

Printing and supply of
YUVA School Life Skills Programme -Hand Book For Teachers
2009-10

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND
DELIVERY OF YUVA SCHOOL LIFE SKILLS PROGRAMME -
HAND BOOK FOR TEACHERS.**

TENDER NO. F.1-P(5)/YUVA/DBTB/09-10/06

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

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

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TENDER NO. F.1-P(5)/YUVA/DBTB/09-10/06

PART-I

TENDER DOCUMENT

NIT, Terms and Conditions and Specifications
(Envelop "A")

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

PART-I

Tender Notice No. F.1-P(5)/YUVA/DBTB/09-10/06 Dated: 28/08/2009

DESCRIPTION OF THE WORK

Printing & delivery of 23,000 copies of multicoloured YUVA School Life Skills Programme-Handbook For Teachers in six volumes in Demy Quarto size.

Note:-

- 1. The document contains 15, 10 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.**

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

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, 2852 4202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

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** : _____

.....
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Phones 2852-2049, 2852 4202 FAX 2852-0901
Email delhibureauoftextbooks@gmail.com

NOTICE INVITING TENDER

Sealed tenders are invited from the reputed offset printers within NCR of Delhi for the printing and delivery of 23,000 copies of multicoloured “YUVA School Life Skills Programme-Handbook For Teachers” containing 1800 pages (approx.) distributed in six volumes in demy quarto size and as per samples available in the office of Delhi Bureau of Text Books.

The number of copies and pages may be increased or decreased by 20%. All the 23,000 copies are to be printed and delivered within 60 days positively. The delivery is to be given in the godown of DBTB or at any other place within GNCT of Delhi as decided by DBTB. The text and cover paper is to be procured by the printers from their own resources as per specifications given in the detailed tender document. The last date of submission of completed tender document would be 16-09-2009 upto 3.00 p.m. As per the tender document there shall be two types of bids namely Technical and Commercial bid. The technical bid and commercial bid should be sent in separate sealed envelopes marked as “A” and “B” respectively addressed to the Secretary, Delhi Bureau of Text Books. The technical bid should accompany the Earnest Money Deposit of Rs. 3,00,000/- (Rupees three lac only) in the form of account payee demand draft/F.D.R./banker’s cheque/Bank Guarantee of any scheduled bank valid upto 31/03/2010 in favour of Managing Director, Delhi Bureau of Text Books. The tenders containing technical bid and commercial bid in separate envelopes as above should be in a sealed outer cover (bigger envelope) super-scribed as “Tender for printing and delivery of “YUVA School Life Skills Programme-Handbook For Teachers”, Tender No. F.1-P(5)/YUVA/DBTB/09-10/06, due on 16-09-2009 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 will be received upto 3.00 p.m. on 16-09-2009. The tenders received after stipulated date and time shall not be considered and liable to be rejected summarily. Interested printers must have /own

1. At least two multicoloured CPC offset machines with one CTP.
2. Minimum experience of completing similar work during last seven years as given below:-

At least one similar work of Rs. 48 lac.

or

At least two similar work of Rs. 30 lac each.

or

At least three similar work Rs. 24 lac each.

3. At least 5 years experience in the field of printing of books.

4. A valid license in printing of books issued by competent authority.
5. A minimum of average financial turn over of Rs. one crore during the last three years, ending 31st March of the previous financial year i.e. 2006-07, 2007-08 & 2008-09.

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day upto 15-09-2009 on the payment of Rs. 1,000/- (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. 1,000/- (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 the bids shall be as under: -

1. Last date of issuance of tender documents from DBTB is 15-09-2009 upto 4.00 p.m.
2. Last date and time of submission of sealed tender documents as explained above is 16-09-2009 upto 3.00 p.m. in the chamber of undersigned.
3. The technical bids in envelop "A" will be opened on 16-09-2009 at 5.00 p.m. in the presence of the representative/s of the bidders, if any, in the chamber of Addl. DE (Admn.) /Managing Director DBTB Room No.10, Dte. of Education, Old Sectt. Delhi. 110054
4. The result of the technical bid will be declared on 30-09-2009 at 2.00 p.m.
5. The commercial bids in envelop "B" of only the technically qualified bidders will be opened on 30-09-2009 at 5.00 p.m. in the presence of the representative/s of the bidders, if any, in the Chamber of Managing Director, DBTB/Addl.D.E. (Admn.), Room No.-10, Directorate of Education, Old Sectt., Delhi-110054

