

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/08-09/9

PART-I, II, III

TENDER DOCUMENT

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

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TENDER NO. F.1-P (1)/PTB/DBTB/08-09/9

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/08-09/9

Dated: 15-11-2008

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 28, 15 and 3 pages in Part-I, II & III respectively.**
- 2. All pages of the tender should be signed by the bidder with seal and must enclose each and every page of the Part-I of the tender document signed by the bidder with the technical bid (Envelop "A").**
- 3. The technical and commercial bids shall be duly filled in and submitted in original.**
- 4. The writing should be clear and legible. Where figures are furnished, the same are to be written in words also within brackets.**
- 5. All columns in the tender documents should be filled up.**
- 6. Attach Separate sheets wherever necessary.**
- 7. Dashes to be totally avoided.**

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** : _____

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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** : _____
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: _____
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

SHORT TERM TENDER NOTICE

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 111 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 books are to be printed on Sheet fed /Web offset Machines. 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 paper (water mark) and cover paper shall be supplied by the Delhi Bureau of Textbooks and printers shall make arrangements for the lifting of paper from godowns of DBTB or from any other place/s within NCT of Delhi. The last date of submission of completed tender document would be 3.12.2008 up to 3.00 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/08-09/9, due on 3.12.2008 at 5.00 p.m. and addressed to Secretary, Delhi Bureau of Text Books must be inserted in the tender box placed in the office of the Secretary, Delhi Bureau of Text Books. The tenders shall be received upto 3.00 p.m. on 3.12.2008. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily.

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day up to 2.12.2008 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 payable in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website

www.edudel.nic.in 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 2.12.2008 upto 4.00 p.m.**
- 2. Last date and time of submission of sealed tender document as explained above is 3.12.2008 up to 3.00 p.m. in the chamber of the Secretary DBTB.**
- 3. The technical bids in envelop "A" shall be opened on 3.12.2008 at 5.00 p.m. in the presence of the representative/s of the bidders who wish to be present, in the conference hall of the DBTB.**
- 4. The result of the technical bid shall be declared on 10.12.2008 at 3.00 p.m.**
- 5. The commercial bids in envelop "B" of only the technically qualified bidders shall be opened on 10.12.2008 at 5.00 p.m. in the presence of the representative/s of the bidders, who wish to be present, in the conference Hall of the 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**

TENDER INFORMATION

1. **Tender Notice No.** : F.1-P(1)/PTB/DBTB/08-09/9
2. **Region** : National Capital Region of Delhi
3. **Issue of Tender Document** : From the date of publication of NIT to 2.12.2008 on any working day between 11.00 a.m. to 4.00 p.m.
4. **Last date and time for Submission of tender** : 3.12.2008 up to 3.00 p.m. in the office the Secretary, DBTB, 25/2, Institutional Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
5. **Date & time of opening tender for Technical Bid (Envelope "A")** : On 3.12.2008 at 5.00 p.m. in the presence of the representative/s of the bidders
6. **Date of declaration of Result of the Technical Bid** : On 10.12.2008 by 3.00 p.m.
7. **Date & time for opening Of Commercial Bid (Envelope "B")** : On 10.12.2008 at 5.00 p.m. in the presence of the representative/s of the successful bidders in the Technical Bid.
8. **Venue of opening of Technical/Financial Bid** : In the Conference Hall of the Delhi Bureau of Text Books.
9. **Address for all Correspondence** : Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
10. **Earnest money payable** : In form of Draft/FDR/Bankers cheque /Bank Guarantee for the amount of Rs.1,00,000 of any Commercial Bank of Delhi in favour of Managing Director, Delhi Bureau of Text Book Valid up to 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. **Technical Specifications: - The printers shall be divided into two categories. (i) Medium size printers (ii) Large size printers.**

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

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

Note: 1. The medium size printers should quote rates only for the textbooks upto a print order of one-lac copies as per their capacity and capability (from Annexure A)

2. The large size printers may quote rates for any number of books as per their capacity and capability (from Annexure A & B).

3. The Bureau will provide CDs of the book. The press shall have to output the CDs themselves for the printing of books. For outputting no separate payment shall be made.

2. Text Paper and Book sizes: -

| S.No. | Paper Sizes | Trade Name of Book Sizes | Trimmed size of the book |
|--------------|--------------------------|---------------------------------|---------------------------------|
| | <u>Text Paper</u> | | |
| 1. | 28"X40" (71X102Cms) | Crown Quarto | 17.1 X 24.1 cms. |
| 2. | 28" Reel (71Cms) | Crown Quarto | 17.1 X 24.1 cms. |
| 3. | 22.5"X35" (57X89 Cms.) | Demy Quarto | 21.3 X 26.9 cms. |
| 4. | 35" Reel (89 Cms) | Demy Octavo | 21.3 X 26.9 cms. |

Cover Paper

| | | |
|----|---------------------------|---------------------------------|
| 1. | 20" X 30" (51 X 76 cms) | For Crown quarto |
| 2. | 23" X 36" (58.5 X 91 cms) | For demy quarto and demy octavo |

3. Printing Ink Quality: -

The ink to be used in printing of DB TB publications should bear the following qualities: -

- 3.1. The ink should be of a good standard in quality having sufficient quantity of finely grind pigments.**
- 3.2. The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".**
- 3.3. The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".**
- 3.4. The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.**
- 3.5. The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the books.**

4. Imposition of Pages and Printing Quality: -

While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the book, the following point should have to be strictly followed.

