

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

Online open tenders are invited from the reputed offset printers, operating within NCR of Delhi and **all printers across the India registered with NCERT** for the Printing & Supply of approx 62000 Teacher’s Diaries (Bilingual) for 1+1(year) i.e.2017-18 and 2018-19(with mutual consent). The delivery of the Teacher Diaries will be made in the 29 Zones of Directorate of Education and remaining after supplying to the zones in the godown of DBTB or any other place within the NCT of Delhi as specified by the Secretary, DBTB. The estimated values of the Teacher Diaries are Rs. 26 Lakhs.

1. Details of the tender are as below:

1	NIT No.	Tender No. F.1-P (99)/TD/DBTB/17-18/24
2	Type of tender	Indigenous Open e-Tender –Two bid System
3.	Description	Printing of Teacher Diaries from class Pre-Primary to XII for the academic year 2017-18 and 2018-19(with mutual consent)
4.	Scope of work	Described under the section ‘Scope of work’ in the tender document
5.	Date/time of Pre-Bid Meeting	N/A
6.	Closing date/time of submission of bids	16.03.2017 at 2.00 pm
7.	Opening Date/time of Technical Bid	16.03.2017 at 3.00 pm
8.	EMD /Bid security	78,000/-
9.	Bid Validity	90 days from the date of opening of Un-priced Techno-Commercial Bid.
10.	Financial bid opening	Opening of financial bid will be intimated later to the technically qualified bidders.
11.	Security Deposit / Performance Bank Guarantee (To be submitted by successful bidder/ Contractor)	07 % of order/contract value
12.	Address of Correspondence	DELHI BUREAU OF TEXT BOOKS 25/2, INSTITUTIONAL AREA, PANKHA ROAD, “D” BLOCK, JANAKPURI, NEW DELHI-110058

The bidder should have: -

Terms and Conditions:

1.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the field of books production for the last 5(five) years for which registration of the firm is required.
- b) Experience and past performance in book production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

1.2 Personal, equipment and manufacturing facilities:

1.2.1 Personal:

The Bidder will submit an Undertaking that the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws.

1.2.2 Equipment and Manufacturing facilities:

- a) A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
- b) The Bidder should have at least one web offset machine in cut size 578 mm or two sheet fed machines in size 57 cms X 89 cms along with arrangement for plate making and perfect binding.

1.3 Financial standing:

The Bidder will upload the following:

- a. The proof of average annual turnover duly certified by C.A. for the last 3 years, ending 31st march 2016 of the previous Financial Year. The average annual turnover should be at least 30% of the estimated cost of the work.
- b. Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2016 duly attested by C.A and ITRs for the same period.
- c. Upload the Proof of Latest VAT/Sales Tax Return of respective state.

2 Scope of Work

- a. There are about **62,000** Teacher's Diaries (Bi-lingual) to be printed in multi colour(class 1 to 3) and in single colour (class 4 to 12). The cover is to be printed in four colour. The print order and number of pages can be increased or decreased up to 30%. The entire work of printing and delivery is to be completed within 40 days positively from the date of issue of order/production material (whichever is later). The delivery is to be made in 29 zonal centers and remaining after supplying to the zones in the godown of DBTB or any other place within the NCT of Delhi as specified by the Secretary, DBTB.

- b. The text paper and cover paper shall be procured by the printer from their own sources for all the printing work in the following specifications: -

Text-Paper: White Map-Litho Paper of 80 GSM- BIS specifications 1848:2007

Cover: Hard Bound with 18 ounce white board with 4 colour printed sheet duly pasted on the board.

The Tender form alongwith detailed terms and conditions are available at the website <https://govtprocurement.delhi.gov.in>

The details of the tender are as under: -

S.No.	Name of the tender/Item	Quantity (approx)	No. of pages of each diary & size	Earnest Money (In Rs.)
1	A. Teachers Diary (For Pre-Primary to III classes) B. Teachers Diary (For IV to XII Classes)	1700 Nos. 60,000 NOs.	• 120 (Approx.) in Size 21.5 cm x 27.5 cm Demy Octavo(Class Nursery to IIIrd) • 150 (Approx) in Size 21.5 cm x 27.5 cm Demy Octavo (Class IVth to XIIth)	78,000/-

NOTE: 1. The number of pages can be increased/decreased by 30%.

Schedule:-

- i) Last date for submission of tender on line by on 16.03.2017 through e-procurement.
- ii) On line opening of Technical Bid : 16.03.2017 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- iii) On line opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.

