

PRINTING AND SUPPLY OF QUESTION BANK BOOKS
2009-10

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND
DELIVERY OF NINE QUESTION BANK BOOKS IN ENGLISH, HINDI,
URDU AND PUNJABI MEDIUM FOR CLASSES X AND XII.**

TENDER NO. F.1-P (4)/QB/DBTB/09-10/04

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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TENDER NO. F.1-P (4)/QB/DBTB/09-10/04

PART-I

TENDER DOCUMENT
(NIT and Terms & Conditions)

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 (4)/QB/DBTB/09-10/04

Dated:1/07/2009

DESCRIPTION OF THE WORK

Printing & delivery of Nine question bank books in English, Hindi, Urdu and Punjabi medium for classes X and XII.

Note:-

1. The document contains 14, 10 and 3 pages in Part-I, II & III respectively.
2. All pages of the tender should be signed by the bidder 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.

Sd/-
Secretary
Delhi Bureau of Text Books

.....
DELHI BUREAU OF TEXT BOOKS

(Copy for Office Use)

ACKNOWLEDGEMENT

1. Tender document No. : _____
2. Details of payments of the : _____
cost of tender document
3. Name of the person Collecting : _____
the tender documents
4. Name of the Organization : _____
5. Address : _____
: _____
6. Signature : _____

.....
DELHI BUREAU OF TEXT BOOKS

(Purchase's Copy)

ACKNOWLEDGEMENT

7. Tender document No. : _____
8. Details of payments of the : _____
cost of tender document
9. Name of the person Collecting : _____
the tender documents
10. Name of the Organization : _____
11. Address : _____
: _____
- 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

NOTICE INVITING TENDER

Sealed tenders are invited from the reputed web offset printers operating within NCR of Delhi for the printing and delivery of nine Question Bank Books for classes 10th and 12th in English, Hindi, Urdu and Punjabi medium as detailed below:

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed	E.M.D. (In Rs.)
1.	10 th (Hindi)	792	1,00,000	1,00,000
2.	10 th (English)	776	30,000	30,000
3.	10 th (Urdu)	472	750	1,000
4.	10 th (Punjabi)	64	3,000	500
5.	12 th Science (English)	696	10,000	10,000
6.	12 th Commerce (Bilingual)	848	25,000	25,000
7.	12 th Humanities (Hindi)	602	70,000	70,000
8.	12 th Humanities (Urdu)	488	350	500
9.	12 th Economics (English)	104	5,000	1,000
	Total		2,44,100	2,38,000

The number of copies may be increased or decreased by 20% and the number of pages may be increased or decreased by 40%. The entire work of printing and delivery is to be completed within 60 days positively. The delivery is to be given at 28 different centers of educational zones of Directorate of Education and in the godowns of Delhi Bureau of Text Books as per requirement. The text and cover paper will be supplied by the Bureau. The last date of submission of completed tender document would be 24-07-2009 upto 3.00 p.m. As per the tender document there shall be two types of bids namely Technical bid 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 of any scheduled bank valid upto 31-10-2009 in favour of Managing Director, Delhi Bureau of Text Books for the amount as mentioned above in the table separately for each question bank books. The tenders containing technical bid and commercial bid in separate envelopes as above should be put and sealed in an outer cover (bigger envelope) super-scribed as “Tender for printing and delivery of question bank books”, Tender No. F.1-P (4)/QB/DBTB/09-10/04, due on 24-07-2009 at 5.00 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 will be received upto 3.00 p.m. on 24-07-2009. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily. Interested printers must have

1. At least two web offset machines owned by the printer and of required size.
2. At least 5 years experience in the field of printing of books.
3. A valid license in printing of books issued by competent authority.
4. A minimum of average financial turn over of Rs. 20 lac during the last three years, ending 31st 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 23-7-2009 on the payment of Rs. 500/- (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 of Directorate of Education. In case of downloaded form a demand draft/pay order of Rs. 500/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document.

