

**PRINTING AND SUPPLY OF TEXT BOOKS**  
**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
SUPPLY OF TEXT BOOKS IN ENGLISH, HINDI, URDU AND  
PUNJABI MEDIUM FOR CLASSES I to VIII.**

**TENDER NO. F.1-P (1)/PTB/DBTB/09-10/05**

**PART-I, II, III**

**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**

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**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
SUPPLY OF TEXT BOOKS IN ENGLISH, HINDI AND URDU  
MEDIUM FOR CLASSES I to VIII.**

**TENDER NO. F.1-P (1)/PTB/DBTB/09-10/05**

**PART-I**

**TENDER DOCUMENT**  
**NIT, Terms & Conditions and Specifications**  
**(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**

**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 (1)/PTB/DBTB/09-10/05 Dated: 7/07/2009**

**DESCRIPTION OF THE WORK**

**Printing & delivery of Textbooks in English, Hindi and Urdu medium for classes I to VIII.**

**Note:-**

- 1. The document contains 25, 15 and 11 pages in Part-I, II & III respectively.**
- 2. All pages of the tender should be signed by the bidder with seal and must enclose each and every page of the Part-I of the tender document signed by the bidder with the technical bid (Envelop “A”).**
- 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.**

**Sd/-**  
**Secretary**  
**Delhi Bureau of Text Books**

**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

**(COPY FOR OFFICE USE)**

**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

**(PURCHASER’S COPY)**

**ACKNOWLEDGEMENT**

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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**

## **TENDER NOTICE**

**Sealed tenders are invited from the reputed sheet offset/web offset printers, operating within NCR of Delhi for the Printing & Supply of Textbooks in English, Hindi and Urdu medium for classes I to VIII**

**There are 88 titles in English, Hindi and Urdu medium. The number of copies ranging 7000 copies to 2,35,000 copies in single, Double and Four colour. The books are to be printed on Sheet fed /Web offset Machines. The print order may be increased or decreased by 40%. The entire work of printing and delivery is to be completed within 90 days positively. The delivery is to be given at the godowns of Delhi Bureau of Text Books or at any other place/s within NCT of Delhi, as per requirement. The text paper (water - mark) and cover paper shall be supplied by the Delhi Bureau of Textbooks and printers shall make arrangements for the lifting of paper from godowns of DBTB or from any other place/s within NCR of Delhi. The last date of submission of completed tender document would be 30.07.2009 up to 3.00 p.m. There shall be two types of bids namely Technical bid 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/Bank Guarantee for Rs.1,00,000/- (Rupees one lac only) of any commercial bank valid up to 31<sup>st</sup> March 2010 in favour of Managing Director, Delhi Bureau of Text Books. The tenders containing technical bid and commercial bid in separate envelopes as above shall be sealed in an outer cover (bigger envelope) super-scribed as “Tender for printing and supply of Text books”, Tender No. F.1-P (1)/PTB/DBTB/09-10/05, due on 30.07.2009 at 5.00 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 shall be received upto 3.00 p.m. on 30.07.2009. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily.**

**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 up to 29.07.2009 on the payment of Rs. 1000/- (non-refundable) in cash or in the form of account payee pay order/demand draft of any commercial bank payable 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.1000/- (non refundable) as detailed above has to be enclosed also with the technical bid of the tender document.**

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

- 1. Last date of issuance of tender document from DBTB is 29.07.2009 upto 4.00 p.m.**
- 2. Last date and time of submission of sealed tender document as explained above is 30.07.2009 up to 3.00 p.m. in the chamber of the Secretary DBTB.**
- 3. The technical bids in envelop "A" shall be opened on 30.07.2009 at 5.00 p.m. in the presence of the representative/s of the bidders who wish to be present, in the conference hall of the DBTB.**
- 4. The result of the technical bid shall be declared on 10.08.2009 at 12.00 noon**
- 5. The commercial bids in envelop "B" of only the technically qualified bidders shall be opened on 10.08.2009 at 3.00 p.m. in the presence of the representative/s of the bidders, who wish to be present, in the conference Hall of the Delhi Bureau of Text Books.**

**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.**

**Sd/-  
(M.K. AGRAWAL)  
Secretary**

## **TENDER INFORMATION**

1. **Tender Notice No.** : F.1-P (1)/PTB/DBTB/09-10/05
2. **Region** : National Capital Region of Delhi
3. **Issue of Tender Document** : From the date of publication of NIT to 29.07.2009 on any working day between 11.00 a.m. to 4.00 p.m.
4. **Last date and time for Submission of tender** : 30.07.2009 up to 3.00 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 tender for Technical Bid (Envelope "A")** : On 30.07.2009 at 5.00 p.m. in the presence of the representative/s of the bidders
6. **Date of declaration of Result of the Technical Bid** : On 10.08.2009 by 12.00 noon
7. **Date & time for opening Of Commercial Bid (Envelope "B")** : On 10.08.2009 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 & Financial Bid** : In the Conference Hall of the Delhi Bureau of Text Books.
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** : In the form of Draft/FDR/Bankers cheque/Bank Guarantee for the amount of Rs.1,00,000 of any Commercial Bank of Delhi in favour of Managing Director, Delhi Bureau of Text Book Valid up to 31<sup>st</sup> March, 2010.
11. **Cost of tender Document** : Rs. 1000/- (which is not refundable)

## **GENERAL TERMS & CONDITIONS**

The Printing and delivery of printed text books in English, Hindi and Urdu medium shall be made in the godowns of Delhi Bureau of Text Books or at any place/s within the NCT of Delhi.

### **1. Eligibility criteria: -**

**General Terms & Conditions: -** 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. The bidder must have: -

- i. At least 5 Year experience in the field of Book printing as a printer.
- ii. A valid license in printing issued by competent authority i.e. MCD, Declaration before the Police Commissioner/ Magistrate etc.
- iii. A minimum of average financial turnover of Rs. 10 lacs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.
- iv. The printer should have ownership document in support of printing and binding machines.
- v. 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.
- vi. 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.
- vii. The press must have been following the labour laws framed by the labour commissioner of Govt. of NCT of Delhi or of concerned authorities of neighbouring states. The printer shall submit a certificate on the letter head of the press duly signed with stamp that the press is maintaining the labour laws as framed by the labour department of the concerned state.

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

2. **Technical Specifications: - The printers shall be divided into two categories. (i) Medium size printers (ii) Large size printers.**
1. **The minimum criteria for the two categories of printers in respect of printing and binding machines & equipments are as under: -**

**i) Machines**

<b>Medium Size Printer</b>	<b>Large Size Printer</b>
<b>1. Plate Making: - Full fledged plate making unit with pasting table and printing down frame.</b>	<b>1. Plate Making: - Full fledged plate making unit with at least two pasting tables and two printing down frames.</b>
<b>2. Printing Machines: -</b> <b>a. One four-colour sheet fed offset printing machine in size 28x40" or 23X36 inch</b>	<b>2. Printing Machines: -</b> <b>a. (i) One four-colour sheet fed offset printing machine of not less than 28X40 inch or one four colour web offset</b>