The first requirement to participate in e-tender is to have digital signature and registration of bidders with NIC e-Tender website. For any enquiry about e-tender/digital signature please contact Help Desk, C Wing, 6th floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523.

Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

Sd/-
Secretary
Delhi Bureau of Text Books

GENERAL TERMS & CONDITIONS

The delivery of the Teacher Diaries will be made in the 29 Zones of Directorate of Education and remaining after supplying to the zones in the godown of DBTB or any other place within the NCT of Delhi as specified by the Secretary, DBTB. **Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any reasonable hour for inspection purpose.**

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.

1.1 Experience and past performance on similar work:

a) The bidder must be in existence in the field of books production for the last 5(five) years for which registration of the firm is required.

b) Experience and past performance in book production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

1.2 Personal, equipment and manufacturing facilities:

1.2.1 Personal:

The Bidder will submit an Undertaking that the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws.

1.2.2 Equipment and Manufacturing facilities:

a) A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.

b) The Bidder should have at least one web offset machine in cut size 578 mm or two sheet fed machines in size 57 cms X 89 cms along with arrangement for plate making and perfect binding.

1.3 Financial standing:

A) The Bidder will upload the following:

a. The proof of average annual turnover duly certified by C.A. for the last 3 years, ending 31st march 2016 of the previous Financial Year. The average annual turnover should be at least 30% of the estimated cost of the work.

b. Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2016 duly attested by C.A and ITRs for the same period.

c. Upload the Proof of Latest VAT/Sales Tax Return of respective state.

B) The Diaries, as per works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill. The printer or its authorized distributor, as the case may be, who supplies

the diaries should be registered with the VAT/Sales Tax Department of the respective state and carry a valid Tax Identification Number issued by it. If the printer is not registered with DVAT, VAT will be deducted as per the guidelines of Delhi Value Added Tax Department. The bidder shall, however, be responsible for compliance with all conditions, warranties/ guarantees, irrespective of the fact that the **diaries** are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

Note: All the printers should quote rates for the printing and supply of Teacher Diaries as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the printer should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure.

B. The printer shall have to carry out the corrections if directed in the printing material at his own cost.

1.4 Technical Specifications:

A. Quantity, No. of Pages and size

S.No.	Name of the tender/Item	Quantity	No. of pages of each diary & size	Earnest Money (In Rs.)
1	A. Teachers Diary (For Pre-Primary to III classes)	1700 Nos.	• 120 (Approx.) in Size 21.5 cm x 27.5 cm Demy Octavo(Class Pre-Primary to IIIrd)	78,000/-
	B. Teachers Diary (For IV to XII Classes)	60,000 Nos.	• 150 (Approx) in Size 21.5 cm x 27.5 cm Demy Octavo (Class IVth to XIIth)	

B. No. of Colours: -

1. For Classes Pre-Primary to IIIrd

Text In Multi colour

Note: Diary is divided into three sections; namely general information, Monthly activities and student record. Monthly activities pages are to be light pastel pink in colour. Monthly theme is to be taken up and activities thereon are given for all classes from pre-primary to III. In between the pages some

coloured pictures are also to be inserted to make the diary more attractive. Student record pages are to be light pastel blue in colour.

2. For Classes IV to XII

Text In Single Colour

C. Text Paper & Cover: - The text paper shall be procured by the printer from their own resources in accordance to the specifications given below:

Text-Paper: White Map-Litho Paper of 80 GSM- BIS specifications 1848:2007

Cover: Hard Bound with 18 ounce white board with 4 colour printed sheet duly pasted on the board.

D. Quality of ink: - The ink should be of a good quality having sufficient quantity of finely grind pigments. The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".

E. Style of binding: - **Section swing with good quality glue and thread which should not crack in any case. The printer will also undertake that the sample has been seen and the rates are as per specifications.**

All the three sides of the diaries, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned at technical specifications.

As far as possible, printing and distribution of the work shall be entrusted in accordance with the capacity of the printer worked out by the Bureau. The printers shall execute the work as entrusted within time schedule. Refusal to accept and execute the work orders shall be viewed as violation of the provision of the terms and conditions and punitive action will be initiated against the printer.

2. Implementation of Labour Laws: - The bidder is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities. **The press should follow the labour laws framed by the Labour Commissioner of Govt. of NCT of Delhi or of concerned authorities of states. The printer shall submit a certificate on his pad duly signed and seal that the press is maintaining the labour laws as framed by the labour departments of the concerned states.**

Certificate: Certified that the press/organisation is following Rules and Regulations framed by the Labour Deptt. Govt. of NCT of Delhi/ concerned state authorities.