- 4.1 The imposition of pages should be in accordance with the page area marks given on the positive. .
- 4.2 Perfect registration of colours should be maintained throughout while printing the job.
- 4.3 There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- 4.4 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.
- 4.5 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- 4.6 There should be no "Set off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.
- 4.7 There should be no variation in any shades throughout the book.

5. No. of Colours: -

| | |
|-------|------------------------------|
| Text | In single/Double/Four colour |
| Cover | In four colour |

6. Text & Cover paper: -

The paper for the printing of text and cover shall be made available to the printer by the DBTB from its godowns or from any other place/s within the NCT of Delhi. Printer shall arrange the lifting of paper of their own.

7. Style of binding: -

As mentioned in "Annexure "A" & "B".

The books to be centre or side stitched should have two wire staples of appropriate gauge suiting to the bulk of the book. The two staples in the centrally stitched books should be done exactly on the folds of the cover and folded formes, while side stitching the books, the two staples should be put leaving equal space at the head and the tail of the book after trimming.

All the three sides of the books, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned at clause 2 of technical specifications.

As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed and past performance of the printer working with the Bureau. The printers shall execute

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

- 8. At least 5 years existence as printer within the NCR region.**
- 9. At least 2 Year experience in the field of Book printing.**
- 10. A valid license in printing issued by competent authority i.e. MCD, Declaration before the Police Commissioner/ Magistrate etc.**
- 11. 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.**
- 12. The 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.**
- 13. 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.**
- 14. 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.**
- 15. The press should follow the labour laws framed by the labour commissioner of Govt. of NCT of Delhi or of concerned authorities of neighbouring states. The printer shall submit a certificate that the press is working/maintaining the labour laws as framed by the labour departments of the concerned states.**

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

2. 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 3.12.2008 upto 3.00 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 3.12.2008 upto 3.00 p.m. It will be the responsibility of the bidder to ensure that the completed document in accordance to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.

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/08-09/9 due on 3.12.2008 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 super scribed as "Commercial Bid- Envelope "B"", Tender No. F.1-P (1)/PTB/DBTB/08-09/9 due on 10.12.2008 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 Text books, Tender No. F.1-P (1)/PTB/DBTB/08-09/9 due on 3.12.2008 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 2.12.2008 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 Guarantee 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

3.12.2008 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 10.12.2008 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 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. 10/- 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 press has to submit all the formalities within seven clear calendar 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: -

The payment shall be made on the basis of the final setup of book. If the pages increases or decreases, the proportionate payment shall be made. The 80% payment will be made as far as possible within 20 working days of the satisfactory supply of the 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. The press should improve the size, if it is lesser than the required size of the books. The payment will be made on the basis of the delivery challans. No separate intimation will be given to the printer for any defects/ short comings.

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 the job shall be withdrawn and EMD & performance security shall be forfeited and remaining paper with the printer shall be lifted at the cost of the printer. 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 schedule will be counted after seven days from the date of award of contract if all the formalities are completed within seven days, failing which, the implementation schedule will be counted from the date of a ward 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 time schedule will be counted from the date of award of contract
- 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 and action shall be taken against the bidder as per the law in this regard.

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 40% of the print runs are not supplied within 40 days from the initial date of award of the tender the job shall be withdrawn and EMD & performance security shall be forfeited and remaining paper with the printer shall be lifted at the cost of the printer
- b) 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.
- c) The trimmed size of the books are mentioned at clause 2 of technical specifications. The printer shall follow the trimmed size mentioned for each size of paper. In case of Over trimming at the level of the printer up to 5 mm either side the penalty to the extent @ Rs. 15 per Kg of paper over-trimmed will be imposed. In case of over-trimming of more than 5mm and the printed margins are damaged even up to the slight extent in any forme, the penalty imposed will amount to 100% of the cost of paper over-trimmed and such books shall be forfeited for the purpose of destruction at the cost of printer.
- d) In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of printing will be levied.
- e) In case of defective binding a penalty of 2% will be levied on the total cost of printing.

