

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

**(I) TENDERS FOR THE PRINTING OF TEXT - BOOKS**

Sealed tenders are invited from reputed and experienced offset printers in text book printing in NCR region having at least two offset machines (sheet fed) with a valid license in the field issued by the appropriate authority. Interested printers may collect the tender documents from the office of the undersigned between 11 a.m. to 4.00 p.m. on all working days on or before 16.01.07. Both the Technical bid and Financial bid forms complete in all respects must reach the office of the undersigned in separate sealed covers latest by 2.30 p.m. on 17.01.07. The Technical Bid will be opened on 17.01.07 at 4.00 p.m. in the conference room of Delhi Bureau of Text books in the presence of the tenderers or their representatives (if any who wish to be present). The result of the Technical bids will be displayed on 18.01.07 at 2.00 p.m. and the financial bids of only successful bidders of the Technical bids will be opened in the conference room of the Bureau on 18.01.07 at 2.30 p.m.

Printers may please note the following terms and conditions:

**(II) INSTRUCTIONS FOR TECHNICAL BID**

1. The participating printers in the bid shall have at least five years experience in the text-books/Book printing. The participating printers in the bid shall have to attach documents with the technical bid regarding the minimum turn over to the extent of Rs. 10 lacs per annum. The Technical bid shall be only one irrespective of the number of titles for which bids are being made. Technical specifications of each title are attached. The details of specifications of each book viz. -size of the book, size and type of paper, No. of pages (excluding cover pages). No. of coloured pages of text, colours of the cover, quantity of print order and the style of binding is given in the details of specifications attached.
2. A bid security of Rs. 25,000 is to be submitted irrespective of the number of bids in the form of CDR/FDR with validity upto 30.09.07 from any scheduled bank in favour of Managing Director, Delhi Bureau of Text-books and bid security must accompany the Technical bid form. Any Technical bid received without bid security will be summarily rejected. The bid security of unsuccessful bidders will be returned to them within 30 days of the opening of the financial bids.
3. The textbooks are to be printed in English, Hindi and Urdu languages, as specified for each title of the textbooks.
4. In case of over-trimming at the level of printer upto 5 mm, either side the penalty to the extent @ 15 per kg. of paper over trimmed will be imposed. In case of over trimming by more than 5 mm and the printed margins are damaged even upto slight extent in any form the penalty imposed will amount to be 100% of the cost of the paper over trimmed and such books shall be forfeited for the purpose of destruction at the cost of printer.
5. In case of non-registration of colours in perfect form, the penalty will be 2% of the total cost of printing of that title.
6. For any other form of defective printing or binding, 2% of the total cost of printing of that title will be recovered.
7. A neat and high-class production throughout the printing of titles awarded in the print order is an essential requirement. The printer should use P.S.Plates

- for printing of books.
8. The details as required in the Technical bid form shall be provided by the printer to the Bureau and no self-made condition or counter conditions shall be written by the bidder.
  9. The printers are eligible only for quoting the rates according to their existing colour capacity of machine i.e. four colour for four colour job, double colour for double colour job and single colour for single colour job.
  10. Rates shall not be quoted in the technical bid form. In case they are mentioned therein directly or indirectly, the bid shall be summarily rejected.
  11. The tenderer must submit the details regarding the number of sheet fed machines in each colour with their per day capacity of work done by each machine i.e. the turn over capacity, in the technical bid form.
  12. If the printer does not supply books as per schedule mentioned in the print order or the printer backs out after the print order is issued by the bureau, then the printer shall be liable to be debarred from the allotment of work for the future and the bid security deposited will be forfeited.
  13. The printer may be allotted the job subject to 7500 Reams. But in any case not more than 7500 Reams shall be allotted for printing.
  14. THE PRINTER SHALL QUOTE THE RATE OF EACH TITLE SEPERATELY WITH REGARD TO FOUR COLOUR OR SINGLE COLOUR ON THE PRESCRIBED FORMAT AND PUT IN A SEALED COVER SEPERATELY AND SUPERSCRIBE EACH OUTER ENVELOP MENTIONING THE TITLE WITH CLASS. FINALLY ALL SUCH FINANCIAL BIDS SHALL BE PUT IN A BIG SEALED COVER/ENVELOP.
  15. IF ANY PRINTER HAS ALREADY BEEN ALLOTTED THE JOBS OF THE BUREAU IN DECEMBER 2006, THEN THE PRINTER SHALL BE ELIGIBLE FOR ALLOTMENT OF JOBS NOT EXCEEDING 7500 REAMS IN ALL.

**(III) INSTRUCTIONS FOR FINANCIAL BID**

1. The printer will have to fill financial bid for the title in which he is interested. The rates of each title along with the VAT(if applicable) will be quoted for the total number of copies to be printed. However, the Bureau reserves the right to add or subtract to the extent of 20% in the number of copies for each title for which the proportionate cost would be added/subtracted to in accordance with the rates of printing.
2. The printer shall be required to supply the 40% of the total print runs to be delivered within 40 days from the initial date of award of the tender to the bidder, failing which the work assigned will be withdrawn and the paper will be lifted at the risk and cost of the printers. The balance 60% will be supplied within 50 days. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 90 days.
3. The printer shall print each title allotted to him as per the specification provided to him by the Bureau.
4. The Bureau will issue the paper for printing the text and the cover. The paper shall have to be lifted from the godown of the Bureau or from any other place situated in the NCT of Delhi by the tenderer at his own cost.
5. Spoilage @ 1% for first colour and ½% (half) for every subsequent colour will be allowed on the paper supplied by the Bureau. Market price of the paper shall be recovered from the printer in case he fails to return unutilized paper to the Bureau..
6. The successful tenderer will have to deposit Rs. 25,000 as performance security in addition to bid security, irrespective of the number of titles in the form of CDR/FDR of any scheduled bank in favour of the Managing Director, Delhi