<p style="text-align: center;">or</p> <p>One four colour web offset printing machine in 22.75" or 20" cut size..</p> <p>b. One double colour sheet fed printing machine of not less than 28X40 inch.</p> <p style="text-align: center;">or</p> <p>One double colour web offset printing machine in 20" cut size.</p> <p>c. One single colour sheet fed printing machine of not less than 28"X40"</p> <p style="text-align: center;">or</p> <p>one single colour web offset printing machine of not less than 20" cut size.</p>	<p>printing machine of not less than 20" cut size.</p> <p>ii) One four colour sheet fed offset printing machine of not less than 23X36 inch or one four colour web offset printing machine of not less than 22.75" cut size.</p> <p>b. One double colour sheet fed printing machine of not less than 28X40 inch or double colour web offset machine of not less than 20" cut size.</p> <p>c. One double colour sheet fed printing machine of not less than 23X36 inch or two colour web offset printing machine of not less than 22.75" cut size.</p> <p>d. One single colour sheet fed printing machine of not less than 28X40 inch or one single colour web offset printing machine of not less than 20" cut size.</p>
<p>3. Binding machine &amp; equipment: -</p> <p>a. One folding machine of not less than 30" size &amp; capable of performing four folds.</p> <p>b. Two wire stitching machines capable of stitching at least 200 pages of the book printed on 80 gsm.</p> <p>c. Two cutting machine of not less than 40" size.</p> <p>d. Complete arrangement of perfect binding.</p>	<p>3. Binding machine &amp; equipment: -</p> <p>a. Two automatic folding machine of not less than 30" size &amp; capable of performing four folds.</p> <p>b. Two wire stitching machines capable of stitching at least 200 pages of the book printed on 80 gsm.</p> <p>c. Two cutting machine of not less than 40" size.</p> <p>d. Complete arrangement of perfect binding.</p>
<p>4. Storage Space: - Sufficient (40 sq.mtrs.) space for the safe storage of paper and printed formes.</p>	<p>4. Storage Space: - At least 100 sq.mtrs. space (covered area) for the safe storage of paper and printed formes.</p>

**Note: 1. The medium size printers should quote rates only for the textbooks mentioned at Annexure "Y". The work shall be given on the basis of their capacity and capability.**

**2. The large size printers may quote rates for any number of books mentioned in both the Annexures "X" & "Y" as per their capacity and capability.**

**3. Chairman, Delhi Bureau of Text Books has all rights to allot the other jobs also from Annexure "X" & "Y" to the printers of both the categories after negotiation and the as per their capability.**

**ii) Details of textbooks to be printed: - There are 88 titles of the textbooks to be printed from class I to VIII in Hindi, English and Urdu medium. The No. of copies to be printed are in the range of 7,000 to 2,35,000 copies in Single, Double and Four colour. The detailed specifications of these books are given in Annexures "X" and "Y". There are 52 titles In Annexure "X" and 36 titles in Annexure "Y". These Annexures contain the details of the titles, class, print order, No. of pages, colour in which text and cover of the books are to be printed and the style of binding.**

**iii. Text Paper and Trimmed Sizes of the Books: -**

<b>S.No.</b>	<b>Paper Sizes</b>	<b>Trade Name of Book Sizes</b>	<b>Trimmed size of the book</b>
1.	28”X40” (71X102Cms)	Crown Quarto	17.1 X 24.1 cms.
2.	28” Reel (71Cms)	Crown Quarto	17.1 X 24.1 cms.
3.	22.5”X35” (57X89 Cms.)	Demy Quarto	21.3 X 26.9 cms.
4.	34” Reel (86 Cms)	Demy Quarto	20.6 X 26.9 cms.

**iv. Text & Cover paper: -** The paper for the printing of text and cover shall be made available to the printer by the DBTB from its godowns or from any other place/s within the NCR of Delhi. Printer shall arrange the lifting of paper of their own. If Bureau delivers the paper to the printer’s premises, the charges for the transportation of paper will be deducted from the printer’s bill on the basis of the NCERT schedule of rates.

**v. Printing Ink Quality: -** The ink to be used in printing of DBTB publications should be of good quality and should bear the qualities as given under the heading “Instructions regarding quality of printing ink used in the text books”.

**vi. Imposition of Pages and Printing Quality: -** While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the book, the printing should be uniform and of good quality and as per instructions given under the heading “Instructions regarding imposition of Pages and Printing Quality in text books”.

**vii. No. of Colours: -**

**As per Annexure X and Y**

**Text In single/Double/Four colour**

**Cover In four colour**

**viii. Style of binding: -** The binding of the books shall be done as per specifications mentioned in “Annexure “X” & “Y” and as per instructions given under the heading “Instructions regarding binding of text books”.

**Note:**

- 1. All the printers should quote rates for the printing and supply of textbooks as per their capacity and capability (from Annexure X and Y). While submitting it should be calculated that the quantum of work allotted to the bidder should be completed within 90 days. No extension of time shall be allowed for any reason.**
- 2. The Bureau will provide Positives of Text and Cover for the text-book. If there is any change in the textbooks, the bureau will provide the corrections intimated by NCERT. The press shall be paid outputting charges separately on the existing rates of NCERT Schedule for preparing the one piece positive of the page, if any.**

3. **Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any time and day. The printer shall extend full co-operation to the officers of the inspecting team visiting the press to inspect the progress of the printing work and answer their queries to their fullest satisfaction**
4. **As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed and past performance of the printer working with the Bureau. The printers shall execute the work as entrusted. Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions.**
  
3. **Due date and time: - Sealed tender documents should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058 on or before 30.07.2009 upto 3.00 p.m. Tender received after due date and time or in unsealed condition shall be summarily rejected.**
4. **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 30.07.2009 up to 3.00 p.m. It will be the responsibility of the bidder to ensure that the completed document in accordance to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.**
5. **Submission of sealed envelope of tender containing Technical and Commercial Bid: - This tender document contains the following: -**
  - Part-1 Tender Terms and conditions- To be submitted by the bidder with the technical bid after signing each and every page indicating the acceptance of all the terms & conditions.**
  - Part-II Technical Bid Forms - To be submitted in original completed in all respect.**
  - Part-III Commercial Bid Forms - Completed in all respect to be submitted separately for each title.**
  
- 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 F.1-P (1)/PTB/DBTB/09-10/05 due on 30.07.2009 at 5.00 p.m.**

- b) The commercial bid as prescribed in Part-III of the tender document should be filled and sealed in a separate envelope. The commercial bid be super scribed as “Commercial Bid- Envelope “B””, Tender No. F.1-P (1)/PTB/DBTB/09-10/05 due on 10.08.2009 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 Text books, Tender No. F.1-P (1)/PTB/DBTB/09-10/05 due on 30.07.2009 at 5.00 p.m.
6. **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 29.07.2009 on the payment of Rs. 1000/- (non refundable) in cash or in the form of account payee pay order/demand draft of any commercial 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 for m, a demand draft/pay order of Rs. 1000/- (non refundable) as detailed above has to be enclosed also with the technical bid of the tender document Delhi Bureau of Text Books.
7. **Earnest money deposit (EMD):** - EMD is to be enclosed in form of Draft/FDR/Bankers cheque/Bank Guarantee with the technical bid for the amount of Rs. 1,00,000/- should be valid up to 31<sup>st</sup> March 2010. 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. Tenders (Technical Bids) not accompanied by EMD shall be summarily rejected.
8. **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 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.**
9. **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 30.07.2009 at 5.00 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 and conditions. The inspection of the new entrant printers 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 10.08.2009 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.**
10. **Performance Security: - The successful bidders will have to deposit the performance security at the rate of 10% within 15 clear calendar days from the date of the award of the contract and should be valid up to 90 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 may be forfeited as a penalty. The performance security will be released only after the successful completion and final payment of the job.**
11. **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 15 days from the date of award of the contract. The press shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation 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.**
12. **Bank Guarantee of paper: - The successful tenderer shall have to furnish a bank guarantee of 25% of the cost of paper before lifting the paper issued/intended to be issued to him by the Bureau. After the finished books of the lot of paper issued to him are delivered to the Bureau for subsequent issue of the paper no separate bank guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.**
13. **Comprehensive Insurance Coverage of the Paper to be issued to the Printer: - The successful bidder shall have to submit the comprehensive Insurance Coverage of the Paper lifted from DBTB for the total cost of the paper. The successful bidder will submit the insurance policy accordingly. The expenses pertaining to insurance premium will be borne by the printer.**
14. **Payment: - The payment shall be made on the basis of the final setup of book. If the pages increases or decreases, the proportionate payment shall be made. The 80% payment will be made as far as possible within 20 working days of the satisfactory supply of the total print run of a particular job 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 Defective/ 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. No payment will be made for the part supply of the jobs.**
15. **Implementation schedule: - The printer shall be required to supply the 50% of the total print order to be delivered within 45 days from the initial date of award of the tender/issue of positives, failing which a penalty of 5% per week will be imposed for delay. The balance 50% will have to be supplied within next 45 days. The entire supply is to be completed within 90 days from the date of issue of positives of the job.**
- a) **Date of issue of positives after awarding the contract . Day one (1)**

