centers of educational zones of Directorate of Education, GNCT of Delhi and the balance, if any, in the godwon of Delhi Bureau of Text Books. Before the supply of books in zonal centers, 10 copies of books as samples has to be supplied in the office of Delhi Bureau of Text Books for verification if the books are as per specifications of the tender.

## **19. Packing: -**

The books will be supplied in the bundles of 10 books each wrapped in a craft paper and tied with sutli.

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

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

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

The rates of the book should be quoted by th e bidder in per forme of 8 pages (including all charges like taxes, VAT, Cover, freight etc.). However, the payment will be made by the Bureau to the bidder after TDS.

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

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



**23. 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.**

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

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

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

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

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

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

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

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

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

**28. Collection of material: -**

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

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

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

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

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

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

**31. IMPORTANT NOTES: -**

- 1. The rate should be quoted in per forme of 8 pages only and separately for each book including all charges like taxes, VAT, Cover, freight etc.**
- 2. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.**
- 3. The implementation schedule specified in the contract shall be strictly adhered to.**
- 4. Chairman, Delhi Bureau of Text Books reserves the right to change the distribution center/s at his discretion.**
- 5. Chairman, Delhi Bureau of Text Books reserves the right to change any of the terms and conditions prior to the dead line for submission of bids.**

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

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

**PRINTING AND SUPPLY OF QUESTION BANK BOOKS**  
**2008-09**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF FIVE QUESTION BANK BOOKS IN ENGLISH AND  
HINDI MEDIUM FOR CLASSES X AND XII.**

**TENDER NO. F.1-P(3)/QB/DBTB/08-09/2**

**PART-II**

**TECHNICAL BID (ENVELOPE "A")**

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

**PART-II**

**Tender No. F.1-P(3)/QB/DBTB/08-09/2**

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

**Technical Bid (Envelope "A")**

**TECHNICAL BID FOR THE PRINTING OF 5 QUESTION BANK BOOKS .**  
**(EACH PAGE OF THE TECHNICAL BID MUST BE INDIVIDUALLY SIGNED BY THE BIDDER WITH SEAL)**

**1. GENERAL INFORMATION: -**

**PROFILE OF THE PRINTER**

**The printer should furnish the following details**

- 1.1 Name of the firm \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_
- 1.2 Nature of the firm \_\_\_\_\_**  
**Public/Private/Partnership/Proprietorship**
- 1.3 Address with Phone No. & fax \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_
- 1.4 At least 5 years previous experience in book printing (proof should be furnished)      Attached/Not Attached**
- 1.5 Whether the bidder can handle the printing and delivery on 29 centers of 2 lacs books within 45 days.      Yes/No**
- 1.6 Income Tax clearance certificate      Attached/Not Attached**
- 1.7 Copy of the PAN Card      Attached/Not Attached**
- 1.8 Copy of VAT No./Sale Tax Registration No. (whichever is applicable)      Attached/Not Attached**
- 1.9 Copy of the valid license of printing from competent Authority      Attached/Not Attached**
- 1.10 Sample of Printing and cover paper -      Attached/Not Attached**

- 1.11 Affidavit regarding incorrect/false Information as per clause 17 (a) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- Attached/Not Attached
- 1.12 Affidavit regarding never blacklisting as per clause 17 (b) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- Attached/Not Attached
- 1.13 Details of the No. & Type of machines Attached/Not Attached
- 1.14 Trading Account, Profit & Loss Account and Balance Sheet for 2004-05, 2005-06 & 2006-07 duly attested by C.A. & Annual Report (in case of Pvt./Public Ltd. Firms). Attached/Not Attached
- 1.15 Proof of average turnover of at least 42 lacs during last 3 years (Authenticated by C.A.) Attached/Not Attached
- 1.16 Proper document for completing At least one similar work of Rs. one crore.  
or  
At least two similar work of Rs. 62.5 lacs each.  
or  
At least three similar work Rs. fifty lacs each Attached/Not Attached
- 1.17 Details of Earnest Money Deposit (EMD): -

