

DELHI BUREAU OF TEXT BOOKS

(An Autonomous Organization of GNCT of Delhi)

25/2, Institutional Area, Pankha Road,

“D” Block, Janakpuri, New Delhi -110058

Ph-2852-4202, 28522049 FAX 28520901

TERMS AND CONDITIONS FOR THE PURCHASE OF PAPER (TO BE ENCLOSED WITH THE TECHNICAL BID)

1. Delhi Bureau of Text Books invite you to tender of paper for following items of paper: -
Item No. 1- For the purchase of 1200 metric tones of white offset printing paper 70 gsm.
Item No. 2- For the purchase of 1200 metric tones of Maplitho paper 80 gsm.
Item No. 3- For the purchase of 200 metric tones of MF/MG Cover paper 170 gsm.
2. The necessary particulars and specifications are given hereunder with important instruction to the tenderer.
3. There are two types of bid viz. Technical Bid and Financial Bid. Financial Bid of only such firms/mills shall be opened who qualify in the technical bid. The technical bid form and financial bid form should be sealed in a separate cover and put in a big envelope.

I. INSTRUCTIONS FOR TECHNICAL BID: -

1. The production capacity of the mills should be not less than 30,000 MT per year. A certificate from Central Excise Department must be furnished along with the tender indicating clearly that the mill has produced not less than 30,000 MT of paper during the excise year 2006-07.
2. The tender document should be purchased on payment of Rs. 200/- (non refundable) in cash, for each tender by the tenderer from the office of Delhi Bureau of Text Books. The cost of tender documents will be deposited in shape of bank draft of Rs. 200/- in favour of Delhi Bureau of Text Books if it is downloaded from Website of Directorate of Education www.edudel.nic.in failing which the tender will be treated as invalid.
3. The tenders not submitted in prescribed form and not accompanied with bid security mentioned below shall be disqualified.
Item No. 1 Rs. 12,00,000/-
Item No. 2 Rs. 12,00,000/-
Item No. 3 Rs. 2,00,000/-
4. In respect of the item No. 1 & 2 for the purchase of White Offset Printing Paper and Maplitho Paper respectively, the mills/their distributors should quote rates of paper with Watermark,

carrying the appropriate design as mark of identification on the prescribed Financial Bid Form.

5. The Paper should conform to BIS specifications IS: 1848/91 with smooth finish on both sides, manufactured from virgin pulp ensuring consistency and uniformity throughout in opacity and substance distribution for Item No. 1 & 2. The cover paper i.e. Item No. 3 should conform to BIS specification IS: 6956/1973. Both side of paper should have the same texture and finish. Besides this the paper should have good printing and dimensional stability. Paper should be free from specks, holes and other blemishes having at least 72% brightness for Item No. 1 and 80% brightness for Item No. 2.
6. 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 will be liable for rejection and forfeiture of Bid Security.
7. Five full sheets of samples of each variety of the paper duly authenticated 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 along with the test report of the sample.
8. The tenderer shall append his signature along with the official stamp of the firm/company on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents.
9. The successful tenderer will have to start the supplies of the ordered item within 20 days of the receipt of order and complete the supplies as per the schedule specified below: effective from the date of receipt of the order. The rates will be valid upto 31-03-2008, but the Chairman shall have the right to call the fresh tender before that date.

SCHEDULE OF SUPPLY:

- | | | | |
|----|-----|--------------------|--|
| 1. | (A) | White Offset Paper | 600 M.T. within 45 days
600 M.T. after 15 th December 2007
and before 15 January 2008 |
| 1. | (B) | Maplitho paper | 600 M.T. within 45 days
600 M.T. after 15 th December 2007
and before 15 January 2008 |
| 2. | | Cover Paper | 200 M.T. within 45 days |

II. INSTRUCTIONS FOR FINANCIAL BID: -

1. The rates shall include cartage/transportation charges/ stacking charges in the Bureau's godown at Janak Pu ri, New Delhi.
2. Rates for each brand should be quoted per Kg. in the specimen for quotation only.