15. Recover of cost of balance unconsumed paper not returned by the printer: -

The Requisite quantity of text & cover paper for printing of each job will be provided to the printer by DBTB. In case of any quantity of paper remains as balance with the printer after completing the job, the same should be returned by the printer to DBTB failing which the cost of the balance unconsumed paper shall be recovered from the printer on rates as under: -

| | | |
|------|---|---|
| i) | Text and/ or Cover Paper in sheets | @ 150% of the cost of paper fixed by DBTB if the quantity of balance paper is up to 1% of the consumption of paper including wastage. Cost of remaining quantity @ 3% of the cost of paper. |
| ii) | Text paper-less than a reel | @ 110% of the cost of paper fixed by DBTB. This is limited to only 200 Kg. |
| iii) | Text paper-full reel or more than a reel. | @ 300% of the cost of paper fixed by DBTB. Cost of entire balance quantity will be recovered on this rate. |

16. Recovery of cost of paper supplied to the printer on demand: -

| | | |
|----|--|--|
| i. | Text Paper in reel or in sheet and/or cover paper supplied by DBTB on demand of the printer against exigencies, force majeure and against established printing defect. (on inspection by DBTB) | @ 125% of the cost of paper fixed by DBTB after establishing the validity of the reasons and genuineness of demand of additional paper to complete the job assigned to the printer. In such cases the labour and transportation charges shall have to be borne by the printer. |
|----|--|--|

17. Recovery of cost of paper used in the rejected books: -

| | | |
|-----|---|---|
| i. | Use of text and/or cover paper in the book other than supplied by DBTB | @ 300% of the cost of paper fixed by DBTB besides rejection of consignment of books in which paper other than supplied by DBTB has been used. |
| ii. | Paper used in rejected books where the rejection has been done due to sub-standard printing, binding. | @ 150% of the cost of paper fixed by DBTB |

18. Power of acceptance and withdrawal of the tender: -

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

19. False Information: -

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

20. Submission of Affidavits: -

The bidder will have to furnish the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner.

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

21. Delivery: -

The printer shall be required to supply the 40% of the total print runs to be delivered within 40 days from the initial date of award of the tender. 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.

22. Packing: -

Finished books shall be packed in bundles of 25 copies each and bundles will be first tied with plastic string or `Sutlee` and then wrapped with 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.

23. `Registration with VAT department: -

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

24. Quoting of rates: -

The rates of the book should be quoted for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS. The quoted rates shall be valid up to 31.07.2009 for all extended orders up to 30% of the main print order.

25. 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% then supply shall have to be made in 10 days.
- b) If the order is extended by 20% then supply shall have to be made in 20 days.
- c) If the order is extended by 30% then supply shall have to be made in 30 days

26. Printing of extra copies:-

The printer will not print any extra copies without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.

27. Self attestation of the documents: -

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

28. Amendment of tender documents: -

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

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

29. Completeness of the tender document: -

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

30. Power to reject the tender: -

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

31. Collection of material: -

Printers shall collect the production material immediately in the form of CD after receiving the information of award of contract from the office of the Bureau, telephonically or otherwise. The paper requisition and agreement deed form will be given along with the letter of the contract. The production material will be supplied in the form of CDs only. The outputting will be done by the printer. If any defect found in the CD or prelim pages, the press shall immediately report to the bureau and get it corrected. No extra time will be granted due to this reason. The paper shall be issued as per requisition but only after submitting the comprehensive insurance coverage by the press against the issuance of the paper.

32. Submission of documents for the required turnover: -

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

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

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

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

34. Taxes and Duties: -

The press shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished textbooks to the godown of the Bureau.

35. IMPORTANT NOTES: -

1. The rates of the book should be quoted for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.)
2. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.
3. The implementation schedule specified in the contract shall be strictly adhered to.
4. Chairman, Delhi Bureau of Text Books reserves the right to change the godowns within 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.

36. 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 & B 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 each and every page of Part-I of the tender document and also on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents and acceptance of all the terms & conditions.
8. The owner/partner 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 31.07.2009.
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.
37. 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 outputting from CDs, 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 Annexures A & B 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 @ 4% for four colour including Thabba will be allowed by the Bureau and paper A/c in this regard shall have to be submitted.**
7. **The successful bidders will have to deposit the performance security at the rate of 10% of the total cost of the order, in the form of CDR/FDR of any commercial bank in favour of the Managing Director, Delhi Bureau of Text Books. The performance security shall be liable to be forfeited, partly or wholly, for violation of any of the terms and conditions of the tender. The performance security shall be released only after the final payment for the job.**
8. **The successful tenderer shall have to furnish a bank guarantee of 25% of the cost of paper before lifting the paper issued/intended to be issued to him by the Bureau. After the finished books of the lot of paper issued to him are delivered to the Bureau for subsequent issue of the paper no separate bank guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.**
9. (I) **The estimated number of pages of the books are mentioned in Annexure-A & B. The payment shall be made proportionately for the extended order, if any and also for number of pages increased/decreased.**
(II) **The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour to the Bureau for its approval before final printing in bulk.**
10. **Only Manuscripts and CDs of the books shall be supplied by the Bureau. But After completion of the job, the printer will have to return the positives, CDs and Manuscripts before submitting the final bills. The printer shall have to carry out the correction/positives of prelim pages at his own cost and show proofs to the Bureau.**
11. **If the printed books are not supplied as per the stipulated time schedule, a penalty for delay per week i.e. 7 days upto the extent @ 5%**

of the cost of printing of the unsupplied lot will be imposed from the date of the award of contract .