3. **Earnest money deposit (EMD):** - EMD of **Rs.78,000/-** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 31.05.17, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
4. The EMD of the unsuccessful bidder shall be returned after the finalization of the tender at the expense of such bidder within a reasonable time consistent with the rules and regulations in this behalf.
5. The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of performance Security which will got verified by the Bureau from the concerned bank. If the bidder fails to submit the EMD and other documents required **directly in the Tender Box to the office of the Bureau upto the last date and time of opening of technical bid**, the tenders of such bidders shall be summarily rejected.
6. **Special Instructions for Completing the Tender Bid: -**
 - a) All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
 - b) The bidder should drop the complete copy of exemption from submission of EMD issued by Competent Authority in sealed envelope, if they have, alongwith other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
 - c) The documents required alongwith EMD in physical form should be dropped in the Tender Box in sealed envelope in the Chamber of Secretary within time prescribed in the tender.
 - d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
 - e) The tenders not conforming to the requirements as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
 - f) The factory premises of the bidders may be inspected at the time of qualifying the Technical bid, if so required by DBTB.
7. **Opening and evaluation of tender:** - The uploaded bid will be opened by a committee under the Chairmanship of Managing Director, Delhi Bureau of Text Books on 16.03.2017 at 3.00 p.m in the Chamber of MD, DBTB in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority**. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of all the printers will be done by the inspection committee, if so required, at any time or at the time of the opening of the Tech. Bid. After evaluation, the list of the bidders will be short-listed by the Delhi Bureau of Text Books in the light of eligibility criteria of the tender. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech. bid. The decision of Chairman, Delhi Bureau

of Text Books shall be final regarding the evaluation of technical and financial bid.

8. Performance Security: - The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 7 clear calendar days from the issue of Letter of Intent (LOI). The PG will remain valid upto 60 days after the completion of Academic Session. The work order will be provided only after the submission of performance Guarantee. The Bureau will have the discretion to take any or all the following actions in case of non submission of performance security within stipulated time: -

- i) Forfeiture of its EMD.
- ii) Termination of the contract.
- iii) Any other action as decided by Chairman, DBTB

Further, the required performance security will be accepted in the form of FDR/Irrevocable Bank Guarantee of any Scheduled/nationalized bank in favour of Managing Director, Delhi Bureau of Text Books. The performance security will be released only after the successful completion of work, final payment of the job or 60 days after completion of Academic session whichever is later. No interest will be paid by DBTB.

A. The performance Bank Guarantee can be forfeited in the following cases:-

- i) If the bidder fails to perform any contractual obligation(Clause 9(d))
- ii) For any unexcused delay in supply of **diaries**(Clause 13.A(i)).
- iii) If the printed matter is bled on any side of the diary.(Clause No.13.B(I)).
- iv) For more than 6 failed parameters(Clause No. 13.B.II(IV)).
- v) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order(Clause No. 13.IV).
- vi) If the L-1 bidder fails to execute all the jobs(Clause No. 15.B).
- vii) In the event of furnishing false/incorrect information by the bidder(Clause No. 16.(A)).

Note :- Performance security, so required, will not be adjusted against any other Bank Guarantee/FDR already submitted to Bureau by the bidder against any other work. The successful Bidder has to submit fresh performance security in the form of FDR/Irrevocable Bank Guarantee for the work awarded.

9. Agreement deed: -

- a) The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 5 days from the date of award of the contract. The bidder shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation found in the Agreement Deed, the bidder 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. Agreement/contract will be signed after the submission of the performance security at the following terms.

- 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) After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be forfeited or any other action as deem fit by Chairman, DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

10. Payment: - The payment shall be made on the basis of the final setup of pages of the Diary. If the number of pages increases or decreases, the proportionate cost of printing shall be payable. The 80% payment will be made after satisfactory supply of the complete consignment. No bill will be processed, if the bidder failed to return the production material to DBTB. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of Defective/damaged Diaries will be recovered from the final payment of the bills. The payment will be made on the basis of the delivery challans. No separate intimation will be given to the printer for any defects/short comings. The defective/damaged diaries will be the property of the Bureau hence the same will not be handed over to the firm.