S.No.	Name of the Book	Amount	Details of the EMD (Name of the Bank, No. of Deposits and date etc.)
1			
2			
3			
4			
5			

**1.18 Documents for partnership  
firm/other firm as per clause  
30 of Part-I**

**Attached/Not Attached**

**Signature and seal of the bidder**

**Place:**

**Date:**

**Note: -**

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

**2. PROFORMA FOR INFORMATION OF TURNOVER**

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

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

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

<b>Financial year</b>	<b>Turnover (Rs. in lacs)</b>	<b>Trading A/c, Profit &amp; Loss A/c, Balance Sheet Authenticated by Chartered Accountant</b>
<b>2004-05</b>		<b>Attached/ Not Attached</b>
<b>2005-06</b>		<b>Attached/ Not Attached</b>
<b>2006-07</b>		<b>Attached/ Not Attached</b>

**Signature of the bidder with seal**

**3. PROFORMA FOR INFORMATION OF COMPLETING SIMILAR WORK**

**Brief of similar work completed by the printer in last seven years specifying the cost of the work.**

<b>S.No.</b>	<b>Name of the Work</b>	<b>Name of the Agency with Address</b>	<b>Year</b>	<b>Cost of the Work</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**CERTIFICATE**

**It is certified that the information furnished above and as per the documents submitted is true and correct and nothing has been concealed or tampered with. I have gone through all the conditions of the tender and am individually as well as the tender firm is liable to any punitive action, as mentioned in the terms & conditions of the tender for furnishing the false information in the tender.**

**Signature of the Authorized person with seal**



#### 4. TECHNICAL SPECIFICATIONS

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

<b>Question Bank Book</b>					
	<b>Class 10<sup>th</sup> (Hindi)</b>	<b>Class 10<sup>th</sup> (English)</b>	<b>Class 12<sup>th</sup>, Science (Eng)</b>	<b>Class 12<sup>th</sup>, Commerce (Bilingual)</b>	<b>Class 12<sup>th</sup>, Humanities (Hindi)</b>
<b>No. of Approx Pages</b>	636	620	552	530	432
<b>No. of Books to be printed</b>	93000	24000	8000	22000	52000
<b>Size of the Publication</b>	Demy quarto size	Demy quarto size	Demy quarto size	Demy quarto size	Demy quarto size
<b>Trimmed Size</b>	21.3cm X 26.9cm	21.3cm X 26.9cm	21.3cm X 26.9cm	21.3cm X 26.9cm	21.3cm X 26.9cm
<b>No. of Colours</b>	Text Single Col & Cover four Col	Text Single Col & Cover four Col	Text Single Col & Cover four Col	Text Single Col & Cover four Col	Text Single Col & Cover four Col
<b>Binding</b>	Section sewing cover creased and pasted with or without end leaves & cut flush	Section sewing cover creased and pasted with or without end leaves & cut flush	Section sewing cover creased and pasted with or without end leaves & cut flush	Section sewing cover creased and pasted with or without end leaves & cut flush	Section sewing cover creased and pasted with or without end leaves & cut flush
<b>Delivery</b>	Delivery to made in 28 zones and in the Godowns of DBTB	Delivery to made in 28 zones and in the Godowns of DBTB	Delivery to made in 28 zones and in the Godowns of DBTB	Delivery to made in 28 zones and in the Godowns of DBTB	Delivery to made in 28 zones and in the Godowns of DBTB

**4.2 Specifications of text & cover paper: -** The paper for the printing of text and cover will be procured by the printer from his own resources as per following specifications.

- a) **Text Paper: -** White printing paper of 70 gsm, width 89cm in roll with BIS specifications IS 1848:2007, with smooth finish on both sides and should not be manufactured from recycled pulp. The paper should be of standard mill.
- b) **Cover Paper: -** White M.G.paper 58.5cm X 91.5 cm of 220 gsm paper with BIS specifications 6956:2001 and should not be

manufactured from recycled pulp. The paper should be of standard mill.

