

# DELHI BUREAU OF TEXT BOOKS

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

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi -110058

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

## NOTICE INVITING TENDER

Sealed tenders are invited for the purchase of machine finished watermark paper to be used in printing of state owned text books from the reputed paper mills/their authorized distributors manufacturing paper from bamboo/wood pulp and virgin pulp made from vegetable residues having minimum annual turnover of 30,000 M.T.

Item No.	Type of Paper	Weightage in gsm	Qty. in M.T.	E.M.D. (In Rs.)
1.	Maplitho Paper White (MF) (Watermark) In Sheets & Reels	60 & 70	3050	29,75,000
2.	Cover Paper White (MG) in Sheets	170	300	2,50,000
	Total		3350	32,25,000

The quantity of paper may be increased or decreased by 40% for both type of paper. The delivery is to be made in the godowns of Delhi Bureau of Text Books or any other place/s in NCR of Delhi. 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 of any commercial bank valid upto 15-11-2008 in favour of Managing Director, Delhi Bureau of Text Books for the amount as mentioned above in the table separately for each type of paper. The tenders containing technical bid and commercial bid in separate envelopes as above are to be sealed in an outer cover (bigger envelope), super-scribed as “Tender for purchase of paper for the year 2008-09”, Tender No. F.1-P(2)/PP/DBTB/08-09/4, due on 17-10-2008 at 3.00 p.m. and addressed to Secretary, Delhi Bureau of Text Books must be inserted in the tender box placed in the office of the Secretary, Delhi Bureau of Text Books. The tenders shall be received upto 17-10-2008 upto 2.30 p.m. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily. Tenders shall also be received through Regd. post/Courier but the tenderer has to ensure himself of timely receiving of the properly sealed tender bid in Delhi Bureau of Text Books.

Interested mills/authorized distributors of the mill must satisfy the following conditions: -

1. The mill should have minimum annual turnover of 30,000 M.T. as per excise clearance.
2. Minimum experience of completing similar work during last seven years as given below:-

At least one similar work of Rs. 11.25 crores.

or

At least two similar work of Rs. 7.0 crores each.

or

At least three similar work Rs. 5.6 crores each.

3. At least 5 years experience of paper manufacturing and its supply.
4. A valid license of paper manufacturing issued by competent authority.
5. A minimum average financial turn over of Rs. 4.25 crores during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day upto 16-10-2008 on the payment of Rs. 1,000/- (non refundable) in cash or in the form of account payee pay order/demand draft of any scheduled bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 1,000/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document. Separate tender document has to be purchased and used for each type of paper. The technical bid in envelope A shall be common to all types of paper but commercial bid in envelope B shall be submitted separately for each type of paper.

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

1. Last date of issuance of tender documents from DBTB is 16-10-2008 upto 4.00 p.m.
2. Last date and time of submission of sealed tender document as explained above is 17-10-2008 upto 2.30 p.m. in the chamber of undersigned.
3. The technical bids in envelop "A" will be opened on 17-10-2008 at 3.00 p.m. in the presence of the representative/s of the mills, who wish to be present, in the Conference Hall of DBTB.
4. The result of the technical bids will be declared on 24-10-2008 at 2.00 p.m.
5. The commercial bids in envelop "B" of only the technically qualified mills will be opened on 24-10-2008 at 3.00 p.m. in the presence of the representative/s of the mills, who wish to be present, in the Conference Hall of DBTB.

The tenders not conforming to the above requirements and other terms & conditions as laid down in the detailed tender document or not accompanied with earnest money deposit are liable to be rejected summarily.

(M.K. AGRAWAL)  
Secretary

दिल्ली पाठ्य पुस्तक ब्यूरो  
(दिल्ली सरकार की स्वायत्त संस्था)  
25/2, संस्थानीय क्षेत्र, पंखा रोड,  
डी ब्लाक, जनकपुरी, नई दिल्ली-110058  
फोन 28524202, 28522049 फैक्स 28520901  
ई मेल [delhibureauoftextbooks@gmail.com](mailto:delhibureauoftextbooks@gmail.com)

### निविदा आमंत्रण सूचना

ख्याति प्राप्त मिल/मिलों के अधिकृत वितरकों, जोकि बांस/लकड़ी की लुगदी और वर्जिन लुगदी (जोकि वानसपतिक अवशेष से बनी हो) से कागज का उत्पादन करते हैं तथा जिनकी कम से कम वार्षिक टर्न ओवर 30,000 मैट्रिक टन हो, से मशीन फिनिशड वाटरमार्क कागज क्रय करने हेतु मोहरबंद निविदाएं आमंत्रित की जाती हैं । इस कागज का प्रयोग राष्ट्रीयकृत पाठ्य पुस्तकों के मुद्रण हेतु होना है ।

मद सं.	कागज का प्रकार	वजन (जी.एस.एम. में)	मात्रा (मैट्रिक टन में)	अग्रिम जमानत राशि (रूपयों में )
1	मैपलिथो सफेद एम. एफ. कागज (वाटरमार्क) शीट व रील में	60 व 70	3050	29,75,000 / -
2	सफेद कवर पेपर (एम.जी.) शीट में	170	300	2,50,000 / -
	कुल योग		3350	32,25,000 / -

दोनो प्रकार के कागज की मात्रा 40 प्रतिशत तक घटाई अथवा बढ़ाई जा सकती है । कागज की आपूर्ति दिल्ली पाठ्य पुस्तक ब्यूरो के गोदाम अथवा राष्ट्रीय राजधानी क्षेत्र, दिल्ली में किसी अन्य स्थान/स्थानों पर करनी होगी । निविदायें दो प्रकार की होंगी – तकनीकी निविदा व व्यवसायिक निविदा । दोनों निविदायें अलग-अलग लिफाफों में मोहरबंद करके और उन पर “**A**” एवं “**B**” लिखकर सचिव, दिल्ली पाठ्य पुस्तक ब्यूरो को संबोधित करना होगा । तकनीकी निविदा के साथ अग्रिम धरोहर राशि, जोकि किसी भी वाणिज्यिक बैंक के डिमांड ड्राफ्ट/एफ.डी.आर. /बैंकर्स चैक/बैंक जमानत के रूप में हो, को संलग्न करना आवश्यक है जोकि उपरोक्त सारणी में दर्शाये गये विवरणानुसार प्रत्येक प्रकार के कागज के लिए अलग-अलग होनी चाहिये तथा दिनांक 15.11.2008 तक वैध हो एवं प्रबन्ध निदेशक, दिल्ली पाठ्य पुस्तक ब्यूरो के नाम देय हो । तकनीकी व व्यवसायिक निविदाओं को, जोकि अलग-अलग लिफाफों में उपरोक्त विवरणानुसार मोहरबंद की गयी होंगी, को एक बाहरी/बड़े लिफाफे में मोहरबंद करना होगा, जिसके ऊपर “कागज क्रय हेतु निविदा”, निविदा संख्या F.1-P(2)/PP/DBTB/08-09/4 एवं लिफाफा खोलने की तिथि 17.10.2008 सायं 3.00 बजे का लिखा होना अनिवार्य है और उसे सचिव, दिल्ली पाठ्य पुस्तक ब्यूरो के नाम संबोधित कर उनके कक्ष में रखे गये निविदा बॉक्स में