11. Implementation schedule: - Printer has to get approved the final proof from school Branch of Directorate of Education or any other authority assigned by bureau in GNCT Delhi within 10 days of providing of work order/ last production material whichever is later. Any delay on the part of authority has to be intimated by the printer in writing to the bureau. After finalization of proof the printer has to complete the work within next 30 days. Entire work of finalization of proof, printing and supply of printed material is to be completed within 40 days. The printer shall be required to supply the complete class-wise lots of diaries to approx. **29 Zones of Directorate of Education, GNCT Delhi in accordance with the supply schedule (Requirement) given by the Delhi Bureau of Text Books and balance in the godown of Delhi Bureau of Text Books** within 40 days from the initial date of award of the work/last production material, whichever is later.

- a) Date of award of contract/Prod. Material (whichever is later)
Day one (1)

- b) The printing work is to be completed within 40 days from the date of award of the Contract/last Prod. Material whichever is later.
- c) The printer shall at its own cost submit the proofs to the bureau or any other authority in GNCT of Delhi to be specified by the bureau at any stage for its approval before final printing

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.

12. Further 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.

13. Penalty: -

A. Delay Penalty

If the work of printing and delivery is not completed within the stipulated time schedule of 40 days, a penalty for delay will be imposed @ of 5% per week (i.e. 7 days) on pro-rata daily basis on the total value of the printing and delivery of the diaries remaining un-supplied. The penalty will be imposed from 41st day from the date of award of the Contract/last Prod. Material whichever is later. For any unexcused delay beyond 30 days after 40 days the Bureau will have the discretion to take any or all of the following actions:-

- i)** Forfeiture of its Performance Security and payment of bills.
- ii)** Termination of the contract
- iii)** Debarring of the firm for specified period.
- iv)** Blacklisting of the firm
- v)** Any other action as deemed fit by the Bureau.

B) Technical penalty:

I. For Trimmed Size:-

1.	If the diary is short in size upto 5mm in width and or in length.	The diary found short in size upto 5mm a penalty @ 0.5% (per side) of the total cost of the work order will be imposed.
2.	If the diary is short in size by more than 5 mm in width and or in length.	If the diary is short in size by more than 5 mm in width and or in length 1%(per side) of the total cost of the work order will be imposed.
3.	If the matter is bled on any	If the matter is bled on any side of the diary, the diary shall be forfeited for the

	side of the diary.	purpose of destruction at the cost of Printer and the Printer will be directed to print and supply the diary again within specified period, failing which the performance security is liable for forfeiture.
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II. Paper Penalty

- i) Upto 2 failed parameters: Penalty will be deducted @ 2% per failed parameter on total value of the work order.
- ii) Upto 4 failed parameters: Penalty will be deducted @ 3% per parameter on total value of the work order.
- iii) Upto 6 failed parameters: Penalty @ 4.5% per parameter will be deducted on total value of the work order.
- iv) For more than 6 failed parameters: Debarring from Bureau, termination of contract and forfeiture of performance security.
- v) For 8 or more failed parameters: Blacklisting from Delhi Government, termination of contract and forfeiture of performance security.
- vi) For imposition of above penalty, the average of result of all test reports of the above samples will be considered.

III. Penalty for Non Registration of Colour and Defective Binding

- i) In case of non-registration of colours in perfect form, the penalty of 2% of the total printing cost of the work order will be levied. The printing cost will be considered as 20% of the total work order.
- ii) In case of defective binding, a penalty of 2% will be levied on the printing cost of the diary as defined in the clause 19(B) (III) (i).

IV Maximum Limit of Total penalty:

The maximum aggregate penalty on all possible issues, will not exceed 25% of total work order which will be besides the option of forfeiture of Performance Security submitted by the printers. Other penal action would also remain available to DBTB as per the Terms & conditions of the Tender.

14. Paper Quality :

- a. The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848:2007 of text paper & 4658:1988 of cover paper.
- b. On declaring the bidder as L-1, bidder shall submit the 10 sample sheets of the paper to be used in printing.
- c. The printer will intimate the Bureau before starting of printing. The samples of paper will be taken at the beginning and during the printing process for sending the same for testing by the Bureau.
- d. Further, for testing of printed diaries the sample will be randomly collected.
- e. The samples will be lifted in the presence of printer or his authorized representative (if the printer desires).

15. Power of acceptance and withdrawal of the tender: -

- a) The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept/ reject/withdrawal of tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidders. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- b) If the L-1 bidder fails to execute the job, the Bureau with the permission of Chairman, allot the work to the other printers at L-1 rates and forfeit the Performance Guarantee of defaulter printer/firm and blacklist the firm.
- c) Tender with incomplete information is liable to be rejected.
- d) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

16. False Information:

a) In the event of furnishing false/incorrect 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/ suppressed/ concealed information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor in r/o this job shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.