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

TECHNICAL SPECIFICATIONS

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

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

Printing of 23,000 copies of “YUVA School Life Skills Programme - Handbook For Teachers” containing 1800 pages (Approx.) distributed in six volumes and as per samples available in the office of the Bureau . The number of books to be printed and pages may be increased or decreased by 20%.

2. Size of Publications: - Demy Quarto size -- Trimmed size 21.3cmX 26.9 cm.

3. No. of Colours: - Text and cover in four colour.

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

- a) Text Paper: - Maplitho printing paper of 100 gsm, with BIS specifications IS 1848:2007, with smooth finish on both sides and should be manufactured from virgin Bamboo/Wood pulp and of standard mill.
- b) Cover Paper: - White Art Card of 300 gsm with BIS specifications 4658:1988 with latest amendments No. 1 & 2 and should be manufactured from virgin bamboo/wood pulp and of standard mill.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications and the bidder shall attach the 5 full sample sheets of text and cover paper with the technical bid of the tender, failing which the tender shall be rejected. The paper samples submitted will be got tested from anyone or more Govt./Govt. approved laboratory/ies. The paper of the finished book shall also be got tested from a Govt./Govt. approved laboratory/ies after supply. If the paper is not found as per specifications in the finished product, the proportionate cost will be deducted from the printer's bill. To qualify in technical bid the paper has to be passed in the test report of all those laboratory/ies in which the Bureau will get the paper tested.

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

TENDER INFORMATION

1. **Tender Notice No.** : F.1-P(5)/YUVA/DBTB/09-10/06
2. **Issue of Tender Document** : From the date of publication of NIT to 15-09-2009 on any working day between 11.00 a.m. to 4.00 p.m.
3. **Last date and time for submission of tender** : 16-09-2009 upto 3.00 p.m. in the office the Secretary, DBTB, 25/2, Institutional Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
4. **Date & time of opening of tender for Technical Bid (Envelope "A")** : On 16-09-2009 at 5.00 p.m. in the presence of the representative/s of the bidder, who wish to be present.
5. **Date of declaration of Result of the Technical Bid** : On 30-09-2009 by 2.00 p.m..
6. **Date & time for opening of Commercial Bid (Envelope "B")** : On 30-09-2009 at 5.00 p.m. in the presence of the representative/s of the successful bidders in the Technical Bid, who wish to be present.
7. **Venue of opening of Technical Bid** : Chamber of the Managing Director, DBTB/Addl.D.E.(Admn.), Room No. - 10, Directorate of Edn., Old Sectt., Delhi
8. **Venue of opening of Commercial Bid** : Chamber of the Managing Director, DBTB/Addl.D.E.(Admn.), Room No. - 10, Directorate of Edn., Old Sectt., Delhi
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** : Rs. 3,00,000/- (Rupees two lac only)

Bank Draft/FDR/Bankers cheque/Bank Guarantee is to be enclosed with the technical bid for the amount as given above.

11. **Cost of tender Document** : Rs. 1,000/- (which is not refundable)

GENERAL TERMS & CONDITIONS

The printing and delivery of YUVA School Life Skills Programme - Handbook For Teachers in multicolour will have to be made in godown of DBTB or at any other place in GNCT of Delhi as decided by DBTB.

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. The bidder must have/own

i) At least two multicoloured CPC offset machines with one CTP.

ii) At least one similar work of Rs. 48 lac.

or

At least two similar work of Rs. 30 lac each.

or

At least three similar work Rs. 24 lac each.