डालना होगा । ये निविदायें दिनांक 17.10.2008 को अपरान्ह 2.30 तक बॉक्स में अवश्य जमा हो जानी चाहिये। निश्चित समयावधि के पश्चात प्राप्त निविदायें स्वीकार नहीं की जायेगी व तत्काल प्रभाव से निरस्त कर दी जायेंगी । निविदाये रजि . डाक/कूरियर द्वारा भी प्राप्त की जायेगी, परन्तु इन निविदादाताओं को यह सुनिश्चित करना होगा कि ठीक प्रकार से मोहरबंद की हुई निविदायें ही दिल्ली पाठ्य पुस्तक ब्यूरो में उपरोक्त निश्चित समय के अन्दर पहुँच जाये ।

इच्छुक मिलों/मिलों के अधिकृत वितरकों को निम्न शर्तों को अनिवार्य रूप से पूरा करना होगा ।

1. मिलों की एम.एफ.कागज की वार्षिक टर्न ओवर कम से कम 30,000 मैट्रिक टन हो जोकि आबकारी विभाग से प्रमाणित होनी चाहिये ।
2. पिछले सात वर्षों में इसी प्रकार के कार्य का निष्पादन का न्यूनतम अनुभव निम्नानुसार होना अनिवार्य है ।

एक समरूप कार्य जिसका न्यूनतम मूल्य 11.25 करोड़ रुपये तक हो।

अथवा

दो समरूप कार्य जिनमें से प्रत्येक का न्यूनतम मूल्य सात करोड़ रुपये हो।

अथवा

तीन समरूप कार्य जिनमें से प्रत्येक का न्यूनतम मूल्य 5.6 करोड़ रुपये हो।

3. मिलों के पास कागज उत्पादन एवं आपूर्ति का कम से कम 5 वर्षों का अनुभव हो ।
4. मिलों के पास कागज उत्पादन हेतु संबंधित विभाग द्वारा जारी किया गया वैध लाईसेंस हो ।
5. मिलों का औसत वित्तीय टर्नओवर 31 मार्च को समाप्त हुए विगत वित्तीय वर्ष के तीन वर्षों (2005-06, 2006-07 व 2007-08) के अन्दर कम से कम 4.25 करोड़ रुपये होना चाहिये ।

विस्तृत निविदा प्रपत्र अधोहस्ताक्षरकर्ता के कार्यालय से किसी भी कार्यदिवस में प्रातः 11.00 बजे से शाम 4.00 बजे तक के समय में 1,000/- रु. (अप्रतिदेय) नकद अथवा दिल्ली के किसी भी कमर्शियल बैंक द्वारा जारी किया गया पे आर्डर/डिमांड ड्राफ्ट के भुगतान पर दिनांक 16.10.2008 तक क्रय किये जा सकते हैं, जोकि प्रबंध निदेशक, दिल्ली पाठ्य पुस्तक ब्यूरो के नाम जारी किया गया हो । विस्तृत प्रपत्र को शिक्षा निदेशालय, दिल्ली की वेबसाइट [www.edudel.nic.in](http://www.edudel.nic.in) से भी डाउनलोड किया जा सकता है, परन्तु निविदा प्रपत्र के वेबसाइट से डाउनलोड करने की स्थिति में निविदादाता को तकनीकी निविदा के साथ ऊपर दिये गये विवरणानुसार 1,000/- रु. (अप्रतिदेय) का डिमांड ड्राफ्ट/पे आर्डर भी जमा कराना होगा । प्रत्येक प्रकार के कागज/मद संख्या की निविदा के लिए अलग-अलग निविदा प्रपत्र खरीदना होगा । लिफाफा “A” में मोहरबंद की गयी तकनीकी निविदा प्रत्येक प्रकार के कागज के

लिए एक ही होगी परन्तु लिफाफा “B” में प्रत्येक प्रकार के कागज के लिए अलग-अलग निविदा प्रपत्र भरकर मोहरबंद करनी होंगी।

इन निविदा प्रपत्रों को जमा कराने व खोलने का विवरण निम्न प्रकार है :-

1. दिल्ली पाठ्य पुस्तक ब्यूरो के कार्यालय से निविदा प्रपत्र जारी करने की अंतिम तिथि 16.10.2008 सांय 4.00 बजे तक होगी।
2. उपरोक्त विवरणानुसार मोहरबंद की गयी तकनीकी व व्यावसायिक निविदायें दिनांक 17.10.2008 को अपरान्ह 2.30 बजे तक अधोहस्ताक्षकर्ता के कार्यालय में रखे गये बॉक्स में जमा की जा सकती हैं।
3. लिफाफा “A” में मोहरबंद की गयी तकनीकी निविदायें निविदादाताओं के प्रतिनिधियों की उपस्थिति में (जो उपस्थित होना चाहें) दिनांक 17.10.2008 को सांय 3.00 बजे दिल्ली पाठ्य पुस्तक ब्यूरो के सम्मेलन कक्ष में खोली जायेंगी।
4. तकनीकी निविदा का परिणाम दिनांक 24.10.2008 दोपहर 2.00 बजे घोषित कर दिया जायेगा।
5. केवल तकनीकी निविदा में सफल निविदादाताओं की व्यावसायिक निविदायें जोकि लिफाफा “B” में मोहरबंद की गयी हैं, उन निविदादाताओं के प्रतिनिधियों की उपस्थिति में (जो उपस्थित होना चाहें) दिनांक 24.10.2008 को सांय 3.00 बजे दिल्ली पाठ्य पुस्तक ब्यूरो के सम्मेलन कक्ष में खोली जायेंगी।

जो निविदाये उपरोक्त नियम एवं शर्तों में निहित आवश्यकताओं को पूर्ण नहीं करेंगी या जिनके साथ अग्रिम धरोहर राशि जमा नहीं की जायेगी वे निविदायें तत्काल निरस्त कर दी जायेंगी।

(एम. के. अग्रवाल)  
सचिव

PURCHASE OF PAPER  
2008-09

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

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

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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PURCHASE OF PAPER  
2008-09

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

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

PART-I

TENDER DOCUMENT

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

## PART-I

Tender Notice No. F.1-P(2)/PP/DBTB/08-09/4

Dated:

### DESCRIPTION OF THE WORK

Purchase of White Maplitho Paper and Cover Paper for the year 2008-09 and its stacking in the godowns of Delhi Bureau of Text Books or at any other place/s in NCR of Delhi.