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/ 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 considerable period.

17. Submission of Self declarations/Undertaking: - The bidder will have to furnish the following three self declarations/Undertaking with the tender documents **directly to be dropped in the tender box placed in the chamber of Secretary, DBTB upto the last date and time of opening of technical bid.**

- i. 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.
- ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations.

iii. That the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws.

18. Delivery: - The delivery of the Teacher Diaries will be made in the 29 Zones of Directorate of Education and remaining after supplying to the zones in the godown of DBTB or any other place within the NCT of Delhi as specified by the Secretary, DBTB from the initial date of award of the tender/production material, whichever is later in accordance to the supply schedule given by Delhi Bureau of Text Books. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise, shall be allowed.

19. Submission of Self Declaration/Undertaking regarding use of same text and cover paper as submitted by the L-1 bidder as sample:

After declaring L-1, The bidder will have to furnish a self declaration/Undertaking that "***The..... (name of printing firm) will use same text and cover paper submitted by it as sample to the Bureau. In case of any deviation of paper as required by the terms and condition of this tender, the Bureau can take any legal and administrative action against the..... (name of printing firm)***".(As per Bid Form No. 16)

20. Sample of Paper

- a. The successful bidder(s) will be required to submit 10 (ten) full sheets (folded) samples of Text Paper & Cover Paper, alongwith lab test report of the Mill (and also ISI certificate of the Mill) and bearing watermark of the mill at every 8 inches to be used in the printing of **diaries** alongwith all the relevant documents at the time of declaring him L-1 bidder. Each sample of paper must be duly signed and stamped by the firm indicating the name and address of the Paper Mills with specification of paper as laid down by the Bureau of Indian Standards.
- b. The printer will submit photocopy of supply orders of paper issued to paper mill/s and copy of delivery challans issued for supply of paper.
- c. Further, the bidder shall be required to submit an undertaking to execute the work at a pre determined quality of the paper as specified by the DBTB in this tender document and sample submitted by the bidder.
- d. Before making the final payment Bureau may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Text and Cover Paper by the printer.
- e. No printer in any case will use the text and cover paper of any other mill/s other than the mill/s whose sample, name and address were submitted by the bidder otherwise a very serious view by treating the matter under fraudulent practices will be taken.

- f. The bureau reserves the right to inspect the printing press at any time to ensure the quality of teacher diaries. It is the responsibility of the printer to intimate the Bureau once the printing of teacher diaries is start and over.
- 21. Packing:** - Finished Diaries shall be packed in bundles of 25 copies each and bundles will be first tied with plastic string or `Sutlee` and then wrapped with Brown paper sheet and delivered in the Godown of Delhi Bureau of Textbooks or any other place in the GNCT of Delhi specified by the Bureau.
- 22. Registration with VAT department:** - The bidder/authorized distributor should be registered with the Value Added Tax/Sales Tax Department of the concerned state and shall submit the documentary proof with latest VAT/Sales Tax return. In case of bidder/s unregistered with DVAT, VAT/ Sales Tax shall be deducted at the specified rates by the VAT Department of Delhi.
- 23. Quoting of rates:** - The per copy rates of the diaries should be uploaded in the prescribed BOQ Performa of the e-tender (including all charges like corrections, taxes, VAT, Cover, freight, loading, unloading, stacking etc.). The prices shall be quoted in Indian Rupees only. However, the payment shall be made by the Bureau to the bidder after deducting TDS. The quoted rates shall be valid up to **31.03.2019** for all extended orders up to **30% of** the main print order.
- 24. Variation in print order:** - The print order and number of pages can be increased/decreased by **30%** but no extra plate making charges shall be allowed in case of increased quantity. The extended orders shall be completed as per the time schedule given in the order.
- 25. Printing of extra copies:-** The printer will not print any extra copy without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the printer under the copyright act.
- 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 displayed on the website **[https://govtprocurement. Delhi.gov.in](https://govtprocurement.Delhi.gov.in)**. Any amendment/s will be binding on all the bidders.
- 27. Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents and their addendum.
- 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 production material immediately in the form of MSS/CD after receiving the information of award of contract from the office of the Bureau, telephonically or otherwise. The format of agreement deed form will be given along with the letter of the contract. No extra time will be granted due to any reason.
- 30. Submission of documents for the required turnover:** - The bidder should upload Trading Account, Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2016 authenticated by the chartered accountant with the technical bid.
- 31. Submission of documents for the partnership firms and in other cases:** - The bidder should upload a partnership deed in case of partnership firm and certificate of registration/incorporation/commencement of business in case of private/public limited company or registered society with the technical bid.
- 32. Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder will upload an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. The scanned copy of the undertaking is to be uploaded with the Tech. Bid.
- 33. Taxes and Duties:** - The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished Diaries in the godown of Delhi Bureau of Textbooks or any other place in the GNCT of Delhi specified by the Bureau.
- 34. IMPORTANT NOTES:** -
- a. 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.
 - b. The implementation schedule specified in the contract shall be strictly adhered to.
 - c. Chairman, Delhi Bureau of Text Books reserves the right to change the godowns within NCR region at his discretion.
 - d. 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.
 - e. Prices quoted by the Bidder will remain fixed during the Bidder's performance of the contract and not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

