

PRINTING AND SUPPLY OF TEXT BOOKS
2008-09

**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/08-09/5

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

INDEX

PART –1 TENDER DETAILS

Particulars	Page No.
Description of the work	2
Acknowledgement	3
Notice Inviting Tender	5
Technical Specifications	8
Tender Information	8
General Terms & Conditions	9
1. Eligibility criteria	9
2. Due date and time	11
3. Mode of submission of Tender	11
4. Submission of sealed envelope of tender Containing Technical and Commercial Bid	11
5. Cost of Tender document	12
6. Earnest Money Deposit (E.M.D.)	12
7. Special Instruction for completing Tender bids	12
8. Opening and evaluation of tender	13
9. Performance Security	13
10. Agreement Deed	13
11. Payment	14
12. Implementation Schedule	14
13. Further assigning of tender in whole or part	14
14. Penalty	15
15. Power of Acceptance/withdrawal of the tender	15
16. False Information	15
17. Submission of Affidavits	16
18. Delivery	16
19. Packing	16
20. Registration with VAT department	17
21. Quoting of rates	17
22. Variation in Print order	17
23. Printing of Extra copies	17
24. Self attestation of the documents	17
25. Amendment of tender documents	17
26. Completeness of the tender documents	17
27. Power to reject the tender	18
28. Collection of material	18
29. Submission of documents for the required turnover	18
30. Submission of documents for the partnership and in other cases	18

31.	Taxes & duties	18
32.	Important Notes	18
33.	More instructions for technical bid	18
34.	More instructions for Commercial bid	20
35.	Submission of undertaking of Acceptance of all terms & conditions	22
36.	Affidavits	22

PART -I1 TECHNICAL BID (ENVELOPE “A”)

1.	Technical bid (Envelope “A”) Form-1 along with General information	2
2.	Technical Bid form-2 for EMD	5
3.	Technical Bid form-3 for information of Annual Turn Over	6
4.	Technical Bid form-4 for Details of Machines	7
5.	Technical Bid form-5 for Technical Specifications	8
6.	Technical Bid form-6 for Implementation schedule	9
7.	Technical Bid form-7 Declaration regarding Commercial bid	10
8.	Technical Bid form-8 undertaking regarding acceptance of Terms & Conditions	10
9.	Technical Bid form-9 Regarding supply of textbooks as per specifications and schedule	11
10.	Technical Bid form-10 Regarding Validity of rates	11
11.	Technical Bid Form-11 Regarding False Information	12
12.	Technical Bid Form-12 Regarding never blacklisting of Firm	12
13.	Technical Bid Form-13 Certificate regarding implementation of Labour laws and etc.	13

PART -I1I COMMERCIAL BID (ENVELOPE “B”)

1.	Submission of commercial bid	2
2.	Commercial Bid form	3

PRINTING AND SUPPLY OF TEXT BOOKS
2008-09

**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/08-09/5

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

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/08-09/5

Dated:

DESCRIPTION OF THE WORK

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

Note:-

- 1. The document contains 22, 13 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

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 COPY

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

(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

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

NOTICE INVITING TENDER

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

There are 106 titles in English, Hindi, Urdu, and Punjabi medium. The number of copies ranging 5000 copies to 2, 80,000 copies in single, Double and Four colour. The double colour and four colour books are to be printed on Sheet fed machine while the single colour books on web offset/sheet fed machine. The print order may be increased or decreased by 30%. 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 and cover paper (water mark) shall be supplied by the Delhi Bureau of Textbooks and printers shall make arrangements for the lifting of paper from godowns of DBTB or any other place/s within NCT of Delhi. The last date of submission of completed tender document would be 21.10.08 up to 2.30 p.m. 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/Bank Guarantee for Rs.1, 00,000/- (Rupees one lac only) of any commercial bank valid up to 30th Sept. 2009 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/08-09/5, due on 21.10.08 at 3.00 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 2.30 p.m. on 21.10.08. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily. Interested printers must have:

1. Plate making: Full-fledged plate making unit.
2. Printing Machines: The printer must have at least following machines:-
 - a) Three Four colour sheet fed machines in size 71 x 102cm and 57 x 89 cm.