Notes: -

1. The document contains 20, 14 & 3 pages in Part-I, II & III respectively.
2. All pages of the tender should be signed by the mill 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.
8. Separate tender form has to be purchased/used for each item/type of paper.
9. The tender document shall be used for the specific item/type of paper only for which it has been purchased or downloaded.

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

Phones 2852-2049, 28524202 FAX 2852-0901

Email delhibureauoftextbooks@gmail.com

## Purchaser's copy

### ACKNOWLEDGEMENT

1. Tender document No. : F.1-P(2)/PP/DBTB/08-09/4
2. Detail of payment of the cost of tender document : \_\_\_\_\_
3. Item No. & type of paper : \_\_\_\_\_
4. Name of mill/brand : \_\_\_\_\_
5. Name of the person Collecting the tender document : \_\_\_\_\_
6. Name & Address of Mill/ Authorized distributor : \_\_\_\_\_  
: \_\_\_\_\_
7. 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

### ACKNOWLEDGEMENT

1. Tender document No. : F.1-P(2)/PP/DBTB/08-09/4
2. Detail of payment of the cost of tender document : \_\_\_\_\_
3. Item No. & type of paper : \_\_\_\_\_
4. Name of mill/brand : \_\_\_\_\_
5. Name of the person Collecting the tender document : \_\_\_\_\_
6. Name & Address of Mill/ Authorized distributor : \_\_\_\_\_  
: \_\_\_\_\_
7. Signature : \_\_\_\_\_

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## NOTICE INVITING TENDER

Sealed tenders are invited for the purchase of machine finished watermark paper to be used in printing of state owned text books from the reputed paper mills/their authorized distributors manufacturing paper from bamboo/wood pulp and virgin pulp made from vegetable residues having minimum annual turnover of 30,000 M.T.

Item No.	Type of Paper	Weightage in gsm	Qty. in M.T.	E.M.D. (In Rs.)
1.	Maplitho Paper White (MF) (Watermark) In Sheets & Reels	60 & 70	3050	29,75,000
2.	Cover Paper White (MG) in Sheets	170	300	2,50,000
	Total		3350	32,25,000

The quantity of paper may be increased or decreased by 40% for both type of paper. The delivery is to be made in the godowns of Delhi Bureau of Text Books or any other place/s in NCR of Delhi. 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 of any commercial bank valid upto 15-11-2008 in favour of Managing Director, Delhi Bureau of Text Books for the amount as mentioned above in the table separately for each type of paper. The tenders containing technical bid and commercial bid in separate envelopes as above are to be sealed in an outer cover (bigger envelope), super-scribed as “Tender for purchase of paper for the year 2008-09”, Tender No. F.1-P(2)/PP/DBTB/08-09/4, due on 17-10-2008 at 3.00 p.m. and addressed to Secretary, Delhi Bureau of Text Books must be inserted in the tender box placed in the office of the Secretary, Delhi Bureau of Text Books. The tenders shall be received upto 17-10-2008 upto 2.30 p.m. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily. Tenders shall also be received through Regd. post/Courier but the tenderer has to ensure himself of timely receiving of the properly sealed tender bid in Delhi Bureau of Text Books.

Interested mills/authorized distributors of the mill must satisfy the following conditions: -

1. The mill should have minimum annual turnover of 30,000 M.T. as per excise clearance.
2. Minimum experience of completing similar work during last seven years as given below:-

At least one similar work of Rs. 11.25 crores.

or

At least two similar work of Rs. 7.0 crores each.

or

At least three similar work Rs. 5.6 crores each.

3. At least 5 years experience of paper manufacturing and its supply.
4. A valid license of paper manufacturing issued by competent authority.
5. A minimum average financial turn over of Rs. 4.25 crores during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.

The detailed tender document can be purchased from the office of undersigned between 11.00 a.m. to 4.00 p.m. on any working day upto 16-10-2008 on the payment of Rs. 1,000/- (non refundable) in cash or in the form of account payee pay order/demand draft of any scheduled bank in Delhi in favour of Managing Director, Delhi Bureau of Text Books. The complete tender document can also be downloaded from the website [www.edudel.nic.in](http://www.edudel.nic.in) of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 1,000/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document. Separate tender document has to be purchased and used for each type of paper. The technical bid in envelope A shall be common to all types of paper but commercial bid in envelope B shall be submitted separately for each type of paper.

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

1. Last date of issuance of tender documents from DBTB is 16-10-2008 upto 4.00 p.m.
2. Last date and time of submission of sealed tender document as explained above is 17-10-2008 upto 2.30 p.m. in the chamber of undersigned.
3. The technical bids in envelop "A" will be opened on 17-10-2008 at 3.00 p.m. in the presence of the representative/s of the mills, who wish to be present, in the Conference Hall of DBTB.
4. The result of the technical bids will be declared on 24-10-2008 at 2.00 p.m.
5. The commercial bids in envelop "B" of only the technically qualified mills will be opened on 24-10-2008 at 3.00 p.m. in the presence of the representative/s of the mills, who wish to be present, in the Conference Hall of DBTB.

The tenders not conforming to the above requirements and other terms & conditions as laid down in the detailed tender document or not accompanied with earnest money deposit are liable to be rejected summarily.

(M.K. AGRAWAL)  
Secretary

## TECHNICAL SPECIFICATIONS

### 1. General Paper Quality and Packing: -

All types of paper should have following qualities: -

- i) Should be made from bamboo/wood pulp and virgin pulp made from vegetable residues.
- ii) The mill must mention that paper is made from bamboo/wood pulp or agricultural residues.
- iii) Should be uniform in formation.
- iv) Should be evenly finished.
- v) Should be white in shade with bluish tinge.
- vi) The sheet paper and cover paper should be cut exactly at right angles.
- vii) All sheets of a Ream should be uniform in required size.
- viii) The Reel paper should be tightly rolled parallel to reel axis without any jostle gap.
- ix) Paper should have good printing and dimensional stability and should be free from specks, holes and other blemishes.
- x) Both side of paper should have the same texture and finish.
- xi) All types of paper should conform to BIS specifications as given below in the table.
- xii) The packing of reel, sheet and cover paper should be as per DGS&D norms except the Reel weight and sheets in a Packet of cover paper which should be as specified in the table of paper specifications given below:

