

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, Institutional Area, Pankha Road,**  
**"D" Block, Janakpuri, New Delhi-110058**  
**Email – delhibureauoftextbooks@gmail.com**  
**(Phone Nos. 2852 4202, 2852 2049 FAX 2852 0901)**

No. F.1-P(119)MS/DBTB/10-11 / 1728

Dated: 10/3/11

**TENDER NOTICE**

Sealed quotations are invited from the presses having their own arrangement to print the material mentioned below by offset presses. Quotations should be strictly according to the specifications and should reach this office by 3.00 p.m. on 17.03.2011. The quotations will be opened at 3.30 p.m. on 17.03.2011.

|    |   |   |
|----|---|---|
| 1. | Name of the job                             | Printing of Mark sheets and Elementary Education Certificate  |
| 2. | Language                                    | Hindi & English (Bilingual)   |
| 3. | Print Run                                   | Class-VIII 2,20,000 (Marksheet)<br>Class VIII 2,20,000 (Elementary Education Certificate)<br>Class IX 2,55,000 (Marksheet)<br>Class XI 1,40,000 (Marksheet) |
| 4. | a) Size of the Mark sheet                   | 30 x 21 cms for class VIII and XI<br>38.5 x 26.5 cms for class IX   |
|    | b) Size of Elementary Education Certificate | 22.5 x 28.0 cms for class VIII  |
| 5. | Earnest Money Deposit                       | Rs. 10,000/- in the form of Bank draft in favour of Managing Director, Delhi Bureau of Text Books must accompany with the tender.                           |
| 6. | No. of colours                              | Double and four   |
| 7. | Proofs                                      | Proofs will be shown and got approved from the concerned officer at Dte. of Education, Old Sectt., Delhi.   |
| 8. | Paper                                       | 105 GSM Maplitho paper for Mark Sheet and 220 GSM Art Paper for Elementary Education Certificate to be procured by the printer from its own resources .     |

**NOTE:**

1. The Bureau will provide sample sheet of the job, which has to be returned by the printer after printing.
2. Rates quoted should inclusive of all charges/taxes.
3. Rate should be quoted on the letter-head of the firm on per copy basis.
4. The delivery of mark-sheets is to be made in the 28 Educational zones of the Directorate of Education upto 25-03-2011 and separate packing of each zone will be made school wise.
5. Incomplete tenders will be summarily rejected.
6. Decision of Managing Director, Delhi Bureau of Text Books will be final if any dispute arises regarding the tender.
7. A penalty of 5% per week will be levied on delayed supplies.
8. Proportionate cost of paper will be deducted if paper is not found as per specifications.
9. The print order may be increased or decreased by 20% of the tendered quantity.

SH-  
(S.S. PARIHAR)  
Secretary

: FORM OF QUOTATION :

Name of the Firm/Press: \_\_\_\_\_

Name of the Prop/Partner \_\_\_\_\_

Address of the Press : \_\_\_\_\_

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

Copy of PAN No. \_\_\_\_\_ Attached/Not Attached

Copy of Vat/Sales Tax Registration Certificate - \_\_\_\_\_ Attached/Not Attached

Details of Past Experience \_\_\_\_\_ Attached/Not Attached

EMD No \_\_\_\_\_ Date \_\_\_\_\_ Name of the Bank \_\_\_\_\_

| S.No. | Particulars of the job  | Rates per Mark sheet all inclusive In Rs. |
|-------|---|---|
| 1.    | Printing of Mark sheets in size 30 x 21 cms for class VIII and XI<br>38.5 X 26.5 cms for class IX on 105 GSM Maplitho paper |   |
|       | Class-VIII 2,20,000   | Rs. _____ per copy                        |
|       | Class IX 2,55,000   | Rs. _____ per copy                        |
|       | Class XI 1,40,000   | Rs. _____ per copy                        |
| 2.    | Printing of Elementary Education Certificate in size 22.5 x 28.0 cms. on<br>220 GSM Art Paper                               |   |
|       | Class VIII 2,20,000   | Rs. _____ per copy                        |

Signatures with seal of the Prop./Partner

**NOTE: Incomplete Forms in any respect will be rejected at the time of opening the Quotations.**