12. The successful tenderers shall have to enter into an agreement with the Bureau in the prescribed proforma on a non-judicial stamp paper of Rs.10/- (Rupee hundred only) within seven days of the issue of the print order duly attested by Oath Commissioner/Notary.
13. The successful tenderer will be free to collect the printing material (CDs, MSS) from the Bureau after completing the formalities of contract within seven days from the date of award of contract. The printer shall have to deposit the following documents for:
 1. Security deposit
 4. Comprehensive insurance coverage for the paper issued to the printer for the printing of books.
 5. Bank guarantee
 6. Agreement Deed

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% then supply shall have to be made in 10 days.
 - b) If the order is extended by 20% then supply shall have to be made in 20 days.
 - c) If the order is extended by 30% then supply shall have to be made in 30 days
16. The allotment of a particular job shall be made to the lowest bidder for that job on the basis of the printing capacity and the past performance
17. The printer shall quote the rate of each title separately in the prescribed format and put in a sealed cover separately mentioning the Annexure & title with class. Finally all such financial bids shall be put in a big sealed cover/envelop.

38. 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 p rescribed original proforma.

39. Affidavits

- 1. An affidavit to be submitted on non-judicial paper of Rs. 10/- duly attested by public notary/oath commissioner**
- 2. An affidavit to be submitted on non-judicial paper of Rs. 10/- duly attested by public notary/oath commissioner**

Note: -

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

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

ANNEXURE “A”

Technical Specifications for the books of print run less than 1,00,000

| S.No. | Title | Class | Print order | No. of Pages Approx. | 16 Pages | 8 Pages | 4 Pages | 2 pages | Cover with Colour | Trimmed size of the book in cms. |
|-------|---------------------------------------|-------|-------------|----------------------|----------|---------|---------|---------|-------------------|----------------------------------|
| | | | | | | | | | | |
| 1 | Math Magic (English) | I | 25000 | 160 | - | 20F-F/C | - | - | Four | 21.3X26.9 |
| 2 | Ibtedai Urdu | I | 10000 | 140 | - | 17F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 3 | Riyazi Ka Jadu (Math Urdu) | I | 10000 | 162 | - | 20F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 4 | Math Magic (English) | II | 25000 | 136 | - | 17F-F/C | - | - | Four | 21.3X26.9 |
| 5 | Ibtedai Urdu | II | 10000 | 172 | - | 21F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 6 | Riyazi Ka Jadu (Math Urdu) | II | 10000 | 140 | - | 17F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 7 | Math Magic (English) | III | 25000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 8 | Ibtedai Urdu | III | 10000 | 144 | - | 18F-F/C | - | - | Four | 21.3X26.9 |
| 9 | Riyazi Ka Jadu (Math Urdu) | III | 10000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 10 | Ass Pass (EVS) (Urdu) | III | 10000 | 172 | - | 21F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 11 | Looking Around (EVS English) | III | 25000 | 172 | - | 21F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 12 | Meri Dilli (Urdu) | III | 10000 | 92 | 5F-F/C | 1F-F/C | 1F-F/C | - | Four | 17.1X24.1 |
| 13 | Math Magic (English) | IV | 25000 | 176 | - | 22F-F/C | - | - | Four | 21.3X26.9 |
| 14 | Ibtedai Urdu | IV | 10000 | 184 | - | 23F-F/C | - | - | Four | 21.3X26.9 |
| 15 | Riyazi Ka Jadu (Math Urdu) | IV | 10000 | 180 | - | 22F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 16 | Ass Pass (EVS Urdu) | IV | 10000 | 228 | - | 28F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 17 | Look Around (English) | IV | 25000 | 228 | - | 28F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 18 | Hamara Bharat (Urdu) | IV | 10000 | 92 | 5F-F/C | 1F-F/C | 1F-F/C | - | Four | 17.1X24.1 |
| 19 | Math Magic (English) | V | 25000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 20 | Aao Hisab Seekhen (Urdu) | V | 10000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 21 | Ibtedai Urdu | V | 10000 | 194 | - | 24F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 22 | Aas Pass (EVS Urdu) | V | 10000 | 216 | - | 27F-F/C | - | - | Four | 21.3X26.9 |
| 23 | Looking Around (English) | V | 25000 | 216 | - | 27F-F/C | - | - | Four | 21.3X26.9 |
| 24 | Hamari Duniya (Urdu) | V | 10000 | 128 | 8F-F/C | - | - | - | Four | 17.1X24.1 |
| 25 | Apni Zaban (Urdu Language) | VI | 10000 | 144 | 9F-D/C | - | - | - | Four | 17.1X24.1 |
| 26 | Mathematics (English) | VI | 35000 | 332 | - | 41F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 27 | Hisab (Urdu) | VI | 10000 | 356 | - | 44F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 28 | Science (Urdu) | VI | 10000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 29 | Science (English) | VI | 35000 | 176 | - | 22F-F/C | - | - | Four | 21.3X26.9 |
| 30 | Hamara Mazi (History Urdu) | VI | 10000 | 144 | - | 18F-F/C | - | - | Four | 21.3X26.9 |
| 31 | Zamin Hamara Maskan (Geography Urdu) | VI | 10000 | 92 | - | 11F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 32 | Samaji Aur Siyasi Zindagi (SSt. Urdu) | VI | 10000 | 116 | - | 14F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 33 | Urdu Guldasta | VI | 10000 | 68 | 4F-D/C | - | 1F-D/C | - | Four | 17.1X24.1 |
| 34 | Punjabi Path Pustak | VI | 10000 | 100 | 6F-S/C | - | 1F-S/C | - | Four | 17.1X24.1 |
| 35 | Apni Zaban (Urdu) | VII | 10000 | 164 | 10F-F/C | - | 1F-F/C | - | Four | 17.1X24.1 |
| 36 | Mathemathics (English) | VII | 35000 | 324 | - | 40F-D/C | 1F-D/C | - | Four | 21.3X26.9 |
| 37 | Hisab (Urdu) | VII | 10000 | 356 | - | 44F-D/C | 1F-D/C | - | Four | 21.3X26.9 |
| 38 | Science (English) | VII | 35000 | 248 | - | 31F-F/C | - | - | Four | 21.3X26.9 |