35. Clarification regarding Bids

1. To assist in the examination, evaluation and comparison of Bids, the Bureau may, at its discretion, ask the Bidder for a written clarification of his/her Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors, if discovered by the Bureau in the Evaluation of the Bids.
2. No Bidder shall contact the Bureau on any matter relating to firm's Bid from the time of the Bid opening to the time the contract is awarded. Any attempt by any Bidder to influence the Bureau Bid Evaluation, Bid Comparison or Contract Award decision in any manner may result in summary rejection of its Bid and this will be treated as a fraudulent and corrupt practice and in such cases the earnest money of the firm will be forfeited besides any other action as deemed fit by the Bureau.

36. Correction of Errors.

Bids determined to be substantially responsive will be checked by the Bureau for any arithmetical error/s will be corrected by the Bureau as follows:

- i) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- ii) Where there is a discrepancy between the unit title rate and the total cost resulting from multiplying the unit title rate by the quantity, the lower will govern.
- iii). The amount stated in the Bid will be corrected by the bureau in accordance with the above procedure for removal of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest Money shall be forfeited in accordance with the rule.

37. More Instructions for Technical Bid: -

1. The tenders not uploaded in prescribed form and non submission of EMD, self declarations, and necessary documents, upto the last date of uploading the tender shall be disqualified.
2. The details as required in the Technical bid shall be uploaded by the printer and **bidder shall not make any self-made condition or counter condition/s.**
3. **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.
4. If 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. The Bureau will get the work executed at the risk and cost of the bidder.**
5. The bidder should upload a declaration with the technical bid of the tender that **“the supplies shall be made in accordance with the specification and time schedule mentioned in the tender if any**

order is placed with them". In the event of such document not submitted with the Technical Bid, the tender will be rejected.

6. **The bidder must upload the undertaking that the rates quoted shall remain effective including extended orders up to 31.03.2019.**
7. **An undertaking regarding acceptance of all the terms & conditions of the tender has to be uploaded with the technical bid.**
8. A declaration regarding commercial bid has to be signed and uploaded with the technical bid as given below: -
"I/We declare that the commercial bid has been submitted without any condition and strictly as per the conditions of the tender document and I/We am/are aware that the commercial bid is liable to be rejected if it contains any other condition".
9. A certificate of reading/understanding of technical specifications as mentioned in the tender document has to be signed and uploaded with the tech. bid.
10. If the tender is signed by other than proprietor/partners/Director of the firm, the authority letter issued by the proprietor/Director/partners of the firm must be uploaded in the technical Bid, failing which, tender will not be considered.

38. More instructions for Financial bid: -

1. The printer shall have to deposit the following documents:
 1. Security deposit
 2. Agreement Deed

However, the time allotted for completion of the job will be observed in strict conformity with the implementation schedule mentioned above in the tender details.

2. The allotment of the job shall be made to the lowest bidder on the basis of the printing capacity.

39. Dispute Resolution:-

- a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Chairman, DBTB.
- b. The award of the sole Arbitrator shall be final and binding on all the parties, The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- c. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract ,neither party shall be entitled to suspend the work /service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

Arbitration proceeding will be held at Delhi/New Delhi only.