The details of BIS specifications No. 1848:2007 and 6956:2001 for white offset printing paper & cover paper respectively are given below: -

Properties	White Offset Printing Paper	Cover Paper
	1848:2007	6956:2001
Tensile Index nm/g min. CD	20	17
-do- MD	30	25
Brightness min.	72	72
Opacity % min.	80	85
1minute cobb test maximum/Average	25	22
Wax pick	No pick on 8A	No pick on 8A
Smoothness/ (Bendtsen) ml/ min. max	280	300
Tear Index mN.m <sup>2</sup> /gm Min. CD	4	N.A.
-do- MD	3.5	N.A.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications and the bidder will attach the sample of text and cover paper with the tender, failing which the tender will be rejected. The Paper of the finished book will be got tested from a Govt. approved laboratory. If the paper is not found as per specifications in the finished product, the proportionate cost will be deducted from the printer's bill.

#### CERTIFICATE

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

Signature of the Authorized person with seal

**5. IMPLEMENTATION SCHEDULE: -**

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

- |           |  |  |
|-----------|--|--|
| <b>a)</b> | <b>Date of Award of contract</b>           | <b>Day one (1)</b>                                       |
| <b>b)</b> | <b>Date of Completion of time schedule</b> | <b>Within 45 days from the date of award of contract</b> |

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

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

**Signature of the Authorized person with seal**

**6. 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.**

**Signature of the Authorized person with seal**

**7. UNDERTAKING**

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

**Signature of the Authorized person with seal**

**8. AN 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.

**Signature of the Authorized person with seal**

**9. AN 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 M/s \_\_\_\_\_ has never been  
blacklisted in the past by any Govt. department/Agency.

**Signature of the Authorized person with seal**

**PRINTING AND SUPPLY OF QUESTION BANK BOOKS**  
**2008-09**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF FIVE QUESTION BANK BOOKS IN ENGLISH AND  
HINDI MEDIUM FOR CLASSES X AND X.**

**TENDER NO. F.1-P(3)/QB/DBTB/08-09/2**

**PART-III**

**COMMERCIAL BID (ENVELOPE “B”)**

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

**PART-III**

**COMMERCIAL BID (ENVELOP "B")**

**COMMERCIAL FORMAT**

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

**Tender No. F.1-P(3)/QB/DBTB/08-09/2**

**To,**

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

**Sub: Submission of Commercial Bid.**

**Sir/Madam,**

**I/we hereby tender for the printing and delivery of question bank books, in accordance to the specifications & Instructions of terms & conditions as well as general terms & conditions mentioned in the tender documents. I/We tender for the printing and delivery of following question bank books.**

<b>S.No.</b>	<b>Name of the question bank book</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	

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

**Signature of the bidder with seal**

# DELHI BUREAU OF TEXT BOOKS

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

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi -110058

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

TENDER NO. F.1-P(3)/QB/DBTB/08-09/2

## COMMERCIAL BID FORM

S.No.	Description of the job	Quoted Rates in figures and words (All inclusive)
1.	Question Bank for class 10 <sup>th</sup> (Hindi), 636 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 93,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
2.	Question Bank for class 10 <sup>th</sup> (English), 620 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 24,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
3.	Question Bank for class 12 <sup>th</sup> Science (English) 552 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 8,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
4.	Question Bank for class 12 <sup>th</sup> Commerce (Bilingual), 530 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 22,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
5.	Question Bank for class 12 <sup>th</sup> Humanities (Hindi), 432 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 52,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____

**NOTE:** - Rates per forme of 8 pages must be quoted for each question bank book including cost for cover, all types of other charges, taxes, VAT etc.

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

\_\_\_\_\_

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

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

Date:

Place:

(Signature of the bidder with seal)