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

1. Last date of issuance of tender documents from DBTB is 23-07-2009 upto 4.00 p.m.
2. Last date and time of submission of sealed tender documents as explained above is 24-07-2009 upto 3.00 p.m. in the chamber of undersigned.
3. The technical bids in envelop "A" will be opened on 24-07-2009 at 5.00 p.m. in the presence of the representative/s of the bidders, who wish to be present, in the Chamber of the Managing Director, DBTB, Room No. 10, Directorate of Education, Old Sectt., Delhi-110054.
4. The result of the technical bid will be declared on 5-08-2009 at 2.00 p.m.
5. The commercial bids in envelop "B" of only the technically qualified bidders will be opened on 5-08-2009 at 5.00 p.m. in the presence of the representative/s of the bidders, who wish to be present, in the Chamber of the Managing Director, DBTB, Room No. 10, Directorate of Education, Old Sectt., Delhi-110054.

The tenders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money are liable to be rejected summarily.

Sd/-
(M.K. AGRAWAL)
Secretary

TECHNICAL SPECIFICATIONS

The details of the specifications, approximate number of pages, No. of books to be printed, binding, delivery etc. are given below: -

1. Name of the book, No. of pages and quantity of the books.

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed
1.	10 th (Hindi)	792	1,00,000
2.	10 th (English)	776	30,000
3.	10 th (Urdu)	472	750
4.	10 th (Punjabi)	64	3,000
5.	12 th Science (English)	696	10,000
6.	12 th Commerce (Bilingual)	848	25000
7.	12 th Humanities (Hindi)	602	70,000
8.	12 th Humanities (Urdu)	488	350
9.	12 th Economics (English)	104	5,000
	Total		2,44,100

Note:- The number of books to be printed may be increased or decreased by 20%. The number of pages may also be increased or decreased by 40%.

2. Size of Publications:- Demy Quarto size-Trimmed size 20.8X26.9 cm.
3. No. of Colours: - Text in single colour and cover in four colour.
4. Specifications of text & cover paper: - The paper for the printing of text and cover will be given by the Bureau.
 - a) Text Paper: - White printing paper of 70 gsm, width 86 cm in reel.
 - b) Cover Paper: - White MF/ M.G. paper 58.5cm X 91.5 cm of 170 gsm
5. Style of binding: Section sewing cover creased and pasted with or without end leaves and cut flush.

TENDER INFORMATION

1. Tender Notice No. : F.1-P (4)/QB/DBTB/09-10/04
2. Region : National Capital Region of Delhi
3. Issue of Tender Document : From the date of publication of NIT to 23-07-2009 on any working day between 11.00 a.m. to 4.00 p.m.
4. Last date and time for submission of tender : 24-07-2009 upto 3.00 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 24-07-2009 at 5.00 p.m. in the presence of the representative/s of the bidder.
6. Date of declaration of Result of the Technical Bid : On 5-08-2009 by 2.00 p.m.
7. Date & time for opening of Commercial Bid (Envelope "B") : On 5-08-2009 at 5.00 p.m. in the presence of the representative/s of the successful bidders in the Technical Bid.
8. Venue of opening of Technical & Commercial Bid : In the Chamber of M.D., DBTB, Room No. 10, Dte. of Edn., Old Sectt. Delhi
9. Address for all Correspondence : Secretary, Delhi Bureau of Text Books, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058
10. Cost of tender Document : Rs. 500/- (which is not refundable)

Earnest money payable

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed	EMD in Rs.
1.	10 th (Hindi)	792	1,00,000	1,00,000
2.	10 th (English)	776	30,000	30,000
3.	10 th (Urdu)	472	750	1,000
4.	10 th (Punjabi)	64	3,000	500
5.	12 th Science (English)	696	10,000	10,000
6.	12 th Commerce (Bilingual)	848	25000	25,000
7.	12 th Humanities (Hindi)	602	70,000	70,000
8.	12 th Humanities (Urdu)	488	350	500
9.	12 th Economics (English)	104	5,000	1000
	Total		2,44,100	2,38,000

Separate draft/FDR/Bankers cheque for each question bank book is to be enclosed with the technical bid for the amount as given in the above table

GENERAL TERMS & CONDITIONS

The printing and delivery of nine-question bank books in English, Hindi, Urdu and Punjabi medium will have to be made at 28 centers of educational zones of Dte. of Edn. and in the godowns of Delhi Bureau of Text Books.