- b) Two Double colour sheet fed machines in size 71 x 102 cm
 - c) One single colour sheet fed machine in size 71 x 102 cm and 57 x 89 cm.
 - d) Two web offset single colour machines cut size 51cm.
3. **Binding:** The press shall have fully equipped binding arrangement with Folding, Stitching, and cutting within the premises of the press.
 4. **Storage:** At least 100 Sq. m. (Covered area) for the safe storage of paper and printed forme/binded books.
 5. At least 5 years existence as printer within the NCR region.
 6. At least 2 Year experience in the field of Book printing.
 7. A valid license in printing of books issued by competent authority i.e. MCD, Declaration before the Police Commissioner/Magistrate.
 8. A minimum of average financial turnover of Rs. 10 lacs during the last three years, ending 31st March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.
 9. The applicant printer should have ownership document in support of printing and binding machines. The cut off year for the age of printing machines is 1980. Older Printing machines shall not be considered in the list of printing machines.
 10. 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.
 11. The printer who hold valid registration certificate with the Labour Deptt. shall be eligible to bid in response the Tender.
 12. 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.
 13. The press should be registered with the Employees Provident Fund commissioner and submit the proofs of deductions of provident funds of the employees for the year 2006 -07 and 2007-08.

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 20.10.08 on the payment of Rs. 500/- (non-refundable) in cash or in the form of account payee pay order/demand draft of any commercial bank in De lhi 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 of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 500/- (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 20.10.08 upto 4.00 p.m.**
- 2. Last date and time of submission of sealed tender document as explained above is 21.10.08 up to 2.30 p.m. in the chamber of the Secretary DBTB.**
- 3. The technical bids in envelop "A" shall be opened on 21.10.08 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 DBTB.**
- 4. The result of the technical bid shall be declared on 31.10.08 at 2.30 p.m.**
- 5. The commercial bids in envelop "B" of only the technically qualified bidders shall be opened on 31.10.08 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.

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

TECHNICAL SPECIFICATIONS

The detailed technical specifications, No. of pages, No. of books to be printed, Style of binding are given in the Annexure "A "

2. Size of Publications: -

S.No	Description	Crown Quarto	Demy Quarto	Demy Octavo	For Reel
1.	Paper size	71 x 102 cm	57 x 89 cm	57 x 89 cm	51 cm cut
2.	Trimmed size of the book	17.1 x 24.1 cm	21.3 x 26.9 cm	13.5x20.9 Cm	17.1 x 24.1 Cm

The details are in Annexure "A".

3. No. of Colours: -

Text In single/Double/Four colour
Cover In four colour
As per Annexure "A"

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 any other place/s within the NCT of Delhi in the sizes as given in Annexure "A". Printer shall arrange the lifting of paper of their own.

5. Style of binding: Side stitched/Central Stitched as given against each title at Annexure "A".

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 may be entrusted. Refusal to accept and execute the work orders shall be viewed as violation of the provision of the terms and condition.

TENDER INFORMATION

- 1. Tender Notice No. : F.1-P(1)/PTB/DBTB/08-09/5**
- 2. Region : National Capital Region of Delhi**
- 3. Issue of Tender Document : From the date of publication of NIT to 20.10.08 on any working day between 11.00 a.m. to 4.00 p.m.**

4. Last date and time for Submission of tender : 21.10.08 up to 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 tender for Technical Bid (Envelope "A") : On 21.10.08 at 3.00 p.m. in the presence of the representative/s of the bidders
6. Date of declaration of Result of the Technical Bid : On 31.10.08 by 2.30 p.m.
7. Date & time for opening Of Commercial Bid (Envelope "B") : On 31.10.08 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 : In the Conference Hall of the Delhi Bureau of Text Books for Technical/Commercial Bid.
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 form of Draft/FDR/Bankers cheque /Bank Gurantee 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 30th Sept.2009
11. Cost of tender Document : Rs. 500/- (which is not refundable)