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

iii) At least 5 years experience in the field of printing of books.

iv) A valid license in printing of books issued by competent authority.

v) A minimum of average financial turn over of Rs. one crore during the last three years, ending 31st March of the previous financial year i.e. 2006-07, 2007-08 & 2008-09.

vi) The printer blacklisted by any Govt. department /Govt. undertaking will not be eligible for bidding. Every printer would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking.

vii) The sample of the similar work has to be enclosed with the technical bid.

2. Due date and time: - Sealed tender should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058 on or before 16-09-2009 upto 3.00 p.m. Tender received after due date and time or in unsealed condition will be summarily rejected.

3. Mode of submission: - Tender should be addressed to the Secretary, Delhi Bureau of Text Books. The tender should be in sealed cover and dropped 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 16-09-2009 upto 3.00 p.m. It will be the responsibility of the bidder to ensure that the completed documents in accordance

to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.

4. **Submission of sealed envelope of tender containing Technical and Commercial Bid:** -This tender document contains the following: -
- Part-1 Tender 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 and conditions.
 - Part-II Technical Bid Form** - to be submitted in original completed in all respect.
 - Part-III Commercial Bid Form** – completed in all respect 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(5)/YUVA/DBTB/09-10/06 due on 16-09-2009 at 5.00 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 superscribed as “Commercial Bid- Envelope “B”, Tender No. F.1-P(5)/YUVA/DBTB/09-10/06 due on 30-09-2009 at 5.00 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 YUVA School Life Skills Programme Hand Book For Teachers, Tender No. F.1-P(5)/YUVA/DBTB/09-10/06 due on 16-09-2009 at 5.00 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 15-09-2009 on the payment of Rs. 1,000/- (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. 1,000/- (non refundable) as detailed above has to be enclosed also with the technical bid of the tender document.

6. **Earnest money deposit (EMD):** - Bank Draft/FDR/Bankers cheque/Bank Guarantee of Rs. 3,00,000/- (Rupees three lac only) payable in Delhi is to be enclosed with the technical bid as EMD and should be valid up to 31-03-2010. The EMD of the unsuccessful bidder will be returned after the finalization of the tender at the expense of such bidder within a reasonable time consistent with the rules and regulations in this behalf. Tenders (Technical Bids) not accompanied by EMD shall be summarily rejected.
7. **Details to be furnished:** -
 - a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
 - b) The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures, the rate indicated in words shall apply.
 - c) There should not be any overwriting/cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder
 - d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
 - e) All the information on prescribed original proformas as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
 - f) Where there is a discrepancy between the unit rates and the total cost resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
8. **Opening and evaluation of tender:** - The tenders received will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 16-09-2009 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 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 30-09-2009 at 5.00 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 60 days after the date of completion of contract. Further the required performance security will be accepted in the form of FDR/CDR/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the accepted bidder fails to remit the performance security within prescribed time, the EMD remitted by him will be forfeited and his bid will be held void. The performance security will be released only after the successful completion and final payment of the job.

10. **Agreement deed:** - The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 7 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.
 - a) The period of contract for supplying printed copies of job shall be 60 days for all 23,000 copies from the date of award of contract.
 - b) The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.
 - c) The conditions stipulated in the agreement/contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor.
11. **Payment:** - 80% value of the bill shall be paid as far as possible within 20 working days of the satisfactory supply of the complete consignment and the submission of bill. The balance 20% will be paid within reasonable time of supply of the consignment with no defects and after verification from the concerned officer. The payment will be made according to the final set-up of pages proportionately. The random samples will also be checked at different supply centers/press.
12. **Implementation schedule:** - The supplies of 50% of 23,000 copies are to be made within 40 days and the balance 50% within next 20 days from the date of award of contract/issue of CD of the job. The date of award of the contract/CD shall be counted as day one of implementation schedule. The whole contract is to be completed within 60 days positively from the date of award of contract/CD.

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

13. **Assigning of tender in whole or part:** - The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or

subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.