| | | | | | | | | | | |
|----|---------------------------------------|------|-------|-----|---------|---------|--------|---|------|-----------|
| 39 | Science (Urdu) | VII | 10000 | 248 | - | 31F-F/C | - | - | Four | 21.3X26.9 |
| 40 | Hamare Mazi (History Urdu) | VII | 10000 | 168 | - | 21F-F/C | - | - | Four | 21.3X26.9 |
| 41 | Hamara Mahol (Geography Urdu) | VII | 10000 | 100 | - | 12F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 42 | Samaji Aur Siyasi Zindagi (SSt. Urdu) | VII | 10000 | 140 | - | 17F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 43 | Urdu Guldasta | VII | 10000 | 64 | 4F-F/C | - | - | - | Four | 17.1X24.1 |
| 44 | Greh Vigyan (Hindi) | VII | 80000 | 84 | 5F-D/C | - | 1F-D/C | - | Four | 17.1X24.1 |
| 45 | Punjabi Path Pustak | VII | 10000 | 136 | 8F-S/C | 1F-S/C | - | - | Four | 17.1X24.1 |
| 46 | Apni Zaban (Urdu) | VIII | 10000 | 192 | 12F-F/C | - | - | - | Four | 17.1X24.1 |
| 47 | Mathmatics (English) | VIII | 35000 | 288 | - | 36F-F/C | - | - | Four | 21.3X26.9 |
| 48 | Hisab (Urdu) | VIII | 10000 | 304 | - | 38F-F/C | - | - | Four | 21.3X26.9 |
| 49 | Science (English) | VIII | 35000 | 268 | - | 33F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 50 | Science Aur Technology (Urdu) | VIII | 10000 | 268 | - | 33F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 51 | Hamare Mazi (History Urdu) | VIII | 10000 | 192 | - | 24F-F/C | - | - | Four | 21.3X26.9 |
| 52 | Hamara Mahol (Geography Urdu) | VIII | 10000 | 84 | - | 10F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 53 | Samaji Aur Siyasi Zindagi (SSt. Urdu) | VIII | 10000 | 144 | - | 18F-F/C | - | - | Four | 21.3X26.9 |
| 54 | Urdu Guldasta (Supp.) | VIII | 10000 | 96 | 6F-F/C | - | - | - | Four | 17.1X24.1 |
| 55 | Greh Vigyan (Hindi) | VIII | 50000 | 92 | 5F-D/C | 1F-D/C | 1F-D/C | - | Four | 17.1X24.1 |
| 56 | Punjabi Path Pustak | VIII | 10000 | 180 | 11F-S/C | - | 1F-S/C | - | Four | 17.1X24.1 |

Style of binding: -

- 1. Books upto 100 pages saddle wire stitched at two places and cover taken into stitches and cut flush.**
- 2. Books beyond 100 pages will be side wire stitched and cover pasted and cut flush.**

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

ANNEXURE “B”