3. There should not be any over-writing/cutting in the rates tendered and the terms and conditions of the contract and annexure of Prop./partner/Director with seal of the firm appended to it.
4. The Bureau is registered under Central Sales Tax and will issue "C" Form.
5. The Bureau is exempted from the Excise Duty being a Nationalized Text Book producing organization.
6. The delivery of paper will have to be made at the Bureau's godowns at Janakpuri, New Delhi or anywhere in the NCT of Delhi in the manner specified above as per para 9. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise will be allowed.
7. The successful tenderer shall deposit the amount of performance security @ 10% of the total value of the contract for faithful execution of the work in the form of F.D.R., pledged in favour of the Managing Director, Delhi Bureau of Text Books, within 7 days of the date of acceptance of the tender. The period of performance security deposit should not be less than 6 months. The performance security shall be liable to be forfeited if the supply is not executed within the prescribed period or is not of required specification or quality, or for breach of any other substantial terms of the contract. The performance security may be deposited in the form of Call Deposit Receipt or Bank Guarantee of the Nationalized Bank.
8. Separate tender form should be used for quoting rates of different Mills. The tender form purchased in the name of the specific mill should be used for quoting rates of that very mill, failing which the tender will be liable for rejection.
9. Separate tender form should be used for quoting rates of different varieties of paper. The tender form purchased for a particular variety should be used for quoting the rates of that very variety, failing which the tender will be liable for rejection.
10. Tenders submitted with counter conditions of any nature shall be liable for summary rejection.
11. Exact quantity of size/brand of paper will be intimated at the time of placing order to the firms.
12. 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 upto 31-03-2008 any increase/decrease upto 40% of the quantity of paper mentioned in the tender.

III. OTHER INSTRUCTIONS: -

1. Canvassing in any form will be viewed seriously and the Bureau reserves the right to reject the tender of such party/parties.

2. In default of any terms specified in this form or in the event of non-fulfillment of the contract or otherwise the security will be liable to forfeiture.
3. The successful tenderer 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 will be within his rights to cancel the supply order and forfeit the security money.
4. 80% value of the bill shall be paid as far as possible within 7 working days of the satisfactory supply of the consignment of paper and presentation of bill to the Bureau and the balance 20% within 30 working days subject to inspection and finding the paper acceptable and in accordance with the specifications.
5. 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 sources at the contractor's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of security due to late/non-supply, the decision of the Chairman, DBTB shall be final and binding upon the contractor.
6. If the paper is not received at the destination within the specified period, penalty for delay will be imposed @ 1.5% per week on the value of the paper remaining unsupplied for the first two weeks and thereafter @ 2% per week. More than 3 days will be counted as one week. The Delhi Bureau of Text Books will not be responsible for any delay caused due to transportation problems, management problems of the Mill/Distributor or any other reason(s) whatsoever, except force majeure condition.
7. The Bureau will also take random samples of the reams/gross/bundles. Any variation in specifications beyond the permissible limit will attract penalty up to two times of the cost of paper found defective. The rejected paper shall be removed by the tenderer within 14 days of the date of receipt of intimation of such rejection failing which the DBT shall get the paper removed at the cost of contractor. The DBT will not entertain any claim whatsoever made by tenderer for any loss or damage caused to the paper while removing the paper.
8. The tenderer shall sign these terms and conditions at the space specified at the end of each page of the terms and conditions, which will be finally and legally binding on him in toto. The tenderer shall not be entitled to insert any other additions/conditions in these terms and condition(s), nor the Managing Director, DBT shall be bound by any such additions/conditions, whether made herein or through separate note/letter accompanying the tender or submitted separately.
9. The Chairman of the DBT does not bind himself to accept the lowest or any tender and reserves the right to accept the tender in whole or in part or reject it entirely without assigning any reasons, whatsoever be.

10. Any condition mentioned in the body of this tender document will form part of terms and conditions of the tender.
11. In the event of any dispute, the decision of the Chairman, DBT shall be final and binding on the supplier.
12. Any further dispute shall be subject to the jurisdiction of appropriate Hon`ble courts of Delhi/New Delhi.

(A.R. TALWADE)
Managing Director

ACCEPTANCE OF THE TENDERER

I/We have understood the instructions to tenderers and conditions of contract in the form as given in the annexure. I/We have thoroughly examined the specifications quoted in the schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.