2. Quantity, Weightage and Type of paper: -

Item No.	Type of Paper	Reqd. Qty. (In M.T.)	Delivery schedule for supply of paper from the date of award of contract	Reqd. sizes (In cms.)	Sheets in a Ream/ Packet and Reel weight
1.	Maplitho Paper White (MF) in sheets (Watermark) of 70 gsm. conforming to the BIS specifications 1848:2007	1500	Delivery should start within 30 days, 50% supply within 45 days and balance within 75 days from the date of placement of order.	71X102 cms 57 X 89 cms	500 sheets in each ream
2.	Maplitho Paper White (MF) in Reels (Watermark) of 60 gsm. conforming to the BIS specifications 1848:2007	1350	Delivery should start within 30 days, 50% supply within 45 days and balance within 75 days from the date of placement of order.	71 cms	375-425 Kg.
3.	Maplitho Paper White (MF) in Sheets (Watermark) of 60 gsm. conforming to the BIS specifications 1848:2007	200	Delivery should start within 30 days and completed within 45 days from the date of placement of order.	71X102 cms	500 sheets in each ream
4.	Cover Paper White (MG) in Sheets of 170 gsm. conforming to the BIS specifications 6956:2001	300	Delivery should start within 30 days and completed within 45 days from the date of placement of order.	51 X 76 cms 58.5 X 91.5 cms	144 Sheets in each gross.
	<b>Total</b>	<b>3350</b>			

Note: - The quantity of paper may be increased or decreased by 40% for each item/type of paper. The exact quantity of different sizes of paper shall be mentioned in supply order.

3. BIS Specifications for various types of paper The paper should strictly conform to BIS specifications i.e. IS:1848:2007 for maplitho paper and 6956:2001 for cover paper with following amendments for maplitho paper as detailed below: -

Brightness 85%

Opacity 90%

Bulk 1.3

Ash content 10% to 12%

The copy of test report of the paper must also be submitted with the technical bid specifying other properties also as given in concerned BIS document and Delhi Bureau of Text Books shall also verify them in a Govt. laboratory.

4. Watermark: - The white Maplitho paper in reels and sheets should bear the DBTB watermark in 4 inches size as it is to be appearing at a distance of every 8 inches (width & length wise) on the paper which should be sharp and clearly visible in light. Dandy of the DBTB watermark shall have to be prepared by the mill at their own cost and the same has to be got approved from the Production Branch of Delhi Bureau of Text Books.

5. Packing: -

- a) The contractor shall pack at his own cost the paper properly for transit by rail/road to ensure the material on arrival at their destination being free from any loss or damage.
- b) The packing of reels/sheets of paper should be as per DGS&D norms.
- c) The contractor, giving the name and address of the consignee, the gross weight of the package etc. shall mark each bale or package delivered under the contract as per details given below separately for reel and sheet paper.

i) Paper in reel: -

- d) The paper in reel shall be of good built i.e. proper reeling, rewinding with even controlled caliper. Reeling should be free from piping, stepping, waving, telescopic rewinder and calendar crease/cuts etc. The reels with such defects shall not be acceptable.
- e) No. of joints in a reel shall not be more than three and joints shall be well gum taped with proper identification mark.
- f) No paper cutting or strip shall come inside the reel or paper layer.
- g) The reel should be suitably protected at the top and ends by corrugated fiberboard of suitable width and disc r respectively. Reels shall be wrapped with wrapping paper of 150 gsm or two sheets of 80 gsm each conforming to IS:6615/72 (with Amendment No. 1) over which film of 50 micron thickness should be wrapped to prevent ingress of water/moisture. Finally the reel shall be wrapped with good strength woven fabric (un-laminated) 110 gsm as per IS 6899:1997 and stitched with jute twine.

ii) Paper in sheet (Reams): -

- h) The packing of paper shall be done so as to ensure that sheets and its edges are not damaged during handling and transportation and paper remain flat in reams. Folded sheets will not be accepted at any cost.
- i) The reams shall be made into bundles weighing 50 Kg. (Approx.) and shall be finally wrapped with good strength HDPE woven fabric (un-laminated) 110 gsm as per IS 6899:1997 and stitched properly with jute twine.



6. Submission of sample sheets of both types of paper with technical bid: -

Duly authenticated five full sheets of samples for each type of paper for which rates have been quoted should accompany the tender stating in the body of the sample, Brand, Name of the Mill, pulp used for manufacturing the paper, size and weight of the paper along with the test report of the sample for each properties as per concerned BIS specification.

NOTE: The technical bid of the tender must accompany the Laboratory test report of the sample of paper submitted.

## TENDER INFORMATION

1. Tender Notice No. : F.1-P(2)/PP/DBTB/08-09/4
2. Region : All over India
3. Issue of Tender Document : From the date of publication of NIT to 16-10-2008 on any working day between 11.00 a.m. to 4.00 p.m.
4. Last date and time for submission of tender : 17-10-2008 upto 2.30 p.m. in the office the Secretary, DBTB, 25/2, Institutional Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
5. Date & time of opening of tender for Technical Bid (Envelope "A") : On 17-10-2008 at 3.00 p.m. in the presence of the representative/s of the mill, who wish to be present.
6. Date of declaration of Result of the Technical Bid : On 24-10-2008 by 2.00 p.m.
7. Date & time for opening of Commercial Bid (Envelope "B") : On 24-10-2008 at 3.00 p.m. in the presence of the representative/s of the successful mills in the Technical Bid.
8. Venue of opening of Technical/Commercial Bid : Conference Hall, Delhi Bureau of Text Books, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
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 :

Item. No.	Type of Paper	Weightage in gsm	Qty. in M.T.	E.M.D. (In Rs.)
1.	Maplitho Paper White (MF) (Watermark) In Sheets & Reels	60 & 70	3050	29,75,000
2.	Cover Paper White (MG) in Sheets	170	300	2,50,000
	Total		3350	32,25,000

Separate draft/FDR/Banker's cheque/Bank Guarantee for the amount as given in the above table for each type of paper for which rates are quoted are to be enclosed with the technical bid.

11. Cost of tender Document : Rs. 1000/- (which is not refundable)

### GENERAL TERMS & CONDITIONS

Purchase of White Maplitho paper and Cover Paper for the year 2008-09 and its stacking shall have to be made in the godowns of Delhi Bureau of Text Books or at any other place/s in NCR of Delhi as per the following terms & conditions.

1. Eligibility criteria: -

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

- i) The mill should have minimum annual turnover of 30,000 M.T. as per excise clearance.
- ii) Minimum experience of completing similar work during last seven years as given below:-

At least one similar work of Rs. 11.25 crores.

or

At least two similar work of Rs. 7.0 crores each.

or

At least three similar work Rs. 5.6 crores each.

Definition of Similar work: - Similar work will include supply of paper of such volume. No other type of supply work undertaken by the mill will be covered under definition of similar work.

- iii) At least 5 years experience of paper manufacturing and its supply.
- iv) A valid license of paper manufacturing issued by competent authority.
- v) A minimum average financial turnover of Rs. 4.25 crores during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2005-06, 2006-07 & 2007-08.
- vi) The mill blacklisted by any Govt. department will not be eligible for bidding. Every mill would be required to submit an affidavit that

the mill has never been blacklisted by any Govt. department/Govt. undertaking.