1. Eligibility criteria: -

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

- i) At least two web offset machines owned by the printer and of required size.**
- ii) At least 5 years experience in the field of printing of books.**
- iii) A valid license in printing of books issued by competent authority.**
- iv) A minimum of average financial turnover of Rs. 20 lac during the last three years, ending 31st March of the previous financial year i.e. 2005-06, 2006-07& 2007-08.**
- v) Must own at least 100 sq. mt. of storage space for books and paper.**
- vi) Must have its own complete binding unit.**
- vii) The printer blacklisted by any Govt. department will not be eligible for bidding. Every printer would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking.**

2. Due date and time: - Sealed tender should reach in the office of Secretary, DBTB, 25/2, Instl. Area, "D" Block, Pankha Road, Janakpuri, New Delhi-110058 on or before 24-07-2009 up to 3.00 p.m. Tender received after due date and time or in unsealed condition will be summarily rejected.

3. Mode of submission: - Tender should be addressed to the Secretary, Delhi Bureau of Text Books. The tender should be in sealed cover and 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 24-07-2009 upto 3.00 p.m. It will be the responsibility of the bidder to ensure that the completed documents in accordance to the terms & conditions laid down, are dropped in the sealed tender box available in the Chamber of Secretary, DBTB.

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

This tender document contains the following: -

Part-1 NIT and Terms and conditions- To be submitted by the bidder with the technical bid after signing each

and every page indicating the acceptance of all the terms & conditions.

Part-II Technical Bid Forms - To be submitted in original completed in all respect.

Part-III Commercial Bid Forms - To be submitted in original completed in all respect.

- a) The technical bid as prescribed in Part-II of the tender document should be filled in original and should be sealed in a separate envelope. The Technical Bid should be super scribed as “Technical Bid-Envelope A”, Tender No. F.1-P(4)/QB/DBTB/09-10/04 due on 24-07-2009 at 5.00 p.m.
- b) The commercial bid as prescribed in Part-III of the tender document should be filled in original and sealed in a separate envelope. The commercial bid envelop be super scribed as “Commercial Bid- Envelope “B”, Tender No. F.1-P (4)/QB/DBTB/09-10/04 due on 5-08-2009 at 5.00 p.m.
- c) The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Director or Director or Secretary authorized by the resolution of Board of Directors, in case of private/public limited firm.
- 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 printing and delivery of nine question bank books, Tender No. F.1-P (4)/QB/DBTB/09-10/04 due on 24-07-2009 at 5.00 p.m.

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 23-07-2009 on the payment of Rs. 500/- (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 of Directorate of Education. In case of downloaded form, a demand draft/pay order of Rs. 500/- (non refundable) as detailed above also has to be enclosed with the technical bid of the tender document.

6. Details to be furnished: -

- a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.

- b) 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.
 - c) There should not be any overwriting/cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder
 - d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
 - e) All the information on prescribed original proformas as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
 - f) 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.
7. **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 24-07-2009 at 5.00 p.m in presence of the representative/s of the bidders with a letter of authority who prefer to attend the opening. The technical bid will be evaluated and bidders will be short-listed by the Delhi Bureau of Text Books. The commercial bids in respect of the above short-listed bidders will be opened on 5-08-2009 at 5.00 p.m. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.
8. **Performance Security:** - The successful bidders will 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 up 60 days after the date of completion of contract. Further the required performance security will be accepted in the form of FDR/CD R/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the accepted bidder fails to remit the performance security within prescribed time, the EMD remitted by him will be forfeited and his bid may be held void. The performance security will be released only after the successful completion and final payment of the job.
9. **Agreement deed:** - The successful bidder/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 will be signed after the submission of the performance security at the following terms.
- a) The period of contract for completion of job shall be 60 days from the date of issue of CD of the job after awarding the contract.
 - b) The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.