- Bureau of Text Books. The performance security shall be liable to be forfeited, partly or wholly, for violation of any of the terms and conditions of the tender. The performance security will be released only after the final payment for the job.
7. The successful tenderer shall have to furnish at the time of allotment of the job, a bank guarantee of 25% of the cost of paper issued/intended to be issued to him by the Bureau. After the finished books of the lot of paper issued to him are delivered to the Bureau, for subsequent issue of the paper no separate bank guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.
  8. (I) The estimated number of pages of the books are mentioned in Annexure -I. The payment will be made proportionately according to the final set up of the pages and colour forme.  
(II) The printer shall at his own cost submit the ferro proofs (prints), ammonia prints (proofs), machine proofs in colour to the Bureau for its approval before final printing in bulk.
  9. Manuscripts and positives (printing material) in respect of all the titles will be supplied by the Bureau. After completion of the job, the printer will have to return the printing material along with, on or before submitting the final bills. The printer shall have to carry out the correction/positives of prelim pages at his own cost and show proofs to the Bureau.
  10. If the printed books are not supplied as per the stipulated time schedule, a penalty for delay per week upto the extent @ 5% of the cost of printing of the un-supplied lot will be imposed.
  11. The successful tenderers shall have to enter into an agreement with the Bureau in the prescribed proforma on a non-judicial stamp paper of rupee ten within seven days of the issue of the print order duly attested by Oath Commissioner/Notary.
  12. The successful tenderers will be free to collect the printing material (like MSS Positive, Text and Cover) from the Bureau after completing the formalities of contract (security deposit, comprehensive insurance coverage, bank guarantee and Agreement Deed etc.). However, the time allotted for completion of the job will be observed in strict conformity with the time schedule mentioned in clause No.1 of Instruction for other conditions.
  13. The rates quoted should be inclusive of all taxes.
  14. The print order may be increased or decreased by 20% of print order and the printing charges along with time frame shall be calculated on pro-rata basis, if necessary.
  15. The allotment of jobs for 7500 reams (The maximum limit) shall be done on the basis of opening of financial bids in the order of four colour/double colour/single colour jobs.
  16. The financial bid/commercial bid shall not be opened if the outer envelope does not superscribe the information i.e. name of the title with class for which the quotation is obtained by the Bureau. The quotation will be summarily rejected.

**(IV) INSTRUCTIONS FOR OTHER CONDITIONS:**

1. The delivery of finished books will be supplied as per schedule given above at para (2) of the instructions for financial bid at the DBTB godown at Janakpuri, New Delhi, however, the printer may supply printed books even before the above scheduled date.
2. Finished books shall be packed in bundles of 25 copies each and bundles will be

- first tied with plastic string or 'sutlee' and then wrapped with transparent polythene sheet of at least forty thickness (micron) and delivered to the godown of the Bureau at the address given above or at any other place in the NCT of Delhi specified by the Bureau.
3. The successful tenderer shall have to furnish a comprehensive Insurance risk cover of fire, theft, burglary, riots etc. from a General Insurance Co. for the entire value of the paper supplied to him. The beneficiary of this insurance coverage will be the Delhi Bureau of Text Books and the insurance period shall be of 90 days more than the delivery period of the finished books. The premium of the policy will have to be borne by the successful tenderer. The insurance policy and its cover note shall be deposited by the successful tenderer with the Bureau before lifting of the paper.
  4. After award of tender, if a successful tenderer does not lift the paper within seven clear calendar days for any or all of the jobs offered and supply the books as per schedule above, the job shall be withdrawn and the performance security along with bid security of the defaulter shall be forfeited instantaneously.
  5. The paper for extra spoilage may be supplied to the printer in case of emergency on cash payment at 25% higher rate than the cost of paper or at the prevailing market price, whichever is higher.
  6. In the event of failure of the printing of books by the tenderer as per terms and conditions, the Bureau reserves the right to get any or all of the titles printed from any other source at the contractor's risk and expenses.
  7. The Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any bid or all bids without assigning any reason thereof.
  8. All disputes shall be subject to the jurisdiction of NCT of Delhi Courts only.

**(O.P.ARORA)**  
**SECRETARY**

**List of documents to be attached:**

1. Copy of the license from appropriate authority of NCR of Delhi.
2. PAN/GIR No/VAT Registration (Proofs to be attached).
3. Certificate from the prop./partner on Rs. 5/- (non-judicial stamp paper)
4. Details of printing machines (sheet fed) in working conditions S/C, D/C, F/C.
5. Details of bid security.
6. Proof of the 5 years experience in the field of printing of text -books/books.
7. Documents regarding the turn over of Rs. 10 lacs. per annum.



2.

11. **Details of bid security** **Amount**  
**Rs.....**  
**No.....**  
**Bank.....**
12. **Documents regarding the minimum turnover of Rs. 10 lacs per annum**  
**Attached/Not attached**
13. **State the Details in the format as given below**  
**(Please don't quote the rate in this technical bid form)**

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<b>Sr. No.</b>	<b>Name of Title &amp; Class for which the bids have been quoted</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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**(Use separate sheet if the space above is insufficient)**

14. **I/We undertake to print the jobs allotted by the Bureau within the stipulated time.**

**Director/Partner/Proprietor(Name, Signature with seal)**

**Note:**

- 1. All the required documents should be attached in the form of numbered Annexure.**
- 2. In case the space is found to be insufficient a separate sheet duly signed shall be enclosed.**
- 3. If any information furnished is found to be false at any stage then the bid security along with performance security shall be forfeited and the printer shall be debarred from any work connected with the Bureau.**