GENERAL TERMS & CONDITIONS

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

1. Eligibility criteria: -

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

1. Plate making: Full-fledged plate making unit.
2. Printing Machines: The printer must have at least following machines

- a) Three Four colour sheet fed machines in size 71 x 102cm and 57 x 89 cm.
- b) Two double colour sheet fed machines in size 71 x 102 cm
- c) One single colour sheet fed machine in size 71 x 102 cm and 57 x 89.
- d) Two web offset single colour machines cut size 51cm.
3. **Binding:** The press shall have fully equipped binding arrangement with Folding, Stitching, and cutting within the premises of the press.
 4. **Storage:** At least 100 Sq. m. (Covered area) for the safe storage of paper and printed forme/binded books.
 5. At least 5 years existence as printer within the NCR region.
 6. At least 2 Year experience in the field of Book printing.
 7. A valid license in printing of books issued by competent authority i.e. MCD, Declaration before the Police Commissioner/ Magistrate.
 8. A minimum of average financial turnover of Rs. 10 lacs during the last three years, ending 31st March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.
 9. The applicant printer should have ownership document in support of printing and binding machines. The cut off year for the age of printing machines is 1980. Older Printing machines shall not be considered in the list of printing machines.
 10. 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.
 11. The printer who hold valid registration certificate with the Labour Deptt. shall be eligible to bid in response the Tender.
 12. 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.
 13. The press should be registered with the Employees Provident Fund commissioner and submit the proofs of deductions of provident funds of the employees for the year 2006-07 and 2007-08.
- Note:** A certificate of the printer duly attested from the Labour deptt., Delhi Administration should be attached with the Tech. Bid Form.

Certificate: Certified that the press/organisation is following Rules and Regulations framed by the Labour Deptt., Delhi Administration for the working hours, wages, P.F.contribution, Payment of Bonus, ESIC contribution and Uniform.

- 2. 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 21.10.08 upto 2.30 p.m. Tender received after due date and time or in unsealed condition shall 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 21.10.08 upto 2.30 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.**
- 4. Submission of sealed envelope of tender containing Technical and Commercial Bid: -This tender document contains the following: -**

Part-1 Tender Details with Detailed Technical specifications.

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 (1)/PTB/DBTB/08-09/5 due on 21.10.08 at 3.00 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 (1)/PTB/DBTB/08-09/5 due on 31.10.08 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/08-09/5 due on 21.10.08 at 3.00 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 20.10.08 on the payment of Rs. 500/- (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 of Directorate of Education. In case of downloaded form, a demand draft/pay order of Rs. 500/- (non refundable) as detailed above has to be enclosed also with the technical bid of the tender document Delhi Bureau of Text Books.
6. **Earnest money deposit (EMD):** -EMD is to be enclosed in form of Draft/FDR/Bankers cheque/Bank Gurantee with the technical bid for the amount of Rs. 1,00,000/- should be valid up to 30th Sept. 2009.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.
7. **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.**
- 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 21.10.08 at 3.00 p.m in presence of the representative/s of the bidders with a letter of authority who prefer to attend the opening. The technical bid will be evaluated 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 31.10.08 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 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 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 90 days from the date of award of contract/submission of the performance security/Agreement Deed whichever is later but not more than seven days. The bidder has to submit all the formalities within seven days, failing which the schedule of time will be counted 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.

- d) The press has to start the lifting of paper within 7 (Seven) days of the award of contract failing which action will be initiated.
11. **Payment:** - 80% value of the bill shall be paid as far as possible within 20 working days of the satisfactory supply of the complete consignment and the submission of bill/ production material. No bill will be processed, if the press failed to submit the production material. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of 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 and to improve the sizes, if 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.
12. **Implementation schedule:** -The printer shall be required to supply the 40% of the total print runs to be delivered within 40 days from the initial date of award of the tender, failing which a penalty of 5% per week shall be levied on the unsupplied lot of the books. The balance 60% will be supplied within next balance days. The entire supply is to be completed within 90 days from the award of contract/submission of the Performance Security/Agreement Deed whichever is later but not more than seven days. The implementation of schedule will be counted after seven days from the date of award of contract if all the formalities completed with in seven days failing which, the schedule will be counted from the date of award of contract.
- a) Award of contract /submission of the performance security/ Agreement Deed whichever is later but not more than seven days. Day one (1) The press has to complete all the formalities with in seven days, failing which the schedule of time will be counted from the date of award of contact
- b) Completion of the contract within 90 days from the date of the award of the Contract/submission of the Performance Security/Agreement Deed whichever is later but not more than seven days.