- 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 contractor.
 - d) If the accepted bidder fails to submit the signed agreement/contract within prescribed time the EMD submitted by him will be forfeited and his bid may also be held void.
10. **Bank Guarantee of paper:** - The successful tenderer shall have to furnish a bank guarantee of 25% of the cost of paper before lifting the 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.
11. **Comprehensive Insurance Coverage of the Paper to be issued to the Printer:** - The successful bidder shall have to submit the comprehensive Insurance Coverage of the Paper lifted from DBTB for the total cost of the paper. The successful bidder will submit the insurance policy accordingly. The expenses pertaining to insurance premium will be borne by the printer.
12. **Payment:** -80% value of the bill shall be paid as far as possible within 15 working days of the satisfactory supply of the complete 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 verification from the zones/schools. The payment will be made according to the final set-up of pages proportionately. The random samples will also be checked at different supply centers/press.
13. **Implementation schedule:** - The entire supply is to be completed within 60 days from the date of issue of CD of the job after awarding the contract. The date of issue of the CD of the job will be counted as day one of implementation schedule.
- a) Date of issue of CD of the Job day one (1)
 - b) Completion of the contract within 60 days from the date of issue of CD of the job .

The bidder 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.

14. **Assigning of tender in whole or part:** - The contractor 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.

15. Penalty: -

- a) If the work of printing and delivery is not completed within the stipulated time schedule, a penalty for delay will be imposed @ 5% per week on the value of the book remaining un-supplied from the date of issue of CD of the job.
- b) The trimmed size of the books will be 20.8cm X 26.9 cm. In case of Over trimming at the level of the printer up to 5 mm either side the penalty to the extent @ Rs. 15 per Kg of paper over-trimmed will be imposed. In case of over-trimming of more than 5mm and the printed margins are damaged even up to the slight extent in any forme, the penalty imposed will amount to 100% of the cost of paper over-trimmed and such books shall be forfeited for the purpose of destruction at the cost of printer.

16. Acceptance and withdrawal: -

- 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 tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder 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.

17. False Information: -

- a) In the event of furnishing false/in correct information by the bidder the EMD in respect of such bidder 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 period upto three years.
- b) If the successful bidder 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 contractor is liable to be blacklisted for a period upto three years.

18. **Affidavits:-** The bidder 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 bidder has furnished the correct information in the tender and the bidder 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.
19. **Delivery: -** To be delivered at 28 different centers of educational zones of Directorate of Education, GNCT of Delhi and the balance, if any, in the godwon of Delhi Bureau of Text Books. Before the supply of books in zonal centers, 10 copies of books as samples has to be supplied in the office of Delhi Bureau of Text Books for verification if the books are as per specifications of the tender.
20. **Packing: -** The books will be supplied in the bundles of 10 books each wrapped in a craft paper and tied with sutli.
21. **Registration with VAT department: -** The bidder should be registered with the Value Added Tax Department and will submit the documentary proof
22. **Quoting of rates: -** The rates of the book should be quoted by the bidder in per forme of 8 pages (including all charges like taxes, VAT, Cover, freight etc.). However, the payment will be made by the Bureau to the bidder after TDS. The rates shall be valid up to 31.12.09.
23. **Variation in print order: -** The print order may be increased/decreased by 20%. The number of pages may also be increased/decreased by 40% and no time extension will be allowed in case of increase in number of pages and No. of copies, whatsoever the case may be.
24. **Printing of extra copies:-** The printer will not print any extra copies without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.
25. **Self attestation of the documents: -** Each and every document required to be submitted with the technical bid must be self-attested by the bidder along with seal.
26. **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 bidders who have directly purchased the bidding documents, and will also be displayed on the website www.edudel.nic.in of the Directorate of Education. The amendment will be binding on all the bidders.