b)

**Completion of the contract - within 90 days from the date of issue of positives after awarding 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. 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.**

- 16. 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.**
- 17. Penalty: -**
- a) If the 50% of the print orders are not supplied within 45 days from the initial date of award of the tender a penalty of 5% per week will be imposed for delaying the supply of the each job.**
  - b) If the work of printing and delivery is not completed within the stipulated time schedule of 90 days, a penalty for delay will be imposed @ 5% per week i.e. 7 days on the value of the book remaining un-supplied from the date of issue of positives of the job.**
  - c) The trimmed size of the books are mentioned at clause (iii) 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.**
  - d) In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of printing will be levied.**
  - e) In case of defective binding a penalty of 2% will be levied on the total cost of printing.**
- 18. Power of acceptance and withdrawal of the tender: -**
- 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.**

**19. 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 depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.**
- 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 considerable period.**

**20. 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.**

- 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.**

**21. Delivery: - The printer shall be required to supply the 50% of the total print orders to be delivered within 45 days from the date of issue of positives of the job after awarding the contract. The balance 50% will be supplied within next 45 days. The entire supply is to be completed within 90 days from the date of issue of positives of the job. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 90 days.**

**Delivery and the stacking of the books shall be made in the godowns of Delhi Bureau of Text Books at the address given above or at any other place/s in the NCT of Delhi specified by the Bureau. Before the bulk supply of books is made in godowns, 5 advance copies of books have to be supplied in the Production Deptt. of Delhi Bureau of Text Books for verification of size and other defects.**

**22. Packing: - 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 Brown paper sheet and delivered in the godowns of**

the Bureau at the address given above or at any other place/s in the NCT of Delhi specified by the Bureau.

23. **Registration with VAT department:** - The bidder should be registered with the Value Added Tax Department and will submit the documentary proof.
24. **Quoting of rates:** - The rates of the book should be quoted for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS. The quoted rates shall be valid up to 31.07.2010 for all extended orders up to 40% of the main print order.
25. **Variation in print order:** - The print order may be extended upto 40% but no extra plate-making charges shall be allowed for extended order. However the proportionate cost will be paid for the extended order. The extended orders shall be completed as per the time schedule given below: -
  - a) If the order is extended upto 20% then supply shall have to be made in 20 days.
  - b) If the order is extended upto 40% then supply shall have to be made in 30 days.
26. **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.
27. **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.
28. **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.
29. **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.

30. **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.
31. **Collection of material:** - Printers shall collect the production material immediately in the form of positives of text and cover after receiving the information of award of contract from the office of the Bureau, telephonically or otherwise. The paper requisition and 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 paper shall be issued as per requisition but only after submitting the comprehensive insurance coverage by the press against the issuance of the paper.
32. **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.
33. **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.
34. **Taxes and Duties:** - The press shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished textbooks to the godown of the Bureau.
35. **IMPORTANT NOTES:** -
  1. The rates of the book should be quoted for the total number of copies to be printed (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 godowns within NCR region 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.

**36. Instructions regarding quality of printing ink used in text books**

1. **The ink should be of a good standard in quality having sufficient quantity of finely grind pigments.**
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. **The ink should have good drying quality particularly on smooth or glaze paper to avoid “Set off”.**
4. **The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.**
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.**

**37. Instructions regarding imposition of Pages and Printing Quality in text books**

1. **The imposition of pages should be in accordance with the page area marks given on the positive. .**
2. **Perfect registration of colours should be maintained throughout while printing the job.**
3. **There should be controlled release of ink as per requirement of job to avoid “See Through” and uneven inking.**
4. **There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.**
5. **There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.**
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.**
7. **There should be no variation in any shades throughout the book**

**38. Instructions regarding binding of text books**

1. **The binding of the books shall be done as per specifications mentioned in “Annexure “X” & “Y”.**
2. **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.**
3. **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.**

4. 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 which ever is maximum, will be imposed on the printer for negligence.
5. The books to be centre or side stitched should have two wire staples of appropriate gauge suiting to the bulk of the book. The two staples in the centrally stitched books should be done exactly on the folds of the cover and folded formes, while in case of side stitching the books, the two staples should be put leaving equal space at the head and the tail of the book after trimming.
6. While perfect binding a book, it should be ensured that the spine shaving knife and all groove making devise of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the book and make appropriate grove for filling in the glue to hold firmly the spine and cover of the book. The glue used should be fresh, weather resistant, of high standard in quality, applied in adequate quantity at appropriate tempreture and should set in with suitable thickness. The glue should be firm binder of all the leaves of the book with cover and flexible to bear the frequent and flat opening of the book. No leaf or the cover of the book should come out while opening/turning over the book. The glue should not crack in any case.
7. All the three sides of the books, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned at clause (ii) of technical specifications.

#### **39. More Instructions for Technical Bid**

1. The tenders not submitted in prescribed form and not accompanied with EMD shall be disqualified.
2. The quotations should be strictly in accordance with the specifications given in Annexure X & Y and terms specified above. Submission of incomplete tender or of changed specifications shall be liable for rejection and forfeiture of EMD.
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 tenderer must submit the details of his machines in each colour with their per day capacity of work done by each machine. The printer shall mention their capacity of printing of Single, Double and four colour books within a span of 90 days in the Technical Bid in the prescribed form in Part-II.
6. If the printer does not supply books as per schedule mentioned in the print order or the printer backs out after the opening of the commercial bid, 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.