- 40. Jurisdiction of court**-The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Note: -

- 1. The bidder shall submit only those documents physically, which are required in the tender in open envelop. No extra document will be accepted.**

Sd/-
Secretary,
Delhi Bureau of Text Books

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

TENDER NO. F.1-P (99)/TD/DBTB/17-18/24

Technical Bid (Form 1)

**TECHNICAL BID FOR THE PRINTING & DELIVERY OF TEACHER
DIARIES FOR THE YEAR 2017-18, 2018-19(with mutual consent).**

**(EACH PAGE OF THE TECHNICAL BID MUST BE SIGNED BY THE
BIDDER WITH SEAL)**

1. GENERAL INFORMATION: -

The Printer should furnish the following details

- 1.1 Name & Address _____

- 1.2 Nature of the Firm -- Public/Private/Partnership/Proprietorship
- 1.3 Contract Nos. & fax -- Land Line _____
Mobile _____ Fax _____ Email _____
- 1.4 Technical Bid Form 1 Uploaded/Not uploaded
- 1.5 Proof of requisite experience uploaded/Not uploaded
in book printing
(As per Clause No.1 of Eligibility Criteria of General Terms and
Conditions)
- 1.6 Copy of the PAN Card Uploaded/Not uploaded
- 1.7 Copy of DVAT No./Sale Tax Registration Uploaded/Not uploaded
No. (whichever is applicable)
- 1.8 Copy of the valid license of printing Uploaded/Not uploaded
From competent authority
- 1.9 Details of Earnest Money Deposit (EMD) uploaded/Not uploaded
(Original EMD to be submitted directly in
the tender box) (**Scanned copy should be
uploaded**) Lying in the Chamber of
Secretary, DBTB **FORM-2** Submitted/Not Submitted
- 1.10 Proof of average turnover during last Uploaded/Not uploaded
3 years (Authenticated by C.A.) and
Scanned copy of last 3 years Annual
Income Tax Return. **Form-3**

- | | | |
|------|--|-------------------------|
| 1.11 | Details of Machines Form-4 | Uploaded/Not uploaded |
| 1.12 | Certificate of reading/understanding of Technical specifications Form-5 | Uploaded/Not uploaded |
| 1.13 | Acceptance of Implementation schedule Form-6 | Uploaded/Not uploaded |
| 1.13 | Declaration regarding financial bid Form-7 | Uploaded/Not uploaded |
| 1.15 | Undertaking regarding acceptance of all terms & conditions of Tender Form-8 | Uploaded/Not uploaded |
| 1.16 | Declaration from the concerned Bidder regarding supply of Teacher Diaries as per specification & schedule Form-9 | Uploaded/Not uploaded |
| 1.17 | Undertaking regarding validity of quoted Rates upto 31-03-2019 Form-10 | Uploaded/Not uploaded |
| 1.18 | Self declaration regarding incorrect/false Information. FORM-12(Directly to be submitted in the Bureau) | Submitted/Not Submitted |
| 1.19 | Self declaration regarding never blacklisting FORM-13(Directly to be submitted in the Bureau) | Submitted/Not Submitted |
| 1.20 | Documents for partnership of the Press | Uploaded/Not uploaded |
| 1.21 | Undertaking regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt. Form-11 | Uploaded/Not uploaded |
| 1.22 | Undertaking regarding capacity to handle the work in terms of Reams Form-14. | Uploaded/Not uploaded |
| 1.23 | Whether all documents signed with seal by the Proprietor/Partner/Director of the press . | Uploaded/Not uploaded |
| 1.24 | Upload the proof of Latest D-VAT Return (Technical Bid Form No.15) | Uploaded/Not Uploaded |
| 1.25 | Proof of 02 years experience in the field of Book Printing (as per Clause No. 1 of General Terms and conditions) | Uploaded/ Not Uploaded |
| 1.26 | Authority Letter FORM-18 | uploaded/Not uploaded |
| 1.27 | Self Declaration/Undertaking regarding Registration with Labour Department. (As per Clause No.1.2.1 of General Terms and Condition) FORM-17 | uploaded/Not uploaded |

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor with rubber stamp

Place & Date

- Note:** - 1. All the documents uploaded with this form should be self attested and stamped by the Firm.
2. Firm shall not upload any other additional documents other than asked above.

**TECHNICAL BID FORM-2
DETAILS OF EARNEST MONEY DEPOSIT (EMD): -**

S.No.	Name of the Bank	Amount	Details of the EMD

**Name & signature of the authorized signatory of the
Press/Partner of the Press/ Director/ Proprietor.
With rubber stamp**

Place:

Date:

TECHNICAL BID FORM-3

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of the Firm _____

Address _____

Annual turnover for the last three years _____ (In

Indian Rupees)

Financial Year	Turnover (Rs. In lac)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	Income Tax Return
2013-14		Uploaded/ Not Uploaded	Uploaded/Not Uploaded
2014-15		Uploaded/ Not Uploaded	Uploaded/Not Uploaded
2015-16		Uploaded/Not Uploaded	Uploaded/Not Uploaded