14. Penalty: -

- a) If the work of printing and delivery is not completed within the stipulated time schedule, a penalty for delay will be imposed @ 5% per week on the value of the book remaining un-supplied from the date of award of contract.
- b) The trimmed size of the books will be 21.3cm X 26.9 cm. In case of Over trimming at the level of the printer up to 5 mm either side the penalty to the extent @ Rs. 25/- 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 pur pose of destruction at the cost of printer.

15. Acceptance and withdrawal: -

- a) The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept and reject any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- b) Tender with incomplete information is liable for rejection.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

16. False Information: -

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

17. **Affidavits:** - The bidder will have to furnish the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner.
- a) That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender.
 - b) That the firm has never been blacklisted in the past by any Govt. department/Govt. undertaking.
18. **Delivery:** - To be delivered in godown of DBTB or at any other place in GNCT of Delhi as decided by DBTB. Before the supply of books 10 copies of books as samples has to be supplied in the office of Delhi Bureau of Text Books for verification if the books are as per specifications of the tender.
19. **Packing:** - The books will be supplied set-wise and each set of 6 volumes should be packed in a good quality plastic bag and tied with country twine.
20. **Registration with VAT department:** - The bidder should be registered with the Value Added Tax Department and will submit the documentary proof
21. **Quoting of rates:** - The rates of the book should be quoted by the bidder for approx. 1800 pages in six volumes (including all charges like taxes, VAT, Cover, freight etc.). The payment will be made proportionately as per final set up of pages. However, the payment will be made by the Bureau to the bidder after TDS. The rates quoted by the bidder shall be valid upto 31-03-2010 and the contractor will be bound to print the job as and when assigned between this period on the same rates.
22. **Variation in print order:** - The print order may be increased/decreased by 20%. The number of pages may also be increased/decreased by 20% and no time extension will be allowed in case of increase in number of pages and No. of copies, whatsoever the case may be.
23. **Printing of extra copies:-** The printer will not print any extra copies without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.
24. **Self attestation of the documents:** - Each and every document required to be submitted with the technical bid must be self-attested by the bidder along with seal.

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

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

26. **Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents and their addendum, if they were not obtained directly from the office of the Bureau.
27. **Power to reject the tender:-** The Chairman, DBTB does not bind himself to accept the lowest or any other tender and reserves the right to accept the tender in whole or in part or reject it entirely without assigning any reasons.
28. **Collection of material:** - Printers shall collect the order and production material immediately after the information received from the office of the Bureau, telephonically or otherwise. The Bureau will provide the production material only in the form of CDs of the book. In case of any deficiency in CD, it will be the duty of the printer to bring the same in the notice of Production Branch of the Bureau immediately and get the same corrected. However, the implementation schedule of printing shall be counted from the date of award of contract/CD .
29. **Submission of documents for the required turnover:** - The bidder should submit turnover for the last three financial years with the technical bid form (Envelop "A") and submit the following documents authenticated by the chartered accountant.
- a) Trading Account, Profit and Loss Account & Balance Sheet
 - b) Annual Report in case of private/public limited firms.
30. **Submission of documents for the partnership firms and in other cases:** - The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.
31. **IMPORTANT NOTES:** -
1. The rate should be quoted for the printing of 1800 pages (approx.) book in six volumes including all charges like taxes, VAT, Cover, freight etc.

2. **The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.**
 3. **The implementation schedule specified in the contract shall be strictly adhered to.**
 4. **Chairman, Delhi Bureau of Text Books reserves the right to change the distribution center/s at his discretion.**
 5. **Chairman, Delhi Bureau of Text Books reserves the right to change any of the terms and conditions prior to the dead line for submission of bids.**
32. **Submission of undertaking of the acceptance of all the terms and conditions:- The bidder will submit an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. This undertaking is to be submitted with technical bid in the prescribed original proforma.**

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

Printing and supply of
YUVA School Life Skills Programme -Hand Book For Teachers
2009-10

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND
DELIVERY OF YUVA SCHOOL LIFE SKILLS PROGRAMME -
HAND BOOK FOR TEACHERS.**

TENDER NO. F.1-P(5)/YUVA/DBTB/09-10/06

PART-II

TENDER DOCUMENT

Technical Bid Forms
(Envelop '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