7. The printer shall append his signature along with the official stamp of the press on each and every page of Part-I of the tender document and also on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents and acceptance of all the terms & conditions.
8. The owner/partner/Director of the firm should enclose 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 submitted with the Technical Bid, the tender will be rejected.
9. The press must submit the undertaking that the rates quoted shall remain effective including extended orders up to 31.07.20 10.
10. An undertaking regarding acceptance of all the terms & conditions of the tender has to be submitted with the technical bid form.
11. An affidavit affirming that the information furnished in the tender document is correct to the best of their knowledge and belief.
12. A declaration regarding commercial bid has to be signed and submitted with the technical bid as given below: -

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

13. A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
14. Such other information as may be specified in the technical bid Form.
40. More instructions for commercial bid: -
  1. The printer will have to fill commercial bid for the title in which he is interested. The rates of the book shall be for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.) and also include cartage/packing/ transportation/stacking charges in the godowns of Delhi Bureau of Text Books or any other place/s in NCT of Delhi.
  2. Rates of the book should be quoted for the total number of copies to be printed (including all charges) for each book in the original commercial bid form only prescribed by the Bureau and the prices shall be quoted in Indian Rupees only.
  3. The delivery of the books will have to be made in the godowns of Delhi Bureau of Text Books or any other place/s in the NCT of Delhi in accordance to the delivery schedule to be mentioned in the print order. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise, shall be allowed.
  4. The printer shall print each title allotted to him as per the specifications provided in Annexures X & Y with the tender details.



5. **The Bureau will issue the paper for printing the text (water mark) and the cover. The paper shall have to be lifted from the godown of the Bureau or from any other place/s situated in the NCR of Delhi by the tenderer at his own cost. If Bureau make arrangement of delivering the paper to the premises of the printer, the lifting of paper at the rates prescribed by NCERT schedule rate, will be deducted from the bill.**
6. **For Sheet Fed Machines -Spoilage @1% for first colour and ½% (half) for every subsequent colour will be allowed on the paper supplied by the Bureau.  
For Reels – Spoilage @ 4% for four colour including Thabba will be allowed by the Bureau and paper A/c in this regard shall have to be submitted.  
No extra paper shall be issued to the printer for completing the jobs. However the press is allowed to take the water mark paper from the Bureau at 25% extra cost of the paper as extra spoilage for the completion of balance job of DBTB.**
7. **The successful bidders will have to deposit the performance security at the rate of 10% of the total cost of the order, in the form of CDR/FDR of any commercial 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 shall be released only after the final payment for the job.**
8. **The successful tenderer shall have to furnish a bank guarantee of 25% of the cost of paper before lifting the paper issued/intended to be issued to him by the Bureau. After the finished books of the lot of paper issued to him are delivered to the Bureau for subsequent issue of the paper no separate bank guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.**
9. (I) **The estimated number of pages of the books are mentioned in Annexure- X & Y. The payment shall be made proportionately for the extended order, if any and also for number of pages increased/ decreased.  
(II) **The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour to the Bureau for its approval before final printing in bulk.****
10. **Only Manuscripts and positives of text and cover of the books shall be supplied by the Bureau. But After completion of the job, the printer will have to return the positives and Manuscripts 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. However the correction charges and preparing the single piece positive/s of text page/s will be paid by the Bureau with the payment at the NCERT schedule of rates.**
11. **If the printed books are not supplied as per the stipulated time schedule, a penalty for delay per week i.e. 7 days upto the extent @ 5% of the cost of printing of the unsupplied lot will be imposed from the date of the issue of positives..**

12. The successful tenderers shall have to enter into an agreement with the Bureau in the prescribed proforma on a non-judicial stamp paper of Rs.10/-(Rupee hundred only) within seven days of the issue of the print order duly attested by Oath Commissioner/Notary.
13. The successful tenderer shall have to deposit the following documents within 15 clear calendar days from the date of award of the contract: -
  - i. Performance Security
  - ii) Comprehensive insurance coverage for the paper issued to the printer for the printing of books.
  - iii) Bank guarantee
  - iv) Agreement Deed

If the bidders fails to comply these instructions within prescribed time the EMD will be forfeited.

14. The rates quoted should be inclusive of all taxes (including all charges like taxes, VAT, Cover, freight etc.) and also include cartage/packing/transportation /stacking charges in the godowns of Delhi Bureau of Text Books or any other place/s in NCT of Delhi.
15. The allotment of a particular job shall be made to the lowest bidder for that job on the basis of the printing capacity and the past performance
16. The printer shall quote the rate of each title separately in the prescribed format and put in a sealed cover separately mentioning the Annexure & title with class. Finally all such financial bids shall be put in a big sealed cover/envelop.
41. 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.
42. Affidavits
  1. An affidavit to be submitted on non-judicial paper of Rs. 10/- duly attested by public notary/oath commissioner
  2. An affidavit to be submitted on non-judicial paper of Rs. 10/- duly attested by public notary/oath commissioner

Note: -

1. All the affidavits shall be enclosed with the Technical Bid as per format given with Part II of the tender.
2. If any printer quotes rate for a title for which he is not entitled according to the possession of No./Size/Type of machines, his bid shall be rejected and EMD forfeited with immediate effect.

Sd/-  
(M.K. AGRAWAL)  
Secretary

**ANNEXURE “X”**

**Technical Specifications of the text books 2009 -10**

S.No.	Title	Class	Print order	No. of Pages	16 Pages	8 Pages	4 Pages	2 pages	Cover with Colour
1	Ganit Ka Jadu	I	225000	160	-	20F-F/C	-	-	Four
2	Rim Zim	I	235000	136	-	17F-F/C	-	-	Four
3	Marigold	I	235000	132	-	16F-F/C	1F-F/C	-	Four
4	Ganit ke Jadu	II	225000	136	-	15F-F/C	-	-	Four
5	Rim Zim	II	235000	120	-	15F-F/C	-	-	Four
6	Marigold	II	235000	184	-	23F-F/C	-	-	Four
7	Gnit Ka Jadu	III	220000	208	-	26F-F/C	-	-	Four
8	Rim Zim	III	230000	148	-	18F-F/C	1F-F/C	-	Four
9	Marigold	III	230000	116	-	14F-F/C	1F-F/C	-	Four
10	Meri Dilli	III	230000	92	5F-F/C	IF-F/C	IF-F/C	-	Four
11	Aas Pass	III	220000	172	-	21F-F/C	1F-F/C	-	Four
12	Ganit Ka Jadu	IV	200000	176	-	22F-F/C	-	-	Four
13	Rim Zim	IV	210000	140	-	17F-F/C	1F-F/C	-	Four
14	Marigold	IV	210000	188	-	23F-F/C	1F-F/C	-	Four
15	Hamara Bharat	IV	210000	92	5F-F/C	IF-F/C	IF-F/C	-	Four
16	Aas Pass	IV	200000	228	-	28F-F/C	1F-F/C	-	Four
17	Ganit Ka Jadu	V	175000	208	-	26F-F/C	-	-	Four
18	Rim Zim	V	185000	164	-	20F-F/C	1F-F/C	-	Four
19	Marigold	V	185000	192	-	24F-F/C	-	-	Four
20	Hamari Duniya	V	185000	128	8F-F/C	-	-	-	Four
21	Aas Pass	V	175000	216	-	27F-F/C	-	-	Four
22	Ganit	VI	200000	356	-	44F-D/C	1F-D/C	-	Four
23	Vasant	VI	235000	144	9F-F/C	-	-	-	Four
24	Bal Ram Katha	VI	235000	96	6F-D/C	-	-	-	Four
25	Honeysuckle	VI	235000	148	9F-D/C	1F-D/C	-	-	Four
26	A Pact with the sun	VI	235000	64	4F-D/C	-	-	-	Four
27	Vigyan	VI	200000	176	-	22F-F/C	-	-	Four
28	Ruchira	VI	235000	116	7F-F/C	-	1F-F/C	-	Four
29	Samajik Aur Rajnitik Jeevan.	VI	235000	116	-	14F-F/C	1F-F/C	-	Four
30	Prithvi Hamara Avas (HM)	VI	235000	80	-	10F-F/C	-	-	Four
31	Hamara Atit (HM)	VI	235000	152	-	19F-F/C	-	-	Four
32	Ganit	VII	200000	344	-	43F-D/C	-	-	Four
33	Vasant	VII	235000	156	9F-F/C	1F-F/C	1F-F/C	-	Four
34	Bal Mahabharat	VII	235000	108	6F-F/C	1F-F/C	1F-F/C	-	Four
35	Honeycomb	VII	235000	160	10F-F/C	-	-	-	Four
36	An Alien Hand	VII	235000	84	5F-D/C	-	1F-D/C	-	Four
37	Vigyan	VII	200000	260	-	32F-F/C	1F-F/C	-	Four
38	Ruchira	VII	235000	120	7F-F/C	1F-F/C	-	-	Four
39	Sam.Aur Rajnitik Jeevan	VII	235000	136	-	17F-F/C	-	-	Four
40	Hamara Paryavaran	VII	235000	88	-	11F-F/C	-	-	Four
41	Hamara Atit	VII	235000	168	-	21F-F/C	-	-	Four