DATE AND PLACE

SIGNATURE OF THE TENDERERS

WITNESS: (with name and address)

1. _____

2. _____

DELHI BUREAU OF TEXT BOOKS
TECHNICAL BID FORM FOR ITEM NO. _____
(TO BE FILLED BY THE TENDERER)

Item No. _____

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 _____
(Attach proof) _____
4. Attach certificate of the mill for distributorship. _____
5. Attach annual M.F. Paper for tender No. 1 (A) & (B) and M.F./M.G. for tender No. 3 production capacity certificate of the mill issued by Central Excise Deptt., Govt. of India for the year 2006-07.
6. Attach Mill's guarantee to supply the tendered quantity of paper as per schedule and in accordance with the specifications.
7. Attach CDR/FDR/Bank Draft for security money and give its particulars:
Amount of CDR/FDR/Bank Draft of Rs. _____ No. _____
Issuing Bank _____ date of issue _____ valid upto _____
8. Attach five samples of paper with details tendered for in size 20X30.
9. Attach test report of the sample(s) along with the details of the pulp used in the manufacturing of paper.
10. Attach attested copy of the registration certificate issued by the concerned Sales Tax Deptt.

No. of Encls:

1. _____	2. _____	3. _____	4. _____	5. _____	6. _____
7. _____	8. _____	9. _____	10. _____	11. _____	12. _____

**NAME & SIGNATURE OF THE AUTHORISED
SIGNATORY OF THE MILL/PARTNER OF
THE FIRM/DIRECTOR OF THE COMPANY/
PROPRIETOR.**

Phone No. _____

Fax No. _____

Rubber stamp Seal _____

Note:

1. Unless all the columns are properly and completely filled up as per the terms and conditions and samples submitted, the tender will be rejected and the financial bid form shall not be opened.
2. No price offer will be made in the Technical Bid Form or indicated on the samples enclosed with the Technical Bid.
3. Acceptance of Terms and Conditions of the tender duly acknowledged by the tenderer is to be enclosed with the Technical Bid.
4. This Technical Bid form duly filled in and with complete enclosures attached in all respect, should be sealed, in a separate envelope inscribing at the top "TECHNICAL BID FORM FOR ITEM NO. 1, 2 and 3 as the case may be and also mentioning the name of the tenderer.

SEALED ENVELOPE (Item No. _____ on the body of Envelope)

1. To be deposited on or before 11-10-2007 up to 2.30 p.m. in the office of DBTB.
2. To be opened on 11-10-2007 at 3.00 p.m.

S.No. _____ Receipt No. _____

Issued to M/s _____

For the Mill _____

DELHI BUREAU OF TEXT BOOKS
FINANCIAL BID FORM FOR ITEM NO. 1,2 & 3
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 Distributor s _____
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:

A. Name of the Brand/Quality (in Bold) _____		
B. Rate Per KG	CST @%	Total
		With Water mark for Item No. 1,2 & 3 (All Inclusive)
		Without Water Mark for Item No. 1,2, & 3 (All Inclusive)

Note:

1. RATES ARE F.O.R. AND STACKING AT THE GODOWN OF DELHI BUREAU OF TEXT BOOKS OR ANY PLACE IN GNCT OF DELHI EXCLUDING C.S.T. FOR WHICH "C" FORM WILL BE ISSUED BY THE DBTB.
2. ABOVE RATES ARE VALID UPTO 31-03-2008

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

SIGNATURE OF THE AUTHORIZED SIGNATORY OF
 THE MILL/PARTNER OF THE FIRM/DIRECTOR OF
 THE COM.PRPIERTOR

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 UP.
2. THE FINANCIAL BID FORM DULY FILLED IN AND WITH ATTACHED ENCLOSURES COMPLETE IN ALL RESPECT SHOULD BE SEALED IN A SEPARATE ENVELOPE INSCRIBING AT THE TOP FINANCIAL BID FORM AND ALSO MENTIONING THE NAME OF THE TENDERER.

SEALED ENVELOPE

1. To be deposited on or before 11-10-2007 upto 2.30 p.m. noon in the office of the DBTB
2. To be opened on 18-10-2007 at 3.00 p.m.

S.No. _____ Receipt No. _____

Issued to M/s _____