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.

13. **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.

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 i.e. 7 days on the value of the book remaining un-supplied from the date of award of contract/submission of the performance security/Agreement Deed whichever is later but not more than seven days..
- b) The trimmed size of the books will be 17.1cm X 24.1cm for Crown Quarto sheet and reels (Both), 21.3 cm x 26.9cm for Demy Quarto and 13.5cm x 20.9cm for Demy Octavo as given in Annexure "A" against every title. 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 form, the penalty imposed will amount to 100% of the cost of paper over-trimmed and such books shall be forfeited for the purpose of destruction at the cost of printer.
- c) In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of printing will be levied.
- d) In case of defective binding a penalty of 2% will be levied on the total cost of printing.

15. 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.

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 considerable period.
17. **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.
18. **Delivery:** - The printer shall be required to supply the 40% of the total print runs to be delivered within 40 days from the initial date of award of the tender, failing which a penalty of 5% per week shall be levied on the unsupplied lot of the books. The balance 60% will be supplied within next balance days. The entire supply is to be completed within 90 days from the award of contract/submission of the Performance Security/Agreement Deed whichever is later but not more than seven days. The implementation of schedule will be counted after seven days from the date of award of contract if all the formalities completed within seven days failing which, the schedule will be counted from the date of award of contract. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 90 days.

Delivery of the books shall be made at the godown 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. Delhi Bureau of Text Books for verification for size and other defects.

19. **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 transparent polythene sheet of at least forty thickness (micron) and delivered to the godown of the Bureau at the address given above or at any other place/s in the NCT of Delhi specified by the Bureau.

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 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 30.05.2009 for all extended orders up to 30% of the main print order.
22. **Variation in print order:** - The print order may be increased/decreased by 30% but no extra plate-making charges shall be allowed in case of increased quantity of no. of copies. The extended orders shall be completed as per the time schedule given below: -
- a) If the order is extended by 10% only then supply shall have to be made in 10 days.
 - b) If the order is extended by 20% only then supply shall have to be made in 20 days.
 - c) If the order is extended by 30% only then supply shall have to be made in 30 days
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 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 Paper requisition and production material within three days after the information of award of contract received from the office of the Bureau, telephonically or otherwise, failing which the EMD will be forfeited.**
 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. **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.**
 32. **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 NCT 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.**
 33. **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 at Annexure A and terms specified above. Submission of incomplete tender or of incorrect 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 print order is issued by the bureau, then the printer shall be liable to be debarred from the allotment of work for the future and the bid security deposited will be forfeited.**
7. **The press shall append his signature along with the official stamp of the press on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents.**
8. **The owner/partner of the press 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 30.05.2009.**
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 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 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.

34. 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 NCR 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 NCR 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 Annexure A 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 NCT of Delhi by the tenderer at his own cost.
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 @ 2% for the single colour will be allowed by the Bureau. Thabba of the paper reels shall remain with the printer and paper A/c in this regard shall have to be submitted.

Market price of the paper shall be recovered from the printer in case he fails to return unutilized paper to the Bureau. The Bureau will issue the water mark paper. The use of any other paper of any agency or from market will attract penalty at market price .