Technical Specifications for the books of print run more than 1,00,000

| S.No. | Title | Class | Print order | No. of Pages Approx. | 16 Pages | 8 Pages | 4 Pages | 2 pages | Cover with Colour | Trimmed size of the book in Cms. |
|-------|---|-------|-------------|----------------------|----------|---------|---------|---------|-------------------|----------------------------------|
| | | | | | | | | | | |
| 1 | Ganit Ka Jadu | I | 250000 | 160 | - | 20F-F/C | - | - | Four | 21.3X26.9 |
| 2 | Rim Zim | I | 250000 | 132 | - | 16F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 3 | Marigold | I | 260000 | 132 | - | 16F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 4 | Ganit ke Jadu | II | 240000 | 136 | - | 15F-F/C | - | - | Four | 21.3X26.9 |
| 5 | Rim Zim | II | 240000 | 120 | - | 15F-F/C | - | - | Four | 21.3X26.9 |
| 6 | Marigold | II | 250000 | 184 | - | 23F-F/C | - | - | Four | 21.3X26.9 |
| 7 | Gnit Ka Jadu | III | 225000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 8 | Rim Zim | III | 225000 | 148 | - | 18F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 9 | Marigold | III | 235000 | 116 | - | 14F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 10 | Meri Dilli | III | 225000 | 92 | 5F-F/C | 1F-F/C | 1F-F/C | - | Four | 17.1X24.1 |
| 11 | Aas Pass (EVS) | III | 225000 | 172 | - | 21F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 12 | Ganit Ka Jadu | IV | 195000 | 176 | - | 22F-F/C | - | - | Four | 21.3X26.9 |
| 13 | Rim Zim | IV | 220000 | 140 | - | 17F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 14 | Marigold | IV | 220000 | 188 | - | 23F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 15 | Hamara Bharat | IV | 215000 | 92 | 5F-F/C | 1F-F/C | 1F-F/C | - | Four | 17.1X24.1 |
| 16 | Aas Pass (EVS) | IV | 195000 | 228 | - | 28F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 17 | Ganit Ka Jadu | V | 185000 | 208 | - | 26F-F/C | - | - | Four | 21.3X26.9 |
| 18 | Rim Zim | V | 210000 | 164 | - | 20F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 19 | Marigold | V | 210000 | 192 | - | 24F-F/C | - | - | Four | 21.3X26.9 |
| 20 | Hamari Duniya | V | 185000 | 128 | 8F-F/C | - | - | - | Four | 17.1X24.1 |
| 21 | Aas Pass (EVS) | V | 185000 | 216 | - | 27F-F/C | - | - | Four | 21.3X26.9 |
| 22 | Ganit | VI | 245000 | 356 | - | 44F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 23 | Vasant | VI | 280000 | 144 | 9F-F/C | - | - | - | Four | 17.1X24.1 |
| 24 | Bal Ram Katha | VI | 280000 | 96 | 6F-D/C | - | - | - | Four | 17.1X24.1 |
| 25 | Honeysuckle | VI | 280000 | 148 | 9F-D/C | 1F-D/C | - | - | Four | 17.1X24.1 |
| 26 | A Pact with the sun | VI | 280000 | 64 | 4F-D/C | - | - | - | Four | 17.1X24.1 |
| 27 | Vigyan | VI | 245000 | 176 | - | 22F-F/C | - | - | Four | 21.3X26.9 |
| 28 | Ruchira (Sanskrit) | VI | 280000 | 116 | 7F-F/C | - | 1F-F/C | - | Four | 17.1X24.1 |
| 29 | Samajik Aur Rajnitik Jeevan (SSt. Hindi). | VI | 280000 | 116 | - | 14F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 30 | Prithvi Hamara Avas (Geog.) | VI | 280000 | 180 | - | 10F-F/C | - | - | Four | 21.3X26.9 |
| 31 | Hamare Atit (HM) | VI | 280000 | 152 | - | 19F-F/C | - | - | Four | 21.3X26.9 |
| 32 | Paryavaran Adyyayan | VI | 280000 | 92 | 5F-S/C | 1F-S/C | 1F-S/C | - | Four | 17.1X24.1 |
| 33 | Ganit | VII | 245000 | 344 | - | 43F-D/C | - | - | Four | 21.3X26.9 |
| 34 | Vasant | VII | 280000 | 156 | 9F-F/C | 1F-F/C | 1F-F/C | - | Four | 17.1X24.1 |
| 35 | Bal Mahabharat | VII | 280000 | 108 | 6F-F/C | 1F-F/C | 1F-F/C | - | Four | 17.1X24.1 |
| 36 | Honeycomb | VII | 280000 | 160 | 10F-F/C | - | - | - | Four | 17.1X24.1 |
| 37 | An Alien Hand | VII | 280000 | 84 | 5F-D/C | - | 1F-D/C | - | Four | 17.1X24.1 |
| 38 | Vigyan | VII | 245000 | 260 | - | 32F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 39 | Ruchira (Sanskrit) | VII | 280000 | 120 | 7F-F/C | 1F-F/C | - | - | Four | 17.1X24.1 |
| 40 | Sam.Aur Rajnitik Jeevan | VII | 280000 | 136 | - | 17F-F/C | - | - | Four | 21.3X26.9 |
| 41 | Hamara Paryavaran (Geo.) | VII | 280000 | 88 | - | 11F-F/C | - | - | Four | 21.3X26.9 |