42	Ganit	VIII	190000	304	-	38F-D/C	-	-	Four
43	Vasant	VIII	225000	148	9F-F/C	-	1F-F/C	-	Four
44	Bharat Ki Khoj	VIII	225000	144	9F-F/C	-	-	-	Four
45	Honeydew	VIII	225000	148	9F-F/C	-	1F-F/C	-	Four
46	If so Happened (Eng)	VIII	225000	100	6F-F/C	-	1F-F/C	-	Four
47	Vigyan	VIII	190000	268	-	33F-F/C	1F-F/C	-	Four
48	Ruchira	VIII	225000	136	8F-F/C	1F-F/C	-	-	Four
49	Sam. Aur Rajniti Jeevan	VIII	225000	144	-	18F-F/C	-	-	Four
50	Sansadhan evam Vikas	VIII	225000	84	-	10F-F/C	1F-F/C	-	Four
51	Hamara Atit (Part-I)	VIII	225000	88	-	11F-F/C	-	-	Four
52	Hamara Atit (Part-II)	VIII	225000	104	-	13F-F/C	-	-	Four

**Style of binding: -**

- 1. Books upto 120 pages saddle wire stitched at two places and cover taken into stitches and cut flush.**
- 2. Books from 120 to 200 pages will be side wire stitched and cover pasted and cut flush.**
- 3. Perfect Binding beyond 200 Pages will be done with a smooth shave of the spine separating all the leaves of the book and make appropriate groove for filling in the glue to hold firmly the spine and cover of the book.**

**Abbreviation: - F/C = Four Colour, D/C = Double Colour, S/C Single Colour**

## ANNEXURE “Y”

### Technical Specifications of the textbooks 2009 -2010

S.No.	Title	Class	Print order	No. of Pages	16 Pages	8 Pages	4 Pages	2 pages	Cover with Colour
1	Math Magic	I	25000	160	-	20F-F/C	-	-	Four
2.	Ibtedai Urdu	I	7000	140	-	17F-F/C	1F-F/C	-	Four
3	Riyazi Ka Jadu (Math)	I	7000	160	-	20F-F/C	-	-	Four
4	Math Magic	II	25000	136	-	17F-F/C	-	-	Four
5	Ibtedai Urdu	II	7000	172	-	21F-F/C	1F-F/C	-	Four
6	Riyazi Ka Jadu (Math)	II	7000	140	-	17F-F/C	1F-F/C	-	Four
7	Math Magic	III	25000	208	-	26F-F/C	-	-	Four
8	Ibtedai Urdu	III	7000	144	-	18F-F/C	-	-	Four
9	Riyazi Ka Jadu (Math)	III	7000	212	-	26F-F/C	1F- F/C	-	Four
10	Looking Around	III	25000	172	-	21F-F/C	1F-F/C	-	Four
11	Ass Pass (EVS)Urdu	III	7000	172	-	21F-F/C	1F-F/C	-	Four
12	Meri Dilli (Urdu)	III	7000	92	5F-F/C	1F-F/C	1F-F/C	-	Four
13	Math Magic	IV	25000	176	-	22F-F/C	-	-	Four
14	Ibtedai Urdu	IV	7000	184	-	23F-F/C	-	-	Four
15	Riyazi Ka Jadu (Math)	IV	7000	180	-	22F-F/C	1F-F/C	-	Four
16	Looking Around	IV	25000	228	-	28F-F/C	1F-F/C	-	Four
17	Ass Pass (EVS) Urdu	IV	7000	228	-	28F-F/C	1F-F/C	-	Four
18	Hamara Bharat (Urdu)	IV	7000	92	5F-F/C	IF-F/C	IF-F/C	-	Four
19	Math Magic	V	25000	208	-	26F-F/C	-	-	Four
20	Aao Hisab Seekhen	V	7000	208	-	26F-F/C	-	-	Four
21	Ibtedai Urdu	V	7000	192	-	24F-F/C	-	-	Four
22	Looking Around	V	25000	216	-	27F-F/C	-	-	Four
23	Ass Pass (Urdu)	V	7000	216	-	27F-F/C	-	-	Four
24	Hamari Duniya (Urdu)	V	7000	128	8F- F/C	-	-	-	Four
25	Mathematics	VI	35000	332	-	41F-D/C	1F-D/C	-	Four
26	Science	VI	35000	176	-	22F-F/C	-	-	Four
27	Paryavaran Adhyayan	VI	235000	92	5F - S/C	1F - S/C	1F -S/C	-	Four
28	Greh Vigyan	VI	25000	76	4F-D/C	1 F-D/C	1F-D/C	-	Four
29	Mathemathics	VII	35000	324	-	40F-D/C	1F-D/C	-	Four
30	Science	VII	35000	248	-	31F-F/C	-	-	Four
31	Prayavaran Ahhyayan	VII	235000	92	5F-S/C	1F-S/C	1F-S/C	-	Four
32	Greh Vigyan	VII	50000	84	5F-D/C	-	1F-D/C	-	Four
33	Mathmatics	VIII	35000	288	-	36F-D/C	-	-	Four
34	Science	VIII	35000	268	-	33F-F/C	1F-F/C	-	Four
35	ParyavaranAdhyayan	VIII	225000	108	6F-S/C	1F- S/C	1F- S/C	-	Four
36	Greh Vigyan	VIII	50000	92	5F-D/C	1F-D/C	1F-D/C	-	Four

**Style of binding: -**

1. Books upto 120 pages saddle wire stitched at two places and cover taken into stitches and cut flush.
2. Books from 120 to 200 pages will be side wire stitched and cover pasted and cut flush.
3. Perfect Binding beyond 200 Pages will be done with a smooth shave of the spine separating all the leaves of the book and make appropriate groove for filling in the glue to hold firmly the spine and cover of the book.

**Abbreviation: - F/C = Four Colour, D/C = Double Colour, S/C Single Colour**

**PRINTING AND SUPPLY OF TEXT BOOKS**  
**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
SUPPLY OF TEXT BOOKS IN ENGLISH, HINDI AND URDU  
MEDIUM FOR CLASSES I to VIII.**

**TENDER NO. F.1-P (1)/PTB/DBTB/09-10/05**

**PART-II**

**TENDER DOCUMENT**  
**Technical Bid Forms**  
**(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 (1)/PTB/DBTB/09-10/05**

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

**Technical Bid (Envelope "A") Form -1**

**TECHNICAL BID FOR THE PRINTING & DELIVERY OF TEXT BOOKS  
FOR THE YEAR 2009-10.**

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

**1. GENERAL INFORMATION: -**

**The Printer should furnish the following details**

**1.1 Name & Address \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**1.2 Nature of the Firm \_\_\_\_\_  
Public/Private/Partnership/Proprietorship**

**1.3 Contract Nos. & fax      Land Line \_\_\_\_\_**

**Mobile \_\_\_\_\_**

**Fax \_\_\_\_\_**

**1.4 The details of the printing to be done      In Reams \_\_\_\_\_  
by the printer within the time schedule      In Reels \_\_\_\_\_  
of 90 days.**

**1.5 Proof of 5 years experience as printer      Attached/Not Attached  
and 2 years experience in book printing      at Page No. \_\_\_\_\_  
(proof should be furnished)**

**1.6 Copy of the PAN Card      Attached/Not Attached  
at Page No. \_\_\_\_\_**

**1.7 Copy of VAT No./Sale Tax Registration      Attached/Not Attached  
No. (whichever is applicable)      at Page No. \_\_\_\_\_**

**1.8 Copy of the valid license of printing      Attached/Not Attached  
From competent authority      at Page No. \_\_\_\_\_**

**1.9 Details of Earnest Money Deposit (EMD): - Attached/Not Attached  
Submitted in technical bid form-2      at Page No. \_\_\_\_\_  
(along with originals)**

- |  |  |
|--|--|
| <b>1.10 Proof of average turnover during last 3 years in technical bid form-3 (Authenticated by C.A.)</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.11 Details of Machines in Technical Bid form No. 4</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.12 Certificate of reading/understanding of Technical specifications in Tech. Bid Form-5 as per clause 39(13) of Part-I</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.13 Acceptance of Implementation schedule in Tech. Bid Form-6</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.14 Declaration regarding commercial bid in Tech. Bid Form-7, as per clause 39(12)</b>   | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.15 Undertaking regarding acceptance of all terms &amp; conditions of Part-I or any changed condition in Tech Bid Form -8</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.16 Declaration from the concerned Press regarding supply of Text Books as per specification &amp; schedule as per Clause 39(8) in Tech. Bid Form-9.</b>               | <b>Attached/Not attached at Page No. _____</b> |
| <b>1.17 Undertaking regarding validity of quoted Rates upto 31-07-2010 in Tech. Bid Form-10</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.18 Affidavit regarding incorrect/false Information as per clause 20(a) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- as per sample given in Tech. Bid Form-13</b> | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.19 Affidavit regarding never blacklisting as per clause 20(b) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- as Per sample given in Tech.Bid Form-14</b>           | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.20 Documents for partnership of the Press as per clause 33 of Part-I</b>  | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.21 Whether all enclosures signed with seal by the Owner/Partner/Director of the press.</b>  | <b>Yes/No.</b>                                 |
| <b>1.22 Certificate regarding follow up of the Rules &amp; Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt. in Tech. Bid Form 11.</b>                 | <b>Attached/Not Attached at Page No. _____</b> |
| <b>1.23 Whether each and every page of the Part-I of the tender document signed and enclosed</b>   | <b>Attached/Not Attached at Page No. _____</b> |



**1.24 Certificate regarding capacity to handle  
the work in terms of Reams in Tech.  
Bid form 12**

**Attached/Not Attached  
at page No. \_\_\_\_\_**

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

**Place:**

**Date:**

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

**TECHNICAL BID FORM-2**

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

**Name of the Firm with Address** \_\_\_\_\_  
\_\_\_\_\_

<b>S.No.</b>	<b>Name of the Bank</b>	<b>Amount</b>	<b>Details of the EMD</b>

**Note: Please enclose the original deposit receipts as mentioned above.**

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

**Place:**

**Date:**

**TECHNICAL BID FORM-3**

**3. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER**

**3.1 Name of the Firm** \_\_\_\_\_

**3.2 Address** \_\_\_\_\_

**3.3 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>2005-06</b>		<b>Attached/ Not Attached Page No. _____</b>
<b>2006-07</b>		<b>Attached/ Not Attached Page No. _____</b>
<b>2007-08</b>		<b>Attached/ Not Attached Page No. _____</b>

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

**Place:**

**Date:**

**TECHNICAL BID FORM-4**

**4. PROFORMA FOR DETAILS OF MACHINES**

Name & Address of the Firm \_\_\_\_\_  
\_\_\_\_\_

- 4.1 Category of Printer (Please tick as applicable)** **Medium size/Large Size**
- 4.2 No. of Sheet Fed machines**
- a) Of size 71 X 102 cms. (28”X40”)      Single colour \_\_\_\_\_  
Double Colour \_\_\_\_\_  
Four Colour \_\_\_\_\_
- b) Of size 57 X 89 cms. (23”X36”)      Single colour \_\_\_\_\_  
Double Colour \_\_\_\_\_  
Four Colour \_\_\_\_\_
- 4.3 No. of Web Offset Machines**
- 4.4 51 cms. cut size reel (20” cut size)**      Single colour \_\_\_\_\_  
Double Colour \_\_\_\_\_  
Four Colour \_\_\_\_\_
- 4.5 57.8 cms. cut size from 86 cms. reel (22.75”cut size)**      Single colour \_\_\_\_\_  
Double Colour \_\_\_\_\_  
Four Colour \_\_\_\_\_
- 4.6 Total Number of machines** \_\_\_\_\_
- 4.7 Details of plate making unit**
- a) Pasting Table \_\_\_\_\_
- b) Printing down frames \_\_\_\_\_
- 4.8 Book binding unit within the premises**
- a) No. of folding machines \_\_\_\_\_
- b) No. of Stitching machines \_\_\_\_\_
- c) No. of cutting machines \_\_\_\_\_
- 4.9 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 and our press falls in \_\_\_\_\_ category.

Address \_\_\_\_\_

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

**TECHNICAL BID FORM-5**

- 5. Technical Specifications: - The printers shall be divided into two categories. (i) Medium size printers (ii) Large size printers.**

**The minimum criteria for the two categories of printers in respect of printing and binding machines & equipments are as under: -**

