

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

TENDER FOR THE COMPOSING OF SUPPORTING MATERIAL
FOR CLASS X , XI AND XII

TENDER NO.F.1.P-SM/Comp./DBT/12-13/02 DATED _____

TENDER NOTICE AND TERMS AND CONDITIONS FOR COMPOSING
OF SUPPORTING MATERIAL FOR CLASS X, XI AND XII

Sealed tenders are invited for the composing of Hindi/English/Urdu/Bilingual medium –Supporting Material for the class X, XI and XII from the reputed and experienced Composers of text-books based in NCR Region Delhi.

The composing units must have:

1. At least five years experience in the field of composing and preparation of CD's of books
2. Can compose at least 200 pages per day the text of the books.
3. Can prepare the CD (In PMD and PDF)of the books with font and Links.

Technical Specification

1. Size of the publication: Crown quarto- 17.1cm X 24.1 cm
2. Print - Area of the page:- 13.5 cm X 20.5 cm

There are 28 books in Hindi/English/Urdu/Bilingual medium in single colour having approx. 150 to 200 pages in each book. The number of pages may be increased/decreased by 20%.

The Bureau will provide the hand written matter of the books. The printer will have to compose and layout the book as per specifications and get it approved from the competent Authority before providing the CD's. The CD's should be in PMD & PDF and have links, fonts etc., which were used by the firm. Four proofs are to be provided by the bidder for proof reading. The proof reading work is to be done once by the firm and finally by the office of the Asstt. Director (Exam.), old Sectt. Delhi. The complete CD's along with the hard copy will be given to the Bureau within schedule time, failing which the penalty @ of 5% per week will be levied.

Bid -Security

Rs. 5,000/- in form of FDR/CDR/BANK DRAFT in favor of Managing Director Delhi Bureau of Text Books from any Scheduled Bank in Delhi/N.Delhi.

AD

Address for all correspondence

Secretary Delhi Bureau of Text Books, 25/2, Institutional Area, Pankha Road, D-Block, Janakpuri, N.Delhi - 110058.

Mode of submission

The tender should be in sealed cover and inserted in the tender box kept in the office of the Secretary DBTB at the above address, on or before 11.06.12 up to 2.30 P.M. and will be opened on the same day at 3.00 P.M. It will be the responsibility of the bidder to ensure that the completed documents in accordance to the terms and condition laid down are dropped in the sealed tender box. Tender received after due date and time or in unsealed condition will be summarily rejected.

Payments

The payments will be made within 25 Working days of the satisfactory completion of the work.

Implementation of Schedule

The finally composed material is to be completed within 25 days from the award of contract. The date of award of the contract will be counted as day one of the implementation schedule.

- | | |
|---------------------------|-------------|
| a) Award of contract | Day one (1) |
| b) Completion of schedule | 25 Days. |

The bidder should give their acceptance of the implementation of schedule in writing on the pad of the firm duly signed and seal.

Penalty

The complete CD's along with the hard copy will be given to the Bureau within schedule time, failing which the penalty @ of 5% per week will be levied on the total cost of composing of the work allotted.

Quoting of rates

The rates should be of inclusive all taxes. However, the payments to be made by the Bureau shall be subject to TDS. The bidder should submit the PAN NO. and VAT No. /Sales tax Registration Certificate.

Assigning of tender in whole or part

The firm will not develop any extra set without the permission of the Bureau. In case of any complaint in this regard, action will be initiated against the bidder under the copyright act.

Submission of undertaking

The successful bidder will submit an undertaking on non-judicial paper of Rs. 10/- **“that the terms and conditions in toto of the tender are acceptable to them and shall abide by the same fully. The information submitted is true and correct to the best of my knowledge.”**

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Submission of other documents

The following documents should be attached with the tender failing which the tender will be rejected.

1. Earnest Money Deposit.
2. PAN No. (Photostat copy)
3. Form of quotation in original
4. Undertaking on Rs. 10/- NJP duly signed & sealed
5. VAT No. /Sales Tax Reg. No.
6. Documents of experience
7. Assurance of Implementation schedule

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

The Managing Director DBTB does not bind himself to accept the tender in whole or in part or reject it entirely without assigning any reason whatsoever be.

In the event of any dispute, the decision of the Managing Director DBTB Shall be final and binding.

Any dispute shall be subject to the jurisdiction of appropriate Hon'ble court of Delhi/N.Delhi.


(AJAY KUMAR)
SECRETARY

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FORM OF QUOTATION

Rate per page in Hindi for composing (Inclusive all) Rs. _____

Rate per page in English for composing (Inclusive all) Rs. _____

Rate per page for Maths books for Composing (Inclusive all) Rs. _____

Rate per page in Urdu for composing (Inclusive all) Rs. _____

Rate per page in Hindi/English/Urdu for Correction (inclusive all) Rs. _____

NOTE:

A. Rates will include layout and designing.

B. Rates should be all inclusive (Taxes).

C. Documents to be attached with the tender:

1. Earnest Money Deposit.
2. PAN No. (Photostat copy)
3. Form of quotation in original
4. Undertaking on Rs. 10/- NJP duly signed & sealed
5. VAT No. /Sales Tax Reg. No.
6. Documents of experience
7. Assurance of Implementation schedule

Failing which the tender will be rejected

Signature and seal of the Prop. /Partner of the firm