2. Due date and time: -

Sealed tenders should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi -110058 on or before 17-10-2008 upto 2.30 p.m. Tender received after due date and time or in unsealed condition shall be summarily rejected.

3. Mode of submission of tender: -

Tender should be addressed to the Secretary, Delhi Bureau of Text Books. The tender in a sealed cover should be 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 17-10-2008 upto 2.30 p.m. It will be the responsibility of the mill to ensure that the completed documents in accordance to the terms & conditions laid down in this tender document are dropped in the sealed tender box available in the Chamber of Secretary, DBTB. The tender shall also be received through Regd. post/currier but tenders received through post after due date & time and in unsealed conditions shall be summarily rejected.

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

This tender document contains the following: -

Part-1 Tender Details.

Part-II Technical Bid to be submitted in original.

Part-III Commercial Bid to be submitted in original.

- a) The technical bid as prescribed in Part-II of the tender document should be filled in original and should be sealed in an envelope. The Technical Bid should be super scribed as "Technical Bid-Envelope A", Tender No. F.1-P(2)/PP/DBTB/08-09/4 due on 17-10-2008 at 3.00 p.m.
- b) The commercial bid forms as prescribed in Part-III of the tender document should be filled in original for each item of paper and sealed in a separate envelope. The commercial bid be super scribed as "Commercial Bid- Envelope "B"", Tender No. F.1-P(2)/PP/DBTB/08-09/4 due on 24-10-2008 at 3.00 p.m.
- c) The tender comprising the technical and commercial bid should be signed by all the partners in case of mill in partnership and by Managing Director or a Director or Secretary authorized by the resolution of Board of Directors, in case of private/public limited mill.
- 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 purchase of paper for the year 2008 -09, Tender No. F.1-P(2)/PP/DBTB/08-09/4 due on 17-10-2008 at 3.00 p.m.

Note: Separate commercial bid forms in original for each type of paper have to be put in a single envelope B but technical bid in envelope A shall be common for both types of paper.

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 16-10-2008 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](http://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 also has to be enclosed with the technical bid of the tender document. Separate tender has to be purchased/used for each type of paper for which any mill wants to submit the tender and has to pay/enclose the separate fee for purchased/downloaded tender respectively.

6. Earnest money deposit (EMD): -

Item. No.	Type of Paper	Weightage in gsm	Qty. in M.T.	E.M.D. (In Rs.)
1.	Maplitho Paper White (MF) (Watermark) In Sheets & Reels	60 & 70	3050	29,75,000
2.	Cover Paper White (MG) in Sheets	170	300	2,50,000
	Total		3350	32,25,000

Separate draft/FDR/Banker's cheque/Bank Guarantee for the amount as given in the above table for each type of paper is to be enclosed with the technical bid as EMD and should be valid up to 15-11-2008. The EMD of the unsuccessful mill will be returned after the finalization of the tender at the expense of such mill 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. Special instructions for completing the tender bids: -

- a) All particulars must be furnished, as asked for, in the original prescribed forms for technical and commercial bids supplied with the tender document in part II & III.
- b) The particular commercial bid form in original should be used only for the type of paper for which the tender document has been purchased.

- c) 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.
- d) There should not be any overwriting/cutting in the rates tendered. If there is any cutting, then the same should be attested by the person authorized by the mill.
- e) The mill should not impose any counter condition and in such case tender shall be summarily rejected.
- f) All the information on prescribed original proformas as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
- g) 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 17-10-2008 at 3.00 p.m in presence of the representative/s of the mills but with a letter of authority and who with to be present. The technical bid will be evaluated and mills shall be short-listed by the Delhi Bureau of Text Books. The commercial bids in respect of the above short-listed mills shall be opened on 24-10-2008 at 3.00 p.m. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.

9. Performance Security: -

The successful mills shall 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 upto 60 days beyond the date of completion of contract. Further the required performance security will be accepted in the form of FDR/Bank Draft/Irrevocable Bank Guarantee of any commercial bank in favour of Managing Director, Delhi Bureau of Text Books. If the successful mill fails to remit the performance security within prescribed time, the EMD remitted by the mill shall be forfeited and the bid shall 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 mill/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 shall be signed after the submission of the performance security at the following terms.

- a) The period of contract for completion of job shall be 75 days from the date of award of contract for maplitho paper in sheets of 70gsm and maplitho paper in reels of 60 gsm. But period of contract for maplitho paper in sheets of 60 gsm and cover paper in sheets of 170 gsm shall be 45 days.

- b) The incidental expenses of execution of agreement/contract shall be borne by the successful mill.
- 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 mill.

11. Payment: -

80% value of the bill shall be paid as far as possible within 15 working days of the satisfactory supply of the 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 testing of paper from a Govt. laboratory. The random samples shall also be checked by the inspection committee of Delhi Bureau of Text Books.

12. Implementation schedule: -

The entire supply for different types of paper is to be completed as follows: -

- 1. For Maplitho paper in sheets of 70 gsm and in reels of 60 gsm within 75 days from the date of award of contract but 50% of supply within 45 days from the date of award of contract.
- 2. For Maplitho paper in sheets of 60 gsm and cover paper in sheets of 170 gsm within 45 days from the date of award of contract
- 3. The supply is to be started within 30 days from the date of award of contract for all types of paper.
- 4. The date of award of the contract shall be counted as day one of implementation schedule in all cases.

The mill 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. Further assigning of tender in whole or part: -

The mill 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 supply of paper is not completed within the stipulated time schedule, a penalty for delay will be imposed @ 2% per week on the value of the paper remaining un-supplied as per schedule mentioned in clause 2 of technical specifications in part-I.

- b) The Bureau shall also take random samples of the reams/gross/bundles. Any variation in specifications beyond the permissible limit as prescribed in BIS code will attract penalty up to two times of the cost of paper found defective. The rejected paper shall be removed by the mill within 14 days of the date of receipt of intimation of such rejection failing which the DBTB shall get the paper removed at the cost of mill. The DBTB will not entertain any claim what so ever made by the mill for any loss or damage caused to the paper while removing the paper.

15. Power of acceptance/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 tenders without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected mill. After acceptance of the tender by Chairman, DBTB, the mill 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 mill the EMD in respect of such mill 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 considerable period.
- b) If the successful mill 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 mill is liable to be blacklisted for a considerable period.

17. Submission of Affidavits

The mill 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 mill has furnished the correct information in the tender and the mill shall be solely responsible for furnishing wrong/false information in the tender.

- b) That the firm has never been blacklisted in the past by any Govt. department/Agency.