**5.1 Machines**

<b>Medium Size Printer</b>	<b>Large Size Printer</b>
<p><b>1. Plate Making: - Full fledged plate making unit with pasting table and printing down frame.</b></p>	<p><b>1. Plate Making: - Full fledged plate making unit with at least two pasting tables and two printing down frames.</b></p>
<p><b>2. Printing Machines: -</b></p> <p><b>a. One four-colour sheet fed offset printing machine in size 28x40” or 23X36 inch</b></p> <p align="center"><b>or</b></p> <p><b>One four colour web offset printing machine in 22.75” or 20” cut size..</b></p> <p><b>b. One double colour sheet fed printing machine of not less than 28X40 inch.</b></p> <p align="center"><b>or</b></p> <p><b>One double colour web offset printing machine in 20” cut size.</b></p> <p><b>c. One single colour sheet fed printing machine of not less than 28”X40”</b></p> <p align="center"><b>or</b></p> <p><b>one single colour web offset printing machine of not less than 20” cut size.</b></p>	<p><b>2. Printing Machines: -</b></p> <p><b>a. (i) One four-colour sheet fed offset printing machine of not less than 28X40 inch or one four colour web offset printing machine of not less than 20” cut size.</b></p> <p><b>ii) One four colour sheet fed offset printing machine of not less than 23X36 inch or one four colour web offset printing machine of not less than 22.75” cut size.</b></p> <p><b>b. One double colour sheet fed printing machine of not less than 28X40 inch or double colour web offset machine of not less than 20” cut size.</b></p> <p><b>c. One double colour sheet fed printing machine of not less than 23X36 inch or two colour web offset printing machine of not less than 22.75” cut size.</b></p> <p><b>d. One single colour sheet fed printing machine of not less than 28X40 inch or one single colour web offset printing machine of not less than 20” cut size.</b></p>
<p><b>3. Binding machine &amp; equipment: -</b></p> <p><b>a. One folding machine of not less than 30” size &amp; capable of performing four folds.</b></p> <p><b>b. Two wire stitching machines capable of stitching at least 200 pages of the book printed on 80 gsm.</b></p> <p><b>c. Two cutting machine of not less than 40” size.</b></p> <p><b>d. Complete arrangement of perfect binding.</b></p>	<p><b>3. Binding machine &amp; equipment: -</b></p> <p><b>a. Two automatic folding machine of not less than 30” size &amp; capable of performing four folds.</b></p> <p><b>b. Two wire stitching machines capable of stitching at least 200 pages of the book printed on 80 gsm.</b></p> <p><b>c. Two cutting machine of not less than 40” size.</b></p> <p><b>d. Complete arrangement of perfect binding.</b></p>
<p><b>4. Storage Space: - Sufficient (40 sq.mtrs.) space for the safe storage of paper and printed formes.</b></p>	<p><b>4. Storage Space: - At least 100 sq.mtrs. space (covered area) for the safe storage of paper and printed formes.</b></p>

**Note: 1. The medium size printers should quote rates only for the textbooks mentioned at Annexure “Y”. The work shall be given on the basis of their capacity and capability.**

- 1. The large size printers may quote rates for any number of books mentioned in both the Annexures “X” & “Y” as per their capacity and capability.**
- 2. Chairman, Delhi Bureau of Text Books has all rights to allot the other jobs also from Annexure “X” & “Y” to the printers of both the categories after negotiation and the as per their capability.**

## **5.2 Details of textbooks to be printed**

**There are 88 titles of the textbooks to be printed from class I to VIII in Hindi, English and Urdu medium. The No. of copies to be printed are in the range of 7,000 to 2,35,000 copies in Single, Double and Four colour. The detailed specifications of these books are given in Annexures “X” and “Y”. There are 52 titles In Annexure “X” and 36 titles in Annexure “Y”. These Annexures contain the details of the titles, class, print order, No. of pages, colour in which text and cover of the books are to be printed and the style of binding.**

## **5.3 Text Paper and Book sizes: -**

<b>S.No.</b>	<b>Paper Sizes</b>	<b>Trade Name of Book Sizes</b>	<b>Trimmed size of the book</b>
1.	28”X40” (71X102Cms)	Crown Quarto	17.1 X 24.1 cms.
2.	28” Reel (71Cms)	Crown Quarto	17.1 X 24.1 cms.
3.	22.5”X35” (57X89 Cms.)	Demy Quarto	21.3 X 26.9 cms.
4.	34” Reel (86 Cms)	Demy Quarto	20.6 X 26.9 cms.

**5.4 Text & Cover paper: - The paper for the printing of text and cover shall be made available to the printer by the DBTB from its godowns or from any other place/s within the NCR of Delhi. Printer shall arrange the lifting of paper of their own. If Bureau delivers the paper to the printer’s premises, the charges for the transportation of paper will be deducted from the printer’s bill on the basis of the NCERT schedule of rates.**

**5.5 Printing Ink Quality: - The ink to be used in printing of DBTB publications should be of good quality and should bear the qualities as given under the heading “Instructions regarding quality of printing ink used in the text books”.**

**5.6 Imposition of Pages and Printing Quality: - While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the book, the printing should be uniform and of good quality and as per instructions given under the heading “Instructions regarding imposition of Pages and Printing Quality in text books”.**

**5.7 No. of Colours: -**

**As per Annexure X and Y**

**Text In single/Double/Four colour**  
**Cover In four colour**

**5.8 Style of binding: - The binding of the books shall be done as per specifications mentioned in “Annexure ‘X’ & ‘Y’ and as per instructions given under the heading “Instructions regarding binding of text books”.**

**Note:**

- 1. All the printers should quote rates for the printing and supply of textbooks as per their capacity and capability (from Annexure X and Y). While submitting it should be calculated that the quantum of work allotted to the bidder should be completed within 90 days. No extension of time shall be allowed for any reason.**
- 2. The Bureau will provide Positives of Text and Cover for the text-book. If there is any change in the textbooks, the bureau will provide the corrections intimated by NCERT. The press shall be paid outputting charges separately on the existing rates of NCERT Schedule for preparing the one piece positive of the page, if any.**
- 3. Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any time and day. The printer shall extend full co-operation to the officers of the inspecting team visiting the press to inspect the progress of the printing work and answer their queries to their fullest satisfaction**
- 4. As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed and past performance of the printer working with the Bureau. The printers shall execute the work as entrusted. Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions.**

**CERTIFICATE**

**It is certified that I/We have read and understood the above technical specifications along with given in Annexure “X” & “Y” 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**

**Date:**

**Place:**

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

**TECHNICAL BID FORM-6**

**6. IMPLEMENTATION SCHEDULE: -**

**Name & Address of the Firm** \_\_\_\_\_  
\_\_\_\_\_

**The printer shall be required to supply the 50% of the total print order to be delivered within 45 days from the initial date of award of the tender/issue of positives, failing which a penalty of 5% per week will be imposed for delay. The balance 50% will have to be supplied within next 45 days. The entire supply is to be completed within 90 days from the date of issue of positives of the job.**

- a) Date of issue of positives after awarding the contract. Day one (1)**
- b) Completion of the contract - within 90 days from the date of issue of positives after awarding the contract.**

**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**

**7. DECLARATION REGARDING COMMERCIAL BID**

**Name & Address of the Firm** \_\_\_\_\_  
\_\_\_\_\_

**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.**

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

**Place:**  
**Date:**

.....

**TECHNICAL BID FORM-8**

**8. UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER**

**Name & Address of the Firm** \_\_\_\_\_  
\_\_\_\_\_

**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.**

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

**Place:**  
**Date:**

**TECHNICAL BID FORM-9**

**9. DECLARATION REGARDING SUPPLY OF TEXT BOOKS AS PER SPECIFICATION AND SCHEDULE**

**Name & Address of the Firm** \_\_\_\_\_

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**

**Undertaking of validity of quoted rates: -**

**Name & Address of the Firm** \_\_\_\_\_

I/We hereby undertake that the rates quoted in commercial bid sh all remain valid upto 31-07-2010 and I/We shall abide by the same fully.

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

**Place:**

**Date:**

**TECHNICAL BID FORM-11**

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

**Name & Address of the Firm** \_\_\_\_\_  
\_\_\_\_\_

**It is certified that I/We have read and are implementing the labour laws 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:**

.....