In order to afford prospective bidders 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.

27. **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.
28. **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.
29. **Collection of material:** - Printers shall collect the order and production material immediately after the information received from the office of the Bureau, telephonically or otherwise. The Bureau will provide the production material only in the form CDs for each question bank book.
30. **Submission of documents for the required turnover:** - The bidder 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.
31. **Submission of documents for the partnership firms and in other cases:** - The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.
32. **IMPORTANT NOTES:** -
 1. The rate should be quoted in per forme of 8 pages only and separately for each book including all charges like taxes, VAT, Cover, freight etc.
 2. The successful bidders 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.

3. The successful tenderer shall have to deposit the following documents within 7 clear calendar days from the date of award of the contract: -
- i. Performance Security
 - ii) Comprehensive insurance coverage for the paper issued to the printer for the printing of books.
 - iii) Bank guarantee
 - iv) Agreement Deed

If the bidder fails to comply these instructions within prescribed time the EMD will be forfeited.

- 4. The implementation schedule specified in the contract shall be strictly adhered to.
 - 5. Chairman, Delhi Bureau of Text Books reserves the right to change the distribution center/s at his discretion.
 - 6. 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.
33. Submission of undertaking of the acceptance of all the terms and conditions:- The bidder will submit an undertaking that he 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.

Sd/-
(M.K. AGRAWAL)
Secretary

PRINTING AND SUPPLY OF QUESTION BANK BOOKS
2009-10

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND
DELIVERY OF NINE QUESTION BANK BOOKS IN ENGLISH, HINDI,
URDU AND PUNJABI MEDIUM FOR CLASSES X AND XII.**

TENDER NO. F.1-P (4)/QB/DBTB/09-10/04

PART-II

TENDER DOCUMENT
(Technical Bid Forms)

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 (4)/QB/DBTB/09-10/04

Total No. of pages of all the enclosures _____

Technical Bid (Envelope "A")

**TECHNICAL BID FOR THE PRINTING OF 9 QUESTION BANK BOOKS.
(EACH PAGE OF THE TECHNICAL BID MUST BE INDIVIDUALLY SIGNED BY THE
BIDDER WITH SEAL)**

1. GENERAL INFORMATION: -

PROFILE OF THE PRINTER

The printer should furnish the following details

- 1.1 Name & Address of the firm** _____

- 1.2 Nature of the firm** _____
Public/Private/Partnership/Proprietorship
- 1.3 Address with Phone No. & fax** _____

- 1.4 At least 5 years previous experience in book printing (proof should be furnished)** **Attached/Not Attached at Page No.** _____
- 1.5 Whether the bidder can handle the printing and delivery on 28 Zones of 2.5 lacs books within 60 days .** **Yes/No**
- 1.6 Copy of the PAN Card** **Attached/Not Attached at Page No.** _____
- 1.7 Copy of VAT No./Sale Tax Registration No. (Whichever is applicable?)** **Attached/Not Attached at Page No.** _____
- 1.8 Copy of the valid license of printing from competent Authority** **Attached/Not Attached at Page No.** _____
- 1.9 Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- in tech. bid form No. 8 (Sample)** **Attached/Not Attached at Page No.** _____

- 1.10 Affidavit regarding never blacklisting on Non-Judicial Stamp Paper of Rs. 10/- in tech. bid form No. 9 (Sample) Attached/Not Attached at Page No. _____
- 1.11 Details of the No. & Type of own machines in technical bid form No. 7 Attached/Not Attached at Page No. _____
- 1.12 Trading Account, Profit & Loss Account and Balance Sheet for 2005-06,2006-07 2007-08 duly attested by C.A. & Annual Report (in case of Pvt./Public Ltd. Firms). In technical bid form No. 2 Attached/Not Attached at Page No. _____
- 1.13 Proof of average turnover of at least 20 lacs during last 3 years in tech. bid Form No. 2 (Authenticated by C.A.) Attached/Not Attached at Page No. _____
- 1.14 Details of Earnest Money Deposit (EMD): -