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place:

Date:

**TECHNICAL BID FORM-4
PROFORMA FOR DETAILS OF MACHINES**

1. No. of Sheet Fed machines _____
2. No. of Web Offset Machines _____
3. Total Number of machines _____
4. Details of plate making unit _____
5. Book binding unit details _____

Place

Date:

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

**TECHNICAL BID FORM-5
CERTIFICATE**

It is certified that I/We have read and understood the technical specifications mentioned in the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished Diaries, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the Authorized person with seal of the Firm/Partner of the Firm/ Director/ Proprietor. With rubber stamp

Place & Date

**TECHNICAL BID FORM-6
IMPLEMENTATION SCHEDULE: -**

I/We will supply the complete lot of diaries to the **29 Zones** (approx.) of Directorate of Education of GNCT of Delhi **remaining of any after completion of distribution in zones at the godown of DBTB or any any other place within the NCT of Delhi as specified by the Secretary, DBTB** within 40 days from the initial date of award of the tender/issue of production material whichever is later,

- a) Date of award of contract/Production material(whichever is later)----
Day one (1)
- b) Completion of the contract within 40 days from the date of award of the Contract/Production material.

The above implementation schedule is acceptable to us.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place:

Date:

**TECHNICAL BID FORM-7
DECLARATION REGARDING FINANCIAL BID**

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

Place:

Date:

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

**TECHNICAL BID FORM-8
UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS &
CONDITIONS OF THE TENDER**

I/We hereby undertake that all the terms & conditions mentioned in the tender 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 in Toto.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place:

Date:

**TECHNICAL BID FORM-9
DECLARATION REGARDING SUPPLY OF DIARIES 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 us.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

**TECHNICAL BID FORM-10
Undertaking of validity of quoted rates: -**

I/We hereby undertake that the rates quoted in Financial Bid shall remain valid upto **31-03-2019** for main order/extended order and I/We shall abide by the same fully.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

**TECHNICAL BID FORM-11
Undertaking regarding implementation of labour laws and etc.**

It hereby undertake that I/We have read the clause of labour law of the Delhi Administration (GNCT of Delhi) and are implementing the labour laws in our press as framed by the Labour Department, Govt. of NCT of Delhi/State Govt. with any modification (s) and amendments being made by the GNCT of Delhi from time to time.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

TECHNICAL BID FORM-12

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

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.

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/

Proprietor. With rubber stamp

Place & Date:

TECHNICAL BID FORM-13

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
_____ Address _____ certified
that our firm has never been blacklisted in the past by any Govt.
Department/Organisation/Undertaking.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place& Date

TECHNICAL BID FORM 14

**UNDERTANING REGARDING CAPACITY OF PRINTING IN TERMS OF
REAMS**

I hereby undertake that I/We can print following quantity of paper
with in the premises of our press in terms of reams in different sizes/colours
with in schedule time of 40 days.

1.Four Colour _____ Reams

2.Single Colour _____ Reams

**Name & signature of the authorized signatory of
the Firm/Partner of the Firm/ Director/
Proprietor with rubber stamp**

Place & Date

TECHNICAL BID FORM NO. 15

Certificate regarding filling of latest DVAT Return

Certified that I/We _____ proprietor/director/partner of M/s
_____ Address _____ hereby certify that
I have filed the latest return of DVAT for the period from _____ to
_____.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

TECHNICAL BID FORM-16

Self Declaration / Undertaking regarding use of same paper submitted as sample.

That I/We _____ M/s _____
Address _____ certified that
the..... (name of printing firm) will use same text and cover
paper submitted by it as sample to the Bureau. In case of any deviation of
paper as required by the terms and condition of this tender, the Bureau can
take any legal and administrative action against the..... (name of
printing firm)".

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

TECHNICAL BID FORM-17

**Self Declaration / Undertaking regarding registration with Labour
Department**

That I/We _____ M/s _____
Address _____

certified that the..... (name of printing firm) firm has been registered
with the labour department and fulfilling all the statutory conditions
with regards to personal/labour laws.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

TECHNICAL BID FORM-18

AUTHORITY LETTER

Certified that I/We _____ proprietor/director/partner
of M/s _____ Address _____
_____ hereby authorize to Sh. _____ to sign the
tender documents on my / own behalf.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books

Name of Work: Tender for Printing & Supply of Teacher Diaries.

Contract No: F.1-P (99)/TD/DBTB/17-18/24

TENDER ID:

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder PER UNIT (inclusive of all taxes) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8