7. The successful bidders will have to deposit the performance security at the rate of 10% of the total cost of the order in addition to bid security, 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-A. The payment shall be made proportionately for the extended order, if any.
(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. Manuscripts and positives (printing material) in respect of all the titles will be supplied by the Bureau. After completion of the job, the printer will have to return the printing material 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.
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.
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.100/- (Rupee hundred only) within seven days of the issue of the print order duly attested by Oath Commissioner/Notary.
13. The successful tenderer will be free to collect the printing material (like MSS Positive, Text and Cover) from the Bureau after completing the formalities of contract within seven days from the date of award of contract. (security deposit, comprehensive insurance coverage, bank guarantee and Agreement Deed etc.). However, the time allotted for completion of the job will be observed in strict conformity with the implementation schedule mentioned above in the tender details.
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 print order may be increased or decreased by 30% of print order and the printing charges shall be calculated on pro-rata basis. The extended orders shall be completed as per the time schedule given below: -
 - a) If the order is extended by 10% only then supply shall have to be made in 10 days.
 - b) If the order is extended by 20% only then supply shall have to be made in 20 days.
 - c) If the order is extended by 30% only then supply shall have to be made in 30 days

16. **The allotment of jobs shall be done on the basis of opening of commercial bids in the order of groups made for four colour/double colour/single colour jobs as per the capacity and the past performance.**
17. **The printer shall quote the rate of each title separately with regard to four colour, double colour and single colour on the prescribed format and put in a sealed cover separately and super scribe each outer envelop mentioning the title with class. Finally all such financial bids shall be put in a big sealed cover/envelop.**

35. **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.**

36. **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**

All the affidavits shall be enclosed with the Technical Bid as per format given with Part II of the tender.

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

PURCHASE OF PAPER

2008-09

**DETAILED TENDER DOCUMENT FOR THE PRUCHASE OF
WHITE MAPLITHO PAPER & COVER PAPER FOR THE YEAR
2008-09**

TENDER NO. F.1-P(2)/PP/DBTB/08-09/4

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

- | | | |
|------|--|---|
| 1.11 | Certificate of reading/ understanding of Technical specifications in Tech. Bid Form-5 as per clause 33(13) | Attached/Not Attached at Page No. _____ |
| 1.12 | Acceptance of Implementation schedule in Tech. Bid Form-6 | Attached/Not Attached at Page No. _____ |
| 1.13 | Declaration regarding commercial bid in Tech. Bid Form-7, as per clause 33(12) | Attached/Not Attached at Page No. _____ |
| 1.14 | Undertaking regarding acceptance of all terms & conditions of Part-I or any changed condition in Tech Bid Form -8 | Attached/Not Attached at Page No. _____ |
| 1.15 | Declaration from the concerned Press regarding supply of Text Books as per specification & schedule as per Clause 33(8) in Tech. Bid Form-9. | Attached/Not attached at Page No. _____ |
| 1.16 | Undertaking regarding validity of quoted Rates upto 30-05-2009 in Tech. Bid Form-10 | Attached/Not Attached at Page No. _____ |
| 1.17 | Affidavit regarding incorrect/false Information as per clause 17(a) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- as per sample given in Tech. Bid Form-11 | Attached/Not Attached at Page No. _____ |
| 1.18 | Affidavit regarding never blacklisting as per clause 17(b) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- as Per sample given in Tech.Bid Form-12 | Attached/Not Attached at Page No. _____ |
| 1.19 | Documents for partnership of the Press as per clause 30 of Part-I | Attached/Not Attached at Page No. _____ |
| 1.20 | Whether all enclosures signed with seal by the Owner/Partner/Director of the press. | Yes/No. |
| 1.21 | Whether the printer is registered with the Labour Deptt. of Govt. of NCT of Delhi and following the rules & regulations of the department as per clause 10-13 of Part-I in Tech. Bid Form 13. | 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): -

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

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

2.1 Name of the Firm _____

2.2 Address _____

2.3 Annual turnover for the last three years _____
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2005-06		Attached/ Not Attached Page No. _____
2006-07		Attached/ Not Attached Page No. _____
2007-08		Attached/ Not Attached Page No. _____

**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

1. **No. of Single Colour Sheet Fed machines**
 - a) **Of size 71 X 102 cms.** _____
 - b) **Of size 57 X 89 cms.** _____
2. **No. of Single Colour Web Offset Machines**
51 cms. cut size _____
3. **No. of double colour sheet fed machines**
Of size 71 X102 cms. _____
4. **No. of four colour sheet fed machines**
 - a) **Of size 71 X 102 cms.** _____
 - b) **Of size 57 X 89 cms.** _____
5. **Total Number of machines** _____
6. **No. of plate making unit** _____
7. **Book binding unit within the premises**
 - a) **No. of folding machines** _____
 - b) **No. of Stitching machines** _____
 - c) **No. of cutting machines** _____
8. **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.