**TECHNICAL BID FORM 12**

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

**Name & Address of the Firm** \_\_\_\_\_  
\_\_\_\_\_

**Certified that I/We can print following quantity of paper in terms of reams in different sizes/colours in 90 days.**

- 1. **Four Colour** \_\_\_\_\_ **Reams in size** \_\_\_\_\_  
**Four Colour** \_\_\_\_\_ **Reams in size** \_\_\_\_\_
- 2. **Double Colour** \_\_\_\_\_ **Reams in size** \_\_\_\_\_  
**Double Colour** \_\_\_\_\_ **Reams in size** \_\_\_\_\_
- 3. **Single Colour** \_\_\_\_\_ **Reams in size** \_\_\_\_\_  
**Single Colour** \_\_\_\_\_ **Reams in size** \_\_\_\_\_

**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)**

- 13. 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-14 (Sample)**

- 14. 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:**

**PRINTING AND DELIVERY OF TEXT BOOKS**  
**2009-10**

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND  
DELIVERY OF TEXT BOOKS IN ENGLISH, HINDI AND URDU  
MEDIUM FOR CLASSES I TO VIII.**

**TENDER NO. F.1-P(1)/PTB/DBTB/09-10/5**

**PART-III**

**(TENDER DOCUMENT)**  
**Commercial Bid Form (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") FORMAT FOR COMERCIAL BID

(To be submitted in original along with the tender)

Tender No. F.1-P(1)/PTB/DBTB/08-09/5

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 Text books, in accordance to the technical 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 Textbooks.

S.N.	Annex & S.No.	Name of the Text book with class	S.N.	Annex & S.No.	Name of the Text book with class
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			32		

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

**Signature of the bidder with seal**

**Note:-Additional sheet/s for above details may be enclosed if rates are quoted for more than 32 titles.**

**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(1)/PTB/DBTB/09-10/05**

**COMMERCIAL BID FORM**

**ANNEXURE “X”**

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

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

**Telephone No.** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

**Total amount to be charged for printing, binding, packing, delivery and stacking of finished product in the DBTB godowns or any other place/s within NCT of Delhi as specified by the DBTB as well as for lifting the paper from the DBTB godowns or from any other place/s within NCT of Delhi including VAT/Taxes as applicable of the above titles is given below: -**

S.No.	Title	Class	Print order	Rates (All Inclusive) (In Rs)			
				Sheet Fed Printing		Web Offset Printing	
				(In Figures)	(In Words)	(In Figures)	(In Words)
1	Ganit Ka Jadu	I	225000				
2	Rim Zim	I	235000				
3	Marigold	I	235000				
4	Ganit ka Jadu	II	225000				
5	Rim Zim	II	235000				

Signature of the bidder with seal

6	Marigold	II	235000				
7	Gnit Ka Jadu	III	220000				
8	Rim Zim	III	230000				
9	Marigold	III	230000				
10	Meri Dilli	III	230000				
11	Aas Pass	III	220000				
12	Ganit Ka Jadu	IV	200000				
13	Rim Zim	IV	210000				
14	Marigold	IV	210000				
15	Hamara Bharat	IV	210000				
16	Aas Pass	IV	200000				
17	Ganit Ka Jadu	V	175000				
18	Rim Zim	V	185000				

Signature of the bidder with seal



19	Marigold	V	185000				
20	Hamari Duniya	V	185000				
21	Aas Pass	V	175000				
22	Ganit	VI	200000				
23	Vasant	VI	235000				
24	Bal Ram Katha	VI	235000				
25	Honeysuckle	VI	235000				
26	A Pact with the sun	VI	235000				
27	Vigyan	VI	200000				
28	Ruchira	VI	235000				
29	Samajik Aur Rajnitik Jeevan.	VI	235000				
30	Prithvi Hamara Avas (HM)	VI	235000				
31	Hamara Atit (HM)	VI	235000				

Signature of the bidder with seal

32	Ganit	VII	200000				
33	Vasant	VII	235000				
34	Bal Mahabharat	VII	235000				
35	Honeycomb	VII	235000				
36	An Alien Hand	VII	235000				
37	Vigyan	VII	200000				
38	Ruchira	VII	235000				
39	Sam.Aur Rajnitik Jeevan	VII	235000				
40	Hamara Paryavaran	VII	235000				
41	Hamara Atit	VII	235000				
42	Ganit	VIII	190000				
43	Vasant	VIII	225000				
44	Bharat Ki Khoj	VIII	225000				

Signature of the bidder with seal

45	Honeydew	VIII	225000				
46	If so Happened (Eng)	VIII	225000				
47	Vigyan	VIII	190000				
48	Ruchira	VIII	225000				
49	Sam. Aur Rajniti Jeevan	VIII	225000				
50	Sansadhan evam Vikas	VIII	225000				
51	Hamara Atit (Part-I)	VIII	225000				
52	Hamara Atit (Part-II)	VIII	225000				

**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.**

**NOTE: -**

- 1. No extra charges shall be payable due to any reason and in any case.**
- 2. Cross Mark (X) should be put for the titles for which rates have not been quoted.**

**The rates of the book should be quoted for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.).**

**(Signature of the bidder with seal)**

**Date:**

**Place:**

**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**  
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**TENDER NO. F.1-P(1)/PTB/DBTB/09-10/05**

**COMMERCIAL BID FORM**

**ANNEXURE “Y”**

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

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

**Telephone No.** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

**Total amount to be charged for printing, binding, packing, delivery and stacking of finished product in the DBTB godowns or any other place/s within NCT of Delhi as specified by the DBTB as well as for lifting the paper from the DBTB godowns or from any other place/s within NCT of Delhi including VAT/Taxes as applicable of the above titles is given below: -**

S.No.	Title	Class	Print order	Rates (All Inclusive)			
				(In Rs)			
				Sheet Fed (In Figures)	(In Words)	(In Figures)	Web Offset (In Words)
1	Math Magic	I	25000				
2.	Ibtedai Urdu	I	7000				
3	Riyazi Ka Jadu (Math)	I	7000				
4	Math Magic	II	25000				
5	Ibtedai Urdu	II	7000				

Signature of the bidder with seal

6	Riyazi Ka Jadu (Math)	II	7000				
7	Math Magic	III	25000				
8	Ibtedai Urdu	III	7000				
9	Riyazi Ka Jadu (Math)	III	7000				
10	Looking Around	III	25000				
11	Ass Pass (EVS)Urdu	III	7000				
12	Meri Dilli (Urdu)	III	7000				
13	Math Magic	IV	25000				
14	Ibtedai Urdu	IV	7000				
15	Riyazi Ka Jadu (Math)	IV	7000				
16	Looking Around	IV	25000				
17	Ass Pass (EVS) Urdu	IV	7000				
18	Hamara Bharat (Urdu)	IV	7000				

Signature of the bidder with seal

19	Math Magic	V	25000				
20	Aao Hisab Seekhen	V	7000				
21	Ibtedai Urdu	V	7000				
22	Looking Around	V	25000				
23	Ass Pass (Urdu)	V	7000				
24	Hamari Duniya (Urdu)	V	7000				
25	Mathematics	VI	35000				
26	Science	VI	35000				
27	Paryavaran Adhyayan	VI	235000				
28	Greh Vigyan	VI	25000				
29	Mathemathics	VII	35000				
30	Science	VII	35000				
31	Prayavaran Ahhyayan	VII	235000				

Signature of the bidder with seal

32	Greh Vigyan	VII	50000				
33	Mathmatics	VIII	35000				
34	Science	VIII	35000				
35	ParyavaranAdhyayan	VIII	225000				
36	Greh Vigyan	VIII	50000				

**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.**

**NOTE: -**

- 1. No extra charges shall be payable due to any reason and in any case.**
- 2. Cross Mark (X) should be put for the titles for which rates have not been quoted.**
- 3.**

**The rates of the book should be quoted for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.).**

**(Signature of the bidder with seal)**

**Date:**

**Place:**