Technical Bid (Envelop "A") Form -1

TECHNICAL BID FOR THE PRINTING OF YUVA School Life Skills Programme-Handbook For Teachers. (EACH PAGE OF THE TECHNICAL BID MUST BE INDIVIDUALLY SIGNED BY THE BIDDER WITH SEAL)

- 1. GENERAL INFORMATION: -
PROFILE OF THE PRINTER**
The printer should furnish the following details
- 1.1 Name of the firm _____**

- 1.2 Nature of the firm _____**
Public/Private/Partnership/Proprietorship
Address with Phone No. & fax _____

- 1.3 At least 5 years previous experience in book printing (proof should be furnished) Attached/Not Attached at page No. _____**
- 1.4 Whether the bidder can handle the printing and delivery of 23,000 books in six volumes within the time prescribed in the tender document. Yes/No**
- 1.5 Copy of the PAN Card Attached/Not Attached at page No. _____**
- 1.6 Copy of VAT No./Sale Tax Registration No. (whichever is applicable) Attached/Not Attached at page No. _____**
- 1.7 Copy of the valid license of printing from competent Authority Attached/Not Attached at page No. _____**
- 1.8 Sample of Printing and cover paper - Attached/Not Attached at page No. _____**
- 1.9 Affidavit regarding incorrect/false Information as per clause 17 (a) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- Attached/Not Attached at page No. _____**
- 1.10 Affidavit regarding never blacklisting as per clause 17 (b) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- Attached/Not Attached at page No. _____**

1.11 Details of the No. & Type of machines Attached/Not Attached
at page No. _____

1.12 Trading Account, Profit & Loss Account Attached/Not Attached
and Balance Sheet for 2006-07, 2007-08 at page No. _____
& 2008-09 duly attested by C.A. & Annual
Report (in case of Pvt./Public Ltd. Firms).

1.13 Proof of average turnover of at least Attached/Not Attached
One crore during last 3 years at page No. _____
(Authenticated by C.A.)

1.14 Proper document for completing Attached/Not Attached
At least one similar work of Rs. 48 lac. at page No. _____
or
At least two similar work of Rs. 30 lac each.
or
At least three similar work Rs. 24 lac each
(The sample of similar work be attached)

1.15 Details of Banker's Earnest Money Deposit (EMD): -
(Payable at Delhi)

Draft/FDR/Cheque/ B.G. No. & date	Name of the Bank	Amount	Valid upto
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1.16 Documents for partnership Attached/Not Attached
firm/other firm as per clause at page No. _____
30 of Part-I

Signature and seal of the bidder

Place:

Date:

Note: -

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

TECHNICAL BID FORM 2

PROFORMA FOR INFORMATION OF TURNOVER

2.1 Name of the firm _____

2.2 Address _____

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

Financial year	Turnover (Rs. in Crores)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2006-07		Attached/ Not Attached At Page No. _____
2007-08		Attached/ Not Attached At Page No. _____
2008-09		Attached/ Not Attached At Page No. _____

Signature of the bidder with seal

TECHNICAL BID FORM – 3

PROFORMA FOR INFORMATION OF COMPLETING SIMILAR WORK

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

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

Note: Sample of the similar work have to be attached with this form in technical bid.

CERTIFICATE

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

Signature of the Authorized person with seal

TECHNICAL BID FORM - 4

TECHNICAL SPECIFICATIONS

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

Printing of 23,000 copies of “YUVA School Life Skills Programme - Handbook For Teachers” containing 1800 pages (Approx.) distributed in six volumes and as per samples available in the office of the Bureau. The number of books to be printed and pages may be increased or decreased by 20%.