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

Place:

Date:

TECHNICAL BID FORM-5

5. TECHNICAL SPECIFICATIONS

DETAILS OF TECHNICAL SPECIFICATIONS NO. OF PAGES, NO. OF BOOKS TO BE PRINTED, STYLE OF BINDING OF EACH TITLE ARE GIVEN AT ANNEXURE "A" OF THE TENDER.

2. Size of Publications: -

S.No	Description	Crown Quarto	Demy Quarto	Demy Octavo	For Reel
1.	Paper size	71 x 102 cm	57 x 89 cm	57 x 89 cm	51 cm cut
2.	Trimmed size of the book	17.1 x 24.1 cm	21.3 x 26.9 cm	13.5x20.9 Cm	17.1 x 24.1 Cm

The details are in Annexure "A".

3. No. of Colours: -

Text In single/Double/Four colour

Cover In four colour

The details are in Annexure "A"

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 any other place/s within the NCT of Delhi in the sizes as given in Annexure "A". Printer shall arrange the lifting of paper of their own.

5. Style of binding: Side stitched/Central Stitched as given against each title at Annexure "A".

CERTIFICATE

It is certified that I/We have read and understood the above technical specifications along with given in Annexure "A" 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

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

TECHNICAL BID FORM-6

6. IMPLEMENTATION SCHEDULE: -

The printer shall be required to supply the 40% of the total print runs to be delivered within 40 days from the initial date of award of the tender, failing which a penalty of 5% per week shall be levied on the unsupplied lot of the books. The balance 60% will be supplied within next balance days. The entire supply is to be completed within 90 days from the award of contract/submission of the Performance Security/Agreement Deed whichever is later but not more than seven days. The implementation of schedule will be counted after seven days from the date of award of contract if all the formalities completed with in seven days failing which, the schedule will be counted from the date of award of contract.

- a) Award of contract /sub mission of the performance security/ Agreement Deed whichever is later but not more than seven days.

Day one (1)

The press has to complete all the formalities with in seven days, failing which the schedule of time will be counted from the date of award of contact

- b) Completion of the contract within 90 days from the date of the award of the Contract/submission of the Performance Security/Agreement Deed whichever is later but not more than seven days.

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.

**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

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

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

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

10. Undertaking of validity of quoted rates: -

I/We hereby undertake that the rates quoted in commercial bid shall remain valid upto 30-05-2009 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 (Sample)

- 11. 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-12 (Sample)

- 12. 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:

TECHNICAL BID FORM-13

13. Certificate regarding implementation of labour laws and etc.

It is certified that I/We have read and implemented the labour laws as framed by the Labour Department, Govt. of NCT of Delhi for the working hours, wages, P.F. contribution, Payment of Bonus, ESIC contribution and Uniform.

**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
2008-09

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

TENDER NO. F.1-P(1)/PTB/DBTB/08-09/5

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(1)/PTB/DBTB/08-09/5 Tender document No. Pt III-B

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.No.	Name of the Text book	S.No.	Name of the Text book
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/08-09/5

COMMERCIAL BID FORM

Name of the Printer _____

Address _____

1. **Title** _____
2. **Class** _____
3. **Print Order** _____ **Copies**

Total amount to be charged for composing prelim pages & processing of prelims and corrections pages, printing, binding, packing and delivery of finished product at the DBTB godown or any other place/s within NCT of Delhi as specified by the DBTB and stacking it in the DBTB godown or from any other place/s within NCT of Delhi 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 title is given below: -

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

Rs. (In Words) _____

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

NOTE: - No extra charges shall be payable due to any reason and in any case.

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.).

Name of the bidder with complete address _____

Telephone No. _____ **Mobile No.** _____

Date:

Place:

(Signature of the bidder with seal)