S.No.	Name of the Book	Amount	Details of the EMD (Name of the Bank, No. of Deposits and date etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			

- 1.15 Documents for partnership firm/other firm Attached/Not Attached at Page No. _____
- 1.17 Certificate of reading/understanding Technical specification in technical Bid form No. 3. Attached/Not Attached at Page No. _____
- 1.18. Acceptance of implementation schedule in tech. bid form No. 4 Attached/Not Attached at Page No. _____

- | | |
|--|--|
| 1.19. Declaration regarding commercial bid in Tech. Bid form No. 5 | Attached/Not Attached at Page No. _____ |
| 1.20. Undertaking regarding acceptance of all Terms & conditions of part-I in tech. bid form 6. | Attached/Not Attached at Page No. _____ |
| 1.21. Declaration regarding the supply of Question Bank Books in technical bid form No. 10. | Attached/Not Attached at Page No. _____ |
| 1.22. Undertaking regarding validity of quoted Rates upto 31-12-2009 in tech. bid form No. 11 | Attached/Not Attached at Page No. _____ |
| 1.23. Whether all enclosures signed with Seal by the owner/partner/director | Yes/No. |

Signature of the bidder/Authorised person with seal

Place:

Date:

Note: -

- 1. All the documents submitted with this form should be self attested and stamped by the bidder.**
- 2. Bidder will not enclose any other additional documents other than asked above.**
- 3. All the pages of the above enclosures will 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 NO. 2

2. PROFORMA FOR INFORMATION OF TURNOVER

2.1 Name of the firm _____

2.2 Address _____

2.3 Annual turnover for the last three years _____
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2005-06		Attached/ Not Attached
2006-07		Attached/ Not Attached
2007-08		Attached/ Not Attached

Signature of the bidder/Authorised person with seal

Place:

Date:

TECHNICAL BID FORM NO. 3

3. TECHNICAL SPECIFICATIONS

3.1 DETAILS OF TECHNICAL SPECIFICATIONS OF THE WORK: -

SPECIFICATION OF BOOKS AND PAPER MATERIAL

The details of the specifications, approximate number of pages, No. of books to be printed, binding, delivery etc. are given below: -

1. Name of the book, No. of pages and quantity of the books.

S.No.	Class and Medium	No. of Approx. pages	No. of books to be printed
1.	10 th (Hindi)	792	1,00,000
2.	10 th (English)	776	30,000
3.	10 th (Urdu)	472	750
4.	10 th (Punjabi)	64	3,000
5.	12 th Science (English)	696	10,000
6.	12 th Commerce (Bilingual)	848	25000
7.	12 th Humanities (Hindi)	602	70,000
8.	12 th Humanities (Urdu)	488	350
9.	12 th Economics (English)	104	5,000
	Total		2,44,100

Note:- The number of books to be printed may be increased or decreased by 20%. The number of pages may also be increased or decreased by 40%.

2. Size of Publications: - Demy Quarto size - Trimmed size 20.8cmX 26.9 cm.
3. No. of Colours: - Text in single colour and cover in four colour.
4. Specifications of text & cover paper: - The paper for the printing of text and cover will be given by the Bureau.
 - a) Text Paper: - White printing paper of 70 gsm, width 86 cm in reel.
 - b) Cover Paper: - White MF/ M.G. paper 58.5cm X 91.5 cm of 170 gsm
5. Style of binding: Section sewing cover creased and pasted with or without end leaves and cut flush.

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 term s & conditions of the tender.

Signature of the bidder/Authorised person with seal

Date & Place:

TECHNICAL BID FORM NO. 4

4. IMPLEMENTATION SCHEDULE: -

The entire supply is to be completed within 60 days from the date of issue of CD after awarding the contract. The date of issue of CD will be counted as day one of implementation schedule.