18. Delivery: -

The paper shall be delivered at the godowns of Delhi Bureau of Text Books or any other place/s in NCR of Delhi as directed by Secretary, Delhi Bureau of Text Books as per schedule mentioned in table of clause 2 of technical specifications.

19. Registration with VAT department: -

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

20. Quoting of rates: -

The rates of the paper shall be quoted by the mill @ per Kg. (including all duties, taxes & expenses towards freight & packing etc.). The Bureau is exempted from payment of excise duty being a state owned text books producing organization. The rates quoted by the bidder shall be valid upto 31-03-2009 and the mill shall be bound to supply the ordered additional quantity of paper at the same rate ordered upto 31 -03-2009.

21. Variation in purchase order: -

The purchase order may be increased/decreased by 40% but no time extension will be allowed in case of increased quantity of paper.

22. Self attestation of the documents: -

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

23. 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 mills who have directly purchased the bidding document, and will also be displayed on the website [www.edudel.nic.in](http://www.edudel.nic.in) of the Directorate of Education. The amendment will be binding on all the mills.

In order to afford prospective mills 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.



24. 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.

25. 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.

26. Submission of documents for the required turnover: -

The mill 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.

27. Submission of documents by the mills in partnership and in other cases: -

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

28. Incidental services

The supplier may be required to provide the following services

- (a) Loading at point of dispatch
- (b) Unloading at point of delivery
- (c) Stacking in godowns at the point of delivery

No additional costs shall be borne by DBTB towards these services.

29. Warranty

- a) The supplier warrants that the goods supplied under this contract are new, unused, of the most recent production. The supplier further warrants that the paper supplied under this contract shall have no defect arising from design, material or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods.
- b) The warranty shall remain valid for 15 months after the supplies of paper completed.

- c) The supplier shall replace the defective good at their own cost as and when noticed by the Bureau.
- d) If the supplier fails to rectify the same, the cost of defects in paper shall be deducted from the payments of the paper.
- e) The supplier shall pay all taxes, duty and all expenses up to the destination for the replaced material.

### 30. Force majeure

An event beyond the control of the supplier and not involving the supplier fault or negligence and not foreseeable included in this clause but are not restricted to, wars or revolutions, fires, epidemics, quarantine restrictions and freight embargoes.

In the event of any such situation, the supplier shall inform the Bureau in writing of such situation and the cause thereof.

### 31. Taxes and Duties

The supplier shall be entirely responsible for all taxes, duties, license fees, octroi, road permits etc., incurred on the delivery of the paper to the Bureau.

### 32. Purchase Preference (If any):

The purchaser i.e. Delhi Bureau of Text Books will allow the Purchase Preference (if any) to the Public Sector Undertaking in accordance with the Govt. of India directions in force. In such case, a copy of the order/directions issued by the competent authority should be enclosed by the mill with the technical bid.

### 33. More instructions for technical bid

- 1. The tenders not submitted in prescribed form and not accompanied with EMD shall be disqualified
- 2. The quotations should be strictly in accordance with the specifications and terms specified above. Submission of incomplete tender or of incorrect specifications and without sample sheets shall be liable for rejection and forfeiture of EMD.
- 3. Duly authenticated five full sheets of samples for each type of paper and their test reports should accompany the tender stating in the body of the sample, Brand, Name of the mill, pulp used for manufacturing the paper, size and weight of the paper for which rates have been quoted.
- 4. The mill shall append his signature along with the official stamp of the mill on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents.
- 5. The authorized Distributor should enclose a letter of authority from the concerned mill with the technical bid of the tender and a declaration on

behalf of the concerned mill 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.

6. The mill must submit the undertaking that the rates quoted shall remain valid up to 31.03.2009.
7. An undertaking regarding acceptance of all the terms & conditions of the tender has to be submitted with the technical bid form.
8. An affidavit affirming that the information furnished in the tender document is correct to the best of knowledge and belief.
9. 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”.

10. A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
11. Such other information as may be specified in the technical bid Form.
34. More instructions for commercial bid: -
  1. The rates shall 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 for each type of paper should be quoted per Kg. in the original commercial bid form only prescribed by the Bureau and the prices shall be quoted in Indian Rupees only.
  3. The Bureau is registered under Central Sales Tax and will issue “C” Form.
  4. The Bureau is exempted from the Excise Duty being a state owned text book producing organization.
  5. The delivery of paper 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 the manner specified above. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise shall be allowed.
35. Other instructions: -
  1. The successful mills 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.
  2. The implementation schedule specified in the contract shall be strictly adhered to.
  3. 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.

4. Separate tender form should be used for quoting rates of different Items/types of paper. The tender form purchased for a particular Item/type of paper should be used for quoting the rates of that very item/type of paper only, failing which the tender shall be liable for rejection.
5. Exact quantity of size/item of paper shall be intimated at the time of placing order to the mills.
6. Prices quoted by the mill shall remain fixed/valid during the Tenderer's performance of the contract and not be subject to variation on any account. A tender submitted with an adjustable price quotation shall be treated as no-responsive and rejected.
7. Other conditions remaining same, the Chairman, DBTB at his discretion keeping in view the actual requirement of the item at the time of placing the initial order or at any time up to 31-03-2009 may increase/decrease up to 40% of the quantity of paper mentioned in the tender.
8. Canvassing in any form will be viewed seriously and the Bureau reserves the right to reject the tender of such parties/mills.
9. In default of any terms specified in this form or in the event of non-fulfillment of the contract or otherwise, the performance security shall be liable to forfeiture.
10. The successful mills shall also have to enter into an Agreement in the prescribed form on a non-judicial paper of appropriate stamp duty within a week of the order and in case of failure to do so the Managing Director shall be within his/her rights to cancel the supply order and forfeit the performance security and EMD.
11. In the event of failure of the supply of paper by the contractor as per terms and conditions, the Bureau has the right to procure supply from any other source at the contractor's risk and expense. In case of any dispute regarding imposition of penalty, forfeiture of performance security due to late/non-supply, the decision of the Chairman, DBTB shall be final and binding upon the contractor.
12. Any condition mentioned in the body of this tender document shall form part of terms and conditions of the tender.
13. The paper supplied under the contract shall be fully insured by the supplier at his own costs against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery etc.
  
36. Submission of undertaking of the acceptance of all the terms and conditions:-

The mill shall submit an undertaking that the mill 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 only.