2. Size of Publications: - Demy Quarto size -- Trimmed size 21.3cmX 26.9 cm.
3. No. of Colours: - Text and cover in four colour.
4. Specifications of text & cover paper: - The paper for the printing of text and cover will be procured by the printer from his own resources as per following specifications.
 - a) Text Paper: - Maplitho printing paper of 100 gsm, with BIS specifications IS 1848:2007, with smooth finish on both sides and should be manufactured from virgin Bamboo/Wood pulp and of standard mill.
 - b) Cover Paper: - White Art Card of 300 gsm with BIS specifications 4658:1988 with latest amendments No. 1 & 2 and should be manufactured from virgin bamboo/wood pulp and of standard mill.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications and the bidder shall attach the 5 full sample sheets of text and cover paper with the technical bid of the tender, failing which the tender shall be rejected. The paper samples submitted will be got tested from anyone or more Govt./Govt. approved laboratory/ies. The paper of the finished book shall also be got tested from a Govt./Govt. approved laboratory/ies after supply. If the paper is not found as per specifications in the finished product, the proportionate cost will be deducted from the printer's bill. To qualify in technical bid the paper has to be passed in the test report of all those laboratory/ies in which the Bureau has got tested the paper.

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

CERTIFICATE

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

Signature of the Authorized person with seal

TECHNICAL BID FORM - 5

IMPLEMENTATION SCHEDULE: -

The supplies of 50% of 23,000 copies are to be made within 40 days and the balance 50% within next 20 days from the date of award of contract/issue of CD of the job. The date of award of the contract/CD shall be counted as day one of implementation schedule. The whole contract is to be completed within 60 days positively from the date of award of contract/CD.

- | | | |
|-----------|---------------------------------------|--|
| a) | Date of Award of contract | Day one (1) |
| b) | Date of Completion of contract | The supply of 23,000 copies is to be made within 60 days from the date of award of contract/CD. |

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

The above implementation schedule is acceptable to us.

Signature of the Authorized person with seal

TECHNICAL BID FORM -6

DECLARATION REGARDING COMMERCIAL BID

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

Signature of the Authorized person with seal

TECHNICAL BID FORM -7

UNDERTAKING

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

Signature of the Authorized person with seal

(SAMPLE)

8. AN AFFIDAVIT TO BE SUBMITTED ON NON -JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER

That I/We _____ M/s _____
_____ **Address** _____ has/have
furnished the correct information in the tender and I/We shall be solely
responsible for furnishing wrong/false information in the tender.

Signature of the Authorized person with seal

(SAMPLE)

9. AN AFFIDAVIT TO BE SUBMITTED ON NON -JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER

That I/We _____ M/s _____
_____ **Address** _____ certified
that our firm M/s _____ has never been
blacklisted in the past by any Govt. department/ Govt. undertaking.

Signature of the Authorized person with seal

Printing and supply of
YUVA Life School Skills Programme -Hand Book For Teachers
2009-10

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND
DELIVERY OF YUVA SCHOOL LIFE SKILLS PROGRAMME -
HAND BOOK FOR TEACHERS.**

TENDER NO. F.1-P(5)/YUVA/DBTB/09-10/06

PART-III

TENDER DOCUMENT
Commercial Bid Form (Envelop "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 COMMERCIAL BID
(To be submitted in original along with the tender)**

Tender No. F.1-P(5)/YUVA/DBTB/09-10/06

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 YUVA School Life Skills Programme-Handbook for Teachers, in accordance to the specifications & Instructions of terms & conditions as well as general terms & conditions mentioned in the tender documents.

The rates quoted in the prescribed format are enclosed.

Signature of the bidder with seal

DELHI BUREAU OF TEXT BOOKS

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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(5)/YUVA/DBTB/09-10/06

COMMERCIAL BID FORM

Description of the job	Quoted Rates in figures and words (All inclusive)
23,000 copies of YUVA Life Skill Programme- Handbook for Teachers, 1800 pages (Approx.) in 6 volumes. Including cost for cover, all types of other charges, Delivery, taxes, VAT etc.	Rs. _____ (Rupees _____) for 23,000 copies of six volume of the book containing 1800 pages.

Note: The Proportionate rate shall be charged according to the final set up of total No. of pages in six volumes of the book.

Name of the bidder with complete address _____

Telephone No. _____
Mobile No. _____

Date:

Place:

(Signature of the bidder with seal)