| | | | | | | | | | | |
|----|-------------------------------|------|--------|-----|--------|---------|--------|---|------|-----------|
| 42 | Hamara Atit | VII | 280000 | 168 | - | 21F-F/C | - | - | Four | 21.3X26.9 |
| 43 | Paryavaran Adyyayan | VII | 280000 | 92 | 5F-S/C | 1F-S/C | 1F-S/C | - | Four | 17.1X24.1 |
| 44 | Ganit | VIII | 245000 | 304 | - | 38F-F/C | - | - | Four | 21.3X26.9 |
| 45 | Vasant | VIII | 280000 | 148 | 9F-F/C | - | 1F-F/C | - | Four | 17.1X24.1 |
| 46 | Bharat Ki Khoj (Hindi Supp.) | VIII | 280000 | 144 | 9F-F/C | - | - | - | Four | 17.1X24.1 |
| 47 | Honeydew | VIII | 280000 | 148 | 9F-F/C | - | 1F-F/C | - | Four | 17.1X24.1 |
| 48 | If so Happened (Eng) | VIII | 280000 | 100 | 6F-F/C | - | 1F-F/C | - | Four | 17.1X24.1 |
| 49 | Vigyan | VIII | 245000 | 268 | - | 33F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 50 | Ruchira (Sanskrit) | VIII | 280000 | 136 | 8F-F/C | 1F-F/C | - | - | Four | 17.1X24.1 |
| 51 | Sam. Aur Rajniti Jeevan (SSt) | VIII | 280000 | 144 | - | 18F-F/C | - | - | Four | 21.3X26.9 |
| 52 | Sansadhan Evam Vikas (Geog) | VIII | 280000 | 84 | - | 10F-F/C | 1F-F/C | - | Four | 21.3X26.9 |
| 53 | Hamara Atit (Part-I) | VIII | 280000 | 88 | - | 11F-F/C | - | - | Four | 21.3X26.9 |
| 54 | Hamara Atit (Part-II) | VIII | 280000 | 104 | - | 13F-F/C | - | - | Four | 21.3X26.9 |
| 55 | Paryavaran Adyyayan | VIII | 280000 | 108 | 6F-S/C | 1F-S/C | 1F-S/C | - | Four | 17.1X24.1 |

Style of binding: -

- 3. Books upto 100 pages saddle wire stitched at two places and cover taken into stitches and cut flush.**
- 4. Books beyond 100 pages will be side wire stitched and cover pasted and cut flush.**

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

Note: Technical specciation for item number -22 titled Ganit-VI may please be read as D/C i.e. double color instead of F/C i.e. for color.

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/08-09/9

PART-II

TENDER DOCUMENT

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

PART-II

Tender No. F.1-P(1)/PTB/DBTB/08-09/9

Total No. of pages of all the enclosures _____

Technical Bid (Envelope "A") Form -1

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

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

1. GENERAL INFORMATION: -

The Printer should furnish the following details

1.1 Name & Address _____

1.2 Nature of the Firm _____
Public/Private/Partnership/Proprietorship

1.3 Contract Nos. & fax Land Line _____
 Mobile _____
 Fax _____

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

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

1.6 Copy of the PAN Card Attached/Not Attached
 at Page No. _____

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

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

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

- | | |
|--|--|
| 1.10 Proof of average turnover during last 3 years in technical bid form-3 (Authenticated by C.A.) | Attached/Not Attached at Page No. _____ |
| 1.11 Details of Machines in Technical Bid form No. 4 | Attached/Not Attached at Page No. _____ |
| 1.12 Certificate of reading/understanding of Technical specifications in Tech. Bid Form-5 as per clause 33(13) | Attached/Not Attached at Page No. _____ |
| 1.13 Acceptance of Implementation schedule in Tech. Bid Form-6 | Attached/Not Attached at Page No. _____ |
| 1.14 Declaration regarding commercial bid in Tech. Bid Form-7, as per clause 33(12) | Attached/Not Attached at Page No. _____ |
| 1.15 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. _____ |
| 1.16 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. _____ |
| 1.17 Undertaking regarding validity of quoted Rates upto 31-07-2009 in Tech. Bid Form-10 | Attached/Not Attached at Page No. _____ |
| 1.18 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-13 | Attached/Not Attached at Page No. _____ |
| 1.19 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-14 | Attached/Not Attached at Page No. _____ |
| 1.20 Documents for partnership of the Press as per clause 30 of Part-I | Attached/Not Attached at Page No. _____ |
| 1.21 Whether all enclosures signed with seal by the Owner/Partner/Director of the press. | Yes/No. |
| 1.22 Certificate regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt. in Tech. Bid Form 11. | Attached/Not Attached at Page No. _____ |
| 1.23 Whether each and every page of the Part-I of the tender document signed and enclosed | Attached/Not Attached at Page No. _____ |

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

**Attached/Not Attached
at page No. _____**

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

Place:

Date:

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

TECHNICAL BID FORM-2

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

| 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. **Catogery of printer: -** **Medium size/Large Size**
(Please tick as applicable)
2. **No. of Sheet Fed machines**
- a) **Of size 71 X 102 cms.** **Single colour** _____
Double Colour _____
Four Colour _____
(28"X40")
- b) **Of size 57 X 89 cms.** **Single colour** _____
Double Colour _____
Four Colour _____
(22.5"X35")
3. **No. of Web Offset Machines**
- a) **51 cms. cut size from** **Single colour** _____
Double Colour _____
Four Colour _____
71 cms. reel (28")
- b) **57.2 cms. cut size from** **Single colour** _____
Double Colour _____
Four Colour _____
89 cms. reel (35")
4. **Total Number of machines** _____
5. **Details of plate making unit**
- a) **Pasting Table** _____
- b) **Printing down frames** _____
6. **Book binding unit within the premises**
- a) **No. of folding machines** _____
- b) **No. of Stitching machines** _____
- c) **No. of cutting machines** _____
7. **Covered Area of storage** _____ **sq. meter**

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists under one roof of my press at the following address and as per the technical specifications and our press falls in _____ category.