- a) date of issuing CD day one (1)**
- b) Completion of the contract within 60 days from the date of issue of CD after awarding the contract.**

The above implementation schedule is acceptable to us.

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM NO. 5

5. DECLARATION REGARDING COMMERCIAL BID

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

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM NO. 6

6. 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.

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM NO. 7

7. PROFORMA FOR DETAILS OF MACHINES

1. No. and size of Web Offset Machines _____

2. No. of plate making unit _____
3. Book binding unit within the premises
 - a) No. of folding machines _____
 - b) No. of Stitching machines _____
 - c) No. of cutting machines _____
4. Storage space available (in Sq. Mt.) _____

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units are owned by me and exist under one roof of my press at the following address/es.

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM NO. 8 (SAMPLE)

- 8. AN AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS. 10/- DULY ATTESTED BY NOTARY PUBLIC/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.

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM NO. 9 (SAMPLE)

- 9. AN AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS. 10/- DULY ATTESTED BY NOTARY PUBLIC/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.

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM-10

**10. DECLARATION REGARDING SUPPLY OF QUESTION BANK BOOKS
AS PER SPECIFICATION AND SCHEDULE**

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.

Signature of the bidder/Authorised person with seal

Date:

Place:

TECHNICAL BID FORM-11

11. Undertaking of validity of quoted rates: -

I/We hereby undertake that the rates quoted in commercial bid shall remain valid upto 31-12-2009 and I/We shall abide by the same fully.

Signature of the bidder/Authorised person with seal

Date:

Place:

PRINTING AND SUPPLY OF QUESTION BANK BOOKS
2009-10

**DETAILED TENDER DOCUMENT FOR THE PRINTING AND
DELIVERY OF NINE QUESTION BANK BOOKS IN ENGLISH, HINDI,
URDU AND PUNJABI MEDIUM FOR CLASSES X AND XII.**

TENDER NO. F.1-P (4)/QB/DBTB/09-10/04

PART-III

TENDER DOCUMENT
(Commercial Bid Forms)

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-III
COMMERCIAL BID (ENVELOP “B”)
COMMERCIAL FORMAT
(To be submitted in original along with the tender)
Tender No. F.1-P (4)/QB/DBTB/09-10/04

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 the printing and delivery of question bank books, in accordance to the specifications & Instructions of terms & conditions as well as general terms & conditions mentioned in the tender documents. I/We tender for the printing and delivery of following question bank books.

S.No.	Name of the question bank books
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

The rates quoted in the prescribed format are enclosed.

Signature of the bidder with seal

DELHI BUREAU OF TEXT BOOKS

(An Autonomous Organization 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

TENDER NO. F.1-P (4)/QB/DBTB/09-10/04

COMMERCIAL BID FORM

S.No.	Description of the job	Quoted Rates in figures and words (All inclusive)
1.	Question Bank for class 10 th (Hindi), 792 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 1,00,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
2.	Question Bank for class 10 th (English), 776 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 30,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
3.	Question Bank for class 10 th (Urdu), 472 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 750 copies Total Cost (inclusive all) Rs. _____ Rupees _____
4.	Question Bank for class 10 th (punjabi), 64 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 3000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
5.	Question Bank for class 12 th Science (English) 696 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 10,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
6.	Question Bank for class 12 th Commerce (Bilingual), 848 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 25,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
7.	Question Bank for class 12 th Humanities (Hindi), 602 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 70,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____
8.	Question Bank for class 12 th Humanities (Urdu), 488 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 350 copies Total Cost (inclusive all) Rs. _____ Rupees _____
9.	Question Bank for class 12 th Economics (English), 104 pages (Approx.)	Rs. _____ (Rupees _____) per forme of 8 pages for 5,000 copies Total Cost (inclusive all) Rs. _____ Rupees _____

NOTE: - Rates per forme of 8 pages must be quoted for each question bank book including cost for cover, all types of other charges, taxes, VAT etc.

Telephone No. _____ Mobile No. _____

Date & Place:

(Signature of the bidder with seal)