(M.K. AGRAWAL)  
Secretary

PURCHASE OF PAPER  
2008-09

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

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

PART-II

TECHNICAL BID (ENVELOPE "A")

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

PART-II

Tender No. F.1-P(2)/PP/DBTB/08-09/4

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

Technical Bid (Envelope "A") Form-1

TECHNICAL BID FOR THE PURCHASE OF PAPER 2008 -09.  
(EACH PAGE OF THE TECHNICAL BID MUST BE SERIALLY NUMBERED AND SIGNED BY THE BIDDER WITH SEAL)

Bid submitted for

- A. Item/s No. : \_\_\_\_\_  
B. Type/s of paper : \_\_\_\_\_  
C. Name of Mill & Brand of paper : \_\_\_\_\_  
: \_\_\_\_\_

1. GENERAL INFORMATION : -

The Mill/Authorized distributors should furnish the following details

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

\_\_\_\_\_

1.2 In case of Distributor, Name of Mill \_\_\_\_\_  
with address \_\_\_\_\_

1.3 Nature of the Mill \_\_\_\_\_  
Public/Private/Partnership/Proprietorship

1.4 Contract Nos. & fax      Land Line \_\_\_\_\_  
  Mobile \_\_\_\_\_  
  Fax \_\_\_\_\_

1.5 Proof of 5 years experience in Paper      Attached/Not Attached  
Manufacturing/ Supply      at Page No. \_\_\_\_\_  
(proof should be furnished)

1.6 Income Tax clearance certificate      Attached/Not Attached  
  at Page No. \_\_\_\_\_

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

- |      |  |   |
|------|--|---|
| 1.8  | Copy of VAT No./Sale Tax Registration No. (whichever is applicable)  | Attached/Not Attached at Page No. _____ |
| 1.9  | Copy of the valid license of paper Manufacturing   | Attached/Not Attached at Page No. _____ |
| 1.10 | Five Sample sheets for each type of paper for which bid is submitted   | Attached/Not Attached at Page No. _____ |
| 1.11 | Certificate from mill for distributorship  | Attached/Not Attached at Page No. _____ |
| 1.12 | Details of Earnest Money Deposit (EMD): - Submitted in technical bid form-2 (along with originals)   | Attached/Not Attached at Page No. _____ |
| 1.13 | Proof of average turnover during last 3 years in technical bid form-3 (Authenticated by C.A.)  | Attached/Not Attached at Page No. _____ |
| 1.14 | Proper document for completing similar work in last 7 years & details in Tech bid form No.-4.  | Attached/Not Attached at Page No. _____ |
| 1.15 | Certificate of reading/understanding of Technical specifications in Tech. Bid Form-5 as per clause 33(10)  | Attached/Not Attached at Page No. _____ |
| 1.16 | Acceptance of Implementation schedule in Tech. Bid Form-6  | Attached/Not Attached at Page No. _____ |
| 1.17 | Declaration regarding commercial bid in Tech. Bid Form-7, as per clause 33 (9)   | Attached/Not Attached at Page No. _____ |
| 1.18 | 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. _____ |
| 1.19 | Declaration from the concerned mill regarding supply of paper as per specification & schedule as per Clause 33(5) in Tech. Bid Form-9.                         | Attached/Not attached at Page No. _____ |
| 1.20 | Undertaking regarding validity of quoted Rates upto 31-03-2009 in Tech. Bid Form-10  | Attached/Not Attached at Page No. _____ |
| 1.21 | Affidavit regarding incorrect/false Information as per clause 17(a) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- as per sample given in Tech. Bid Form-11 | Attached/Not Attached at Page No. _____ |

- |      |  |   |
|------|--|---|
| 1.22 | Affidavit regarding never blacklisting as per clause 17(b) of Part-1 on Non-Judicial Stamp Paper of Rs. 10/- as Per sample given in Tech.Bid Form-12 | Attached/Not Attached at Page No. _____ |
| 1.23 | Submission of Annual Report in case of Pvt./Public Ltd. Mills.   | Attached/Not Attached at Page No. _____ |
| 1.24 | Documents for partnership mills /other mill as per clause 27 of Part-I   | Attached/Not Attached at Page No. _____ |
| 1.25 | Whether all enclosures signed with seal by the mill/distributor  | Yes/No.                                 |

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

Place:

Date:

Note: -

1. All the documents submitted with this form should be self attested and stamped by the mill.
2. Mill 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.	Item No. & type of paper	Amount	Details of the EMD (Name of the Bank, No. of Deposits and date etc.)
1			
2			

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

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

Place:

Date:

TECHNICAL BID FORM-3

3. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

2.1 Name of the Mill/Distributor \_\_\_\_\_

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
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 Mill/Partner of the Mill/ Director/ Proprietor.  
With rubber stamp

Place:

Date:

TECHNICAL BID FORM-4

4. PROFORMA FOR INFORMATION OF COMPLETING SIMILAR WORK

Brief of similar work completed by the Mill/Distributor in last seven years specifying the cost of the work.

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

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 mill/distributor is liable to any punitive action, as mentioned in the terms & conditions of the tender for furnishing the false information in the tender.

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

Place:

Date:

## TECHNICAL BID FORM-5

### 5. TECHNICAL SPECIFICATIONS

#### 5.1. General Paper Quality and Packing: -

All types of paper should have following qualities: -

- i) Should be made from bamboo/wood pulp and virgin pulp made from vegetable residues.
- ii) The mill must mention that paper is made from bamboo/wood pulp or agricultural residues.
- iii) Should be uniform in formation.
- iv) Should be evenly finished.
- v) Should be white in shade with bluish tinge.
- vi) The sheet paper and cover paper should be cut exactly at right angles.
- vii) All sheets of a Ream should be uniform in required size.
- viii) The Reel paper should be tightly rolled parallel to reel axis without any jostle gap.
- ix) Paper should have good printing and dimensional stability and should be free from specks, holes and other blemishes.
- x) Both side of paper should have the same texture and finish.
- xi) All types of paper should conform to BIS specifications as given below in the table.
- xii) The packing of reel, sheet and cover paper should be as per DGS&D norms except the Reel weight and sheets in a Packet of cover paper which should be as specified in the table of paper specifications given below:

#### 5.2. Quantity, Weightage and Type of paper: -

Item No.	Type of Paper	Reqd. Qty. (In M.T.)	Delivery schedule for supply of paper from the date of award of contract	Reqd. sizes (In cms.)	Sheets in a Ream/ Packet and Reel weight
1.	Maplitho Paper White (MF) in sheets (Watermark) of 70 gsm. conforming to the BIS specifications 1848:2007	1500	Delivery should start within 30 days, 50% supply within 45 days and balance within 75 days from the date of placement of order.	71X102 cms 57 X 89 cms	500 sheets in each ream
2.	Maplitho Paper White (MF) in Reels (Watermark) of 60 gsm. conforming to the BIS specifications 1848:2007	1350	Delivery should start within 30 days, 50% supply within 45 days and balance within 75 days from the date of placement of order.	71 cms	375-425 Kg.
3.	Maplitho Paper White (MF) in Sheets (Watermark) of 60 gsm. conforming to the BIS specifications 1848:2007	200	Delivery should start within 30 days and completed within 45 days from the date of placement of order.	71X102 cms	500 sheets in each ream
4.	Cover Paper White (MG) in Sheets of 170 gsm. conforming to the BIS specifications 6956:2001	300	Delivery should start within 30 days and completed within 45 days from the date of placement of order.	51 X 76 cms 58.5 X 91.5 cms	144 Sheets in each gross.
<b>Total</b>		<b>3350</b>			

Note: - The exact quantity of paper may be increased or decreased by 40% for each type of paper. The quantity of different sizes of paper shall be mentioned in supply order.

5.3. BIS Specifications for various types of paper The paper should strictly conform to BIS specifications i.e. IS:1848:2007 for maplitho paper and 6956:2001 for cover paper with following amendments for maplitho paper as detailed below: -

Brightness	85%
Opacity	90%
Bulk	1.3
Ash content	10% to 12%

The copy of test report of the paper must also be submitted with the technical bid specifying other properties also as given in concerned BIS document and Delhi Bureau of Text Books shall also verify them in a Govt. laboratory.

5.4. Watermark: - The white Maplitho paper in reels and sheets should bear the DBTB insignia supplied by the Production Department of Delhi Bureau of Textbooks in 4 inches size as Water Mark to be appearing at a distance of every 8 inches (width & length wise) on the paper which should be sharp and clearly visible in light.

5.5. Packing: -

- a) The contractor shall pack at his own cost the paper properly for transit by rail/road to ensure the material on arrival at their destination being free from any loss or damage.
  - b) The packing of reels/sheets of paper should be as per DGS&D norms.
  - c) The contractor giving the name and address of the consignee, the gross weight of the package etc. shall mark each bale or package delivered under the contract as per details given below separately for reel and sheet paper.
- i) Paper in reel: -
- d) The paper in reel shall be of good built i.e. proper reeling, rewinding with even controlled caliper. Reeling should be free from piping,

- stepping, waving, telescopic rewinder and calendar crease/cuts etc. The reels with such defects shall not be acceptable.
- e) No. of joints in a reel shall not be more than three and joints shall be well gum taped with proper identification mark.
  - f) No paper cutting or strip shall come inside the reel or paper layer.
  - g) The reel should be suitably protected at the top and ends by corrugated fiberboard of suitable width and disc respectively. Reels shall be wrapped with wrapping paper of 150 gsm or two sheets of 80 gsm each conforming to IS:6615/72 (with Amendment No. 1) over which film of 50 micron thickness should be wrapped to prevent ingress of water/moisture. Finally the reel shall be wrapped with good strength woven fabric (un-laminated) 110 gsm as per IS 6899:1997 and stitched with jute twine.
- ii) Paper in sheet (Reams): -
- h) The packing of paper shall be done so as to ensure that sheets and its edges are not damaged during handling and transportation and paper remain flat in reams. Folded sheets will not be accepted at any cost.
  - i) The reams shall be made into bundles weighing 50 Kg. (Approx.) and shall be finally wrapped with good strength HDPE woven fabric (un-laminated) 110 gsm as per IS 6899:1997 and stitched properly with jute twine.

#### 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.

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

## TECHNICAL BID FORM-6

### 6. IMPLEMENTATION SCHEDULE: -

The entire supply for different types of paper is to be completed as follows: -

1. For Maplitho paper in sheets of 70 gsm and in reels of 60 gsm within 75 days from the date of award of contract but 50% supply within 45 days from the date of award of contract.
2. For Maplitho paper in sheets of 60 gsm and cover paper in sheets of 170 gsm within 45 days from the date of award of contract
3. The supply is to be started within 30 days from the date of award of contract for all types of paper.
4. The date of award of the contract shall be counted as day one of implementation schedule in all cases.

The mill 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.

The above implementation schedule is acceptable to us.

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

Place:

Date:

TECHNICAL BID FORM-7

7. DECLARATION REGARDING COMMERCIAL BID

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

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

Place:

Date:

TECHNICAL BID FORM-8

8. 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.

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

Place:

Date:



TECHNICAL BID FORM-9

9. DECLARATION REGARDING SUPPLY OF PAPER AS PER SPECIFICATION AND SCHEDULE

I/We declare that paper supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed me/us through our authorized distributor or directly.

Name & signature of the authorized signatory of the Mill/Partner of the Mill/ 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 31-03-2009 and I/We shall abide by the same fully.

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

Place:

Date:

TECHNICAL BID FORM-10  
TECHNICAL BID FORM-11 (Sample)

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

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

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

Place:

Date:

TECHNICAL BID FORM-12 (Sample)

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

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

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

Place:

Date:

TECHNICAL BID FORM-11

PURCHASE OF PAPER  
2008-09

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

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

PART-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

TECHNICAL BID FORM-12

PART-III

COMMERCIAL BID (ENVELOP "B")

(To be submitted in original)

Tender No. F.1-P(2)/PP/DBTB/08-09/4

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 purchase of paper for 2008 -09, in accordance to the specifications & Instructions of terms & conditions as well as general terms & conditions mentioned in the tender document. I/We tender for the supply of following item/type of paper.

Item No.	Type of Paper	Pulp used	Name of the Mill
1			

The rates quoted in the commercial bid form are enclosed.

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

Place:

Date:

TECHNICAL BID FORM-13

DELHI BUREAU OF TEXT BOOKS

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

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi-110058

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

COMMERCIAL BID FORM

THE RATES SHOULD BE QUOTED FOR THAT SPECIFIC MILL FOR WHICH THE TENDER FORM HAS BEEN PURCHASED.

(To be filled by the tenderer)

1. Name and address of the Mill/Authorized Distributors \_\_\_\_\_  
\_\_\_\_\_
2. In case of Distributor : Name and Address of the Mill \_\_\_\_\_
3. Name and Address of the Director of the Co./  
Prop. /Partners of the firm \_\_\_\_\_

RATES:

Type & Brand of paper \_\_\_\_\_

Pulp Used \_\_\_\_\_

	<u>Rate Per Kg.</u>	<u>CST @</u>	<u>Total (All Inclusive)</u>
1. For Sheets			
(In figures)			
(In words)			
2. For Reels			
(In figures)			
(In words)			

Note:

1. Rates are F.O.R. and stacking in the godowns of Delhi Bureau of Text Books or any place/s in NCR of Delhi. The Bureau is Regd. under C.S.T. and will issue “C” form.
2. Above rates are valid upto 31-03-2009

Signature of the Authorized Signatory of the Mill/Partner of  
the Mill/Director of the Company/Proprietor

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Rubber Stamp (Seal)

PLEASE NOTE:

1. Tenders shall liable to be rejected if all the columns are not properly and completely filled.
2. Separate tender form should be used for quoting rates of different types of paper. The tender form purchased for a particular type of paper should be used for quoting the rates of that very type of paper only, failing which the tender shall be liable for rejection.