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

TECHNICAL BID FORM-5

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

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

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

Note:

- i) The medium size printers should quote rates only for the textbooks upto a print order of one-lac copies as per their capacity and capability (from Annexure A)
- ii) The large size printers may quote rates for any number of books as per their capacity and capability (from Annexure A & B).
- iii) The Bureau will provide CDs of the book. The press shall have to output the CDs themselves for the printing of books. For outputting no separate payment shall be made.

2. Text Paper and Book sizes: -

| S.No. | Paper Sizes | Trade Name of Book Sizes | Trimmed size of the book |
|-------|------------------------|--------------------------|--------------------------|
| | Text Paper | | |
| 1. | 28"X40" (71X102Cms) | Crown Quarto | 17.1 X 24.1 cms. |
| 2. | 28" Reel (71Cms) | Crown Quarto | 17.1 X 24.1 cms. |
| 3. | 22.5"X35" (57X89 Cms.) | Demy Quarto | 21.3 X 26.9 cms. |
| 4. | 35" Reel (89 Cms) | Demy Octavo | 21.3 X 26.9 cms. |

Cover Paper

| | | |
|----|---------------------------|---------------------------------|
| 1. | 20" X 30" (51 X 76 cms) | For Crown quarto |
| 2. | 23" X 36" (58.5 X 91 cms) | For demy quarto and demy octavo |

3. Printing Ink Quality: -

The ink to be used in printing of DBTB publications should bear the following qualities: -

- 3.1. The ink should be of a good standard in quality having sufficient quantity of finely grind pigments.
- 3.2. The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
- 3.3. The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
- 3.4. The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- 3.5. The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the books.

4. Imposition of Pages and Printing Quality: -

While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the book, the following point should have to be strictly followed.

- 4.1 The imposition of pages should be in accordance with the page area marks given on the positive. .
- 4.2 Perfect registration of colours should be maintained throughout while printing the job.
- 4.3 There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- 4.4 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/sports.
- 4.5 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- 4.6 There should be no "Set off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.
- 4.7 There should be no variation in any shades throughout the book.

5. No. of Colours: -

| | |
|-------|------------------------------|
| Text | In single/Double/Four colour |
| Cover | In four colour |

6. Text & Cover paper: -

The paper for the printing of text and cover shall be made available to the printer by the DBTB from its godowns or from any other place/s within the NCT of Delhi. Printer shall arrange the lifting of paper of their own.

7. Style of binding: -

As mentioned in "Annexure "A" & "B".

The books to be centre or side stitched should have two wire staples of appropriate gauge suiting to the bulk of the book. The two staples in the centrally stitched books should be done exactly on the folds of the cover and folded formes, while side stitching the books, the two staples should be put leaving equal space at the head and the tail of the book after trimming.

All the three sides of the books, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned at clause 2 of technical specifications.

As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed and past performance of the printer working with the Bureau. The printers shall execute the work as entrusted. Refusal to accept and execute the work orders shall be viewed as violation of the provision of the terms and conditions.

CERTIFICATE

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

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

Place:

Date:

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 the job shall be withdrawn and EMD & performance security shall be forfeited and remaining paper with the printer shall be lifted at the cost of the printer. 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 schedule will be counted after seven days from the date of award of contract if all the formalities are completed within seven days, failing which, the implementation 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 time schedule will be counted from the date of award of contract
- 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.

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.

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

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 31-07-2009 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

11. Certificate regarding implementation of labour laws and etc.

It is certified that I/We have read and are implementing the labour laws as framed by the Labour Department, Govt. of NCT of Delhi/State Govt.

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

Place:

Date:

TECHNICAL BID FORM 12

12. CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS

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

- | | | |
|-----------|----------------------------|--------------|
| 1. | Four Colour _____ | Reams |
| 2. | Double Colour _____ | Reams |
| 3. | Single Colour _____ | Reams |

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

Place:

Date:

TECHNICAL BID FORM-13 (Sample)

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

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

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

Place:

Date:

TECHNICAL BID FORM-14 (Sample)

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

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

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

Place:

Date:

PRINTING AND DELIVERY OF TEXT BOOKS
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/08-09/9

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/08-09/9 Tender document No. _____

To,

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

Sub: Submission of Commercial Bid.

Sir/Madam,

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

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

The rates quoted in the prescribed format are enclosed.

Signature of the bidder with seal

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

DELHI BUREAU OF TEXT BOOKS
(An Autonomous Organization of the Govt. of NCT of Delhi)
25/2, Institutional Area, Pankha Road,
“D” Block, Janakpuri, New Delhi -110058
Phones 2852-2049, 28524202 FAX 2852-0901
Email delhibureauoftextbooks@gmail.com

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

COMMERCIAL BID FORM

Name of the Printer _____ Category _____

Address _____

1. Title _____ Annex. & S.No. _____

2. Class _____

3. Print Order _____ Copies _____

Total amount to be charged for outputting from CD, 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: -

FOR SHEET FED MACHINE

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

Rs. (In Words) _____

FOR WEB OFFSET MACHINE

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:

(Signature of the bidder with seal)

Place: