

DELHI BUREAU OF TEXT BOOKS

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"D" BLOCK, JANAKPURI, NEW DELHI-110058
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E-TENDER NOTICE

Online tenders are invited from the reputed offset printers within NCR of Delhi and registered with VAT/Sales Tax Department for the Composing, Printing & Supply of Supporting Material for classes X to XII in the Godown/s of the Bureau or any other place/s in the NCR of Delhi specified by the Secretary, DBTB. The estimated cost of the job is Rs.90 lacs. The bidders should have: -

1. Experience of having successfully completed similar works during last 07 years ending 31.03.2015 of at least one work of printing of books, having a value not less than Rs. 72 lakh or two work of printing of books having a value not less than Rs. 45 lakh each or three works of printing of books having a value not less than Rs.36 lakh each and should have the minimum machine capacity as per **Eligibility Criteria** of the tender documents.
2. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
3. A minimum average financial turnover of Rs.27 lacs during the last three years, ending 31st March of the previous financial year i.e. 2011-12, 2012-13 and 2013-14.
4. At least two sheet fed/web offset machines
5. Complete book binding unit i.e. folding machines stitching machines and cutting machines.
6. Complete plate making unit alongwith pasting table and printing down frames.
7. At least 100 sq.mts of covered space for storage of all the material to execute the work.

There are 51 titles in English, Hindi and Urdu medium. There are about 24 lakh copies of 51 titles to be printed and distributed. The print order or No. of pages may be increased or decreased by 20%. The job such as composing, correction, cover design, positive making etc. is to be done by the printer from his own resources at his risk and cost.

The printing of text for Supporting Material for classes X to XII is to be done in Single colour as per specifications laid down in the tender. The cover of all the booklets is to be printed in four colour.

The entire work of composing, cover designing, printing and delivery of Supporting Material for classes X to XII is to be completed within 50 days. The delivery is to be given in the godowns of the Bureau or any other place in the NCR of Delhi specified by the Secretary, DBTB.

The text paper (water marked) and cover paper shall be supplied by the Bureau for all the printing work and the printers shall make own

arrangements for the lifting of paper from the godowns of DBTB or from any other place/s within NCR of Delhi.

The books shall be supplied by the bidder against an invoice/bill issued.

The quoted bid price in the tender shall be inclusive of all taxes and duties.

The books, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a invoice/bill issued from Delhi. The delivery of books shall be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplies the books should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions of tender, warranties/guarantees, irrespective of the fact that the books are supplied by him directly or through its authorized distributor. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties. The Bureau will deduct VAT as applicable.

The last date of up-loading the completed tender document would be 30/06/2015 up to 2.00 p.m. There shall be two types of bids namely **Technical and Financial bid.**

The **Earnest Money Deposit** in the form of Demand draft/F.D.R./banker's cheque/Bank Guarantee for **Rs.3 lacs (Rupees Three Lakh only)** of any commercial bank valid up to 30.10.2015 in favour of Managing Director, Delhi Bureau of Text Books, is to be submitted in the office of Bureau on or before the last date & time of uploading of tender.

The bidders not conforming to the requirements mentioned above and 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. The tender must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. 30/06/2015 up to 2.00 p.m.

The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -

- A. All bidders should submit **the EMD and Affidavits directly to the office of the Bureau upto the last date and time of uploading the tender.**
- B. Last date for uploading the tender documents on line: 30/06/2015 up to 2.00 p.m. through e-procurement.
- C. On line opening of Technical Bid: 30/06/2015 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- D. On line opening of Financial Bid: The date, time will be declared after the evaluation of technical bid.

The first requirement to participate in e-tender, is to have digital signature and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC 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 printed Supporting Material in the Godown/s of the Bureau or any other place/s in the NCR of Delhi specified by the Secretary, DBTB. Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any time and day.

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 At least two sheet fed/web offset machines
 - 1.2 The bidder should have complete book binding unit i.e. folding machines stitching machines and cutting machines.
 - 1.3 The bidder should have complete plate making unit along pasting table and printing down frames.
 - 1.4 Experience of having successfully completed similar works during last 07 years ending 31.03.2015 of at least one work of printing of books, having a value not less than Rs. 72 lakh or two work of printing of books having a value not less than Rs. 45 lakh each or three works of printing of books having a value not less than Rs.36 lakh each and should have the minimum machine capacity as per. At least 100 sq.mts of covered space for storage of all the material to execute the work.
 - 1.5 A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
 - 1.6 The Bidder must have a minimum average financial turn over of Rs. 27 lacs during the last three years, ending 31st March of the previous financial year i.e. 2011-12, 2012-13 and 2013-14.
 - 1.7 The bidder should have ownership document in support of printing and binding machines and submit bills of purchase of machines.
 - 1.8 The books, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a invoice/bill issued from Delhi. The delivery of books shall be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplies the books should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions of tender, warranties/guarantees, irrespective of the fact that the books are supplied by him directly or through its authorized distributor. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties. The Bureau will deduct VAT as applicable.

Note: A. All the printers should quote the rates for the printing and supply of Supporting Material as per their capacity and capability. The work awarded should be completed within the stipulated time schedule. No extension of time shall be allowed for any reason except force majeure.

B. The printer shall have to carry out the work of composing, corrections, cover design, positive making, plate making etc. from his own recourses at his risk & cost.

2. TECHNICAL SPECIFICATIONS:

I) Text & Cover paper: -The Text (80 gsm Maplitho Paper as per BIS specifications) and cover paper (Art Card 220 gsm as per BIS specifications) will be supplied by the Bureau for all the printing work and the printers shall make own arrangements for the lifting of paper from the godowns of DBTB or from any other place/s within NCR of Delhi.

If Bureau delivers the paper to the printer premises, the rates of transportation of paper will be deducted @ Rs. 810/- per M.T. The Bureau is not responsible for loading/unloading of material. The Printer shall make their own arrangement of labour and instruments for the purpose of loading of paper/unloading and stacking of the books.

II) Size of Publications:-

- a). Size of the publication: Crown quarto
- b). Trimmed size: 17.1 cm X 24.1cm

(III) No. of Colours: - As per Technical Specifications of Supporting Material.

- a) Text: In Single colour.
- b) Cover: In four colour.

IV) Details of the books to be printed: There are 51 titles for class X to XII of English, Hindi and in Urdu medium. The details of the title with class, print order, no. of pages is given as under:-

S.No.	Subject	Class	Print Order (Approx.)	No. of pages (Approx.)
1	English	X	198000	172
2	Ganit (Hindi)	X	122000	192
3	Math (Urdu)	X	1100	136
4	Mathematics (Eng.)	X	40000	192
5	Science (Hindi)	X	120000	280
6	Science (Eng.)	X	40000	296
7	Science (Urdu)	X	1100	232
8	Social science (Hindi)	X	150000	224
9	Social science (Urdu)	X	1700	224
10	Mathematics (Eng.)	XI	40000	156
11	Physics	XI	14000	260
12	Chemistry	XI	12000	128
13	Biology	XI	8400	244
14	Geography (Hindi)	XI	53000	204
15	Accountancy	XI	34000	220
16	English (Core)	XI	160000	256
17	Hindi (Elective)	XI	140000	150
18	Economics (Hindi)	XI	98000	168

19	Economics (English)	XI	12000	156
20	Economics (Urdu)	XI	600	200
21	History (Hindi)	XI	155000	130
22	History (Urdu)	XI	800	140
23	Pol. Sc. (Hindi)	XI	125000	160
24	Pol. Sc. (Urdu)	XI	1000	158
25	Business Studies (Hindi)	XI	25000	160
26	Business Studies (Eng.)	XI	11200	184
27	Sociology (Hindi)	XI	26000	64
28	Sociology (English)	XI	700	100
29	Physical Education (English)	XI	1000	100
30	Physical Education (Hindi)	XI	30000	125
31	Mathematics (Eng.)	XII	27000	176
32	Physics	XII	10000	276
33	Chemistry	XII	10000	260
34	Biology	XII	7000	276
35	Geography (Hindi)	XII	53000	304
36	Accountancy (English)	XII	31000	266
37	English (Core)	XII	130000	276
38	Hindi (Elective)	XII	135000	136
39	Economics (Hindi)	XII	58000	212
40	Economics (English)	XII	10000	204
41	Economics (Urdu)	XII	200	244
42	History (Hindi)	XII	95000	136
43	History (Urdu)	XII	1200	176
44	Pol. Sc. (Hindi)	XII	115000	136
45	Pol. Sc. (Urdu)	XII	1100	112
46	Business Studies (Hindi)	XII	28000	236
47	Business Studies (Eng.)	XII	13000	220
48	Sociology (Hindi)	XII	18000	104
49	Sociology (English)	XII	600	124
50	Physical Education (English)	XII	1000	150
51	Physical Education (Hindi)	XII	30000	150

NOTE: The number of pages and No. copies may be increased/decreased by 20% each.

NOTE: The print run up to 30000 copies can be got printed on sheet paper.

3. Printing Ink Quality: - The ink to be used in printing of DBTB publications should bear the following qualities: -

3.1 The ink should be of a good quality having sufficient quantity of finely grind pigments.

- 3.2 The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
- 3.3 The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
- 3.4 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- 3.5 The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the books.

4. Imposition of Pages and Printing Quality: - While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the book, the following point should have to be strictly followed.

- 4.1 The imposition of pages should be in accordance with the page area marks given on the positive.
- 4.2 Perfect registration of colours should be maintained throughout while printing the job.
- 4.3 There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- 4.4 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.
- 4.5 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- 4.6 There should be no "Set off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.
- 4.7 There should be no variation in any shades throughout the book.

5. Style of binding: - The books are of perfect binding, it should be ensured that the spine shaving knife and all groove making devise of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the book and make appropriate grove for filling in the glue to hold firmly the spine and cover of the book. The glue used should be fresh, weather resistant, of high standard in quality, applied in adequate quantity at appropriate temperature and should set in with suitable thickness. The glue should be firm binder of all the leaves of the book with cover and flexible to bear the frequent and flat opening of the book. No leaf or the cover of the book should come out while opening/turning over the book. The glue should not crack in any case.

The Books/Booklets having less than 120 pages are to be center stitched.

The Books/Booklets having less than 120 pages to 180 pages are to be side wire stitched at two places with cover pasted and cut flush.

The Books/Booklets beyond 180 pages perfect Binding should be done with a smooth shave of the spine separating all the leaves of the book and make appropriate grove for filling in the glue to hold firmly the spine and cover of the book.

The folding of the formes should be done in a manner that the folio numbers on even pages fall exactly on the page having odd number on the other side. No such forme shall be folded which is torn or has spots, scum and is not perfect in printing.

While gathering the formes it should be ensured that only one forme from each pile of formes (arranged in sequence) is lifted/gathered to avoid double or extra forme of the same number or any missing forme in sequence. The forme of the book be pressed properly to form a firm crease and get compact to facilitate the binding.

It should also be ensured that the forme of the other books should not be mixed with the book in binding. Supplying perfect book is the responsibility of the printer and any discrepancy found on checking or from other sources, penalty @ cost of book/sale price whichever is maximum, will be imposed on the printer for negligence.

All the three sides of the books, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned in the technical specifications (Clause 2).

As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed by the printer. The printers shall execute the work as entrusted. Refusal to accept and execute the main work orders/extended order shall be viewed as violation of the provisions of the terms and conditions and action will be initiated against the press along with punitive action including forfeiture of performance security.

6. The bidder blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. **Every bidder would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/any other agency, directly to the office of the Bureau one day before the opening the technical bid.**
7. 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.
8. The press should follow the labour laws framed by the concerned authorities of NCR of Delhi. 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/organization is following Rules and Regulations framed by the Labour Deptt., Govt. of NCT of Delhi/ concerned state authorities.

9. **Due date and time:** - On line tender documents should be uploaded on or before 30/06/2015 up to 2.00 p.m.
10. **Uploading the tender containing Technical and Financial Bid:** - This tender document contains the following: -
- I **Tender Terms and conditions**- A certificate regarding acceptance of all the terms & conditions of the tender will be uploaded by the bidder with the technical bid.
 - II **Technical Bid Forms** - To be uploaded after completion in all respect.
 - III **Financial Bid Forms** – To be uploaded quoting the rates of the books separately for each title in the BOQ.
11. **Earnest money deposit (EMD):** - Details of EMD is to be uploaded with the technical bid and EMD in original is to be submitted **directly** to the Bureau upto the last date and time of uploading the tender, in the form of Bank Draft/FDR/Bankers cheque/Bank Guarantee.

The EMD of Rs.3,00,000/- (Rupees Three Lakh only) is to be submitted in the form of revocable bank guarantee/DD/CDR of any commercial bank valid up to 30.10.2015 in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.

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. The EMD of the successful bidders may be adjusted with the performance security. If the bidder fails to submit the EMD and other documents required **directly to the office of the Bureau**, the tenders of such bidders shall be summarily rejected.

12. **Special Instructions for Completing the Technical 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 documents required directly shall be submitted within time prescribed in the tender.
- c) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- d) 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.

13. **Opening and evaluation of tender:** - The uploaded tenders will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 30/06/2015 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books, in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority** who prefer to attend the opening. 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 the new entrant printers may be done by the inspection committee at any time after the opening of the Tech. Bid. The Financial bids in respect of the technically qualified 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 bid.

14. Performance Guarantee: - The successful bidders will have to deposit the performance guarantee at the rate of 10% of the total work awarded within 3 working days from the date of the award of the contract. The required performance guarantee will be accepted in the form of FDR/Bank Draft/Irrevocable Bank Guarantee of any commercial bank in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security within prescribed time, the EMD remitted by the bidder shall be forfeited and the bid shall be held void. The performance security shall remain valid for a period of 60 days over and above the date of completion of work/validity of rates, whichever is later. No interest will be paid by DBTB. The performance guarantee will be refunded after duly completion of contract in all respect.

15. Agreement deed: -

- a) The successful bidder/s shall execute an agreement on Rs. 100/- non-judicial stamp paper within 7 days from the date of award of the contract. The press shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation is found in the Agreement Deed, the press 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 will be signed after the submission of the performance security at the following terms.
- b) The incidental expenses of execution of Agreement shall be borne by the successful bidder.
- c) The conditions stipulated in the Agreement 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 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 considerable period.

16. Payment: - The payment shall be made on the basis of the final setup of book/booklets. If the pages increases or decreases, the proportionate payment shall be made. The 80% payment will be made after the satisfactory supply of the complete consignment and the submission of bill alongwith production material. The CD and Positives composed/developed by the printer will be the property of the Bureau and the printer has to submit the same to the Bureau along with bills. No bill will be processed, if the press fail to submit the production material/composed CD/Positives etc. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of defected/damaged books will be

recovered from the final payment of the books. The random sampling of the books will be done at the preliminary stage of the delivery and the intimation of sizes will be given on the delivery challans to the press. The press should improve the size, if it is lesser than the required size of the books. 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.

- 17. a) Implementation schedule:** - The supply of printed material is to be completed within 50 days from the date of award of contract, failing which a penalty @ of 5% per week (i.e. 7 days) will be imposed on the cost of printing of the unsupplied books at the start of the week. The date of award of contract will be counted as day one of the implementation schedule.

- a) Date of award of contract : Day one (1)
 b) Completion schedule 50 Days.

S.No.	Detail of Schedule	Day from the date of award of contract
1	Handing over of manuscript	By 4th Day immediately after submission of performance guarantee.
2	Submission of 1st proof of all the material after 1st reading.	By 9th Day
3	Collection of proof read material from ADE (Exam), Dte. Of Education, Delhi	By 11th Day
4	Submission of 2nd proof to ADE (Exam), Dte. of Education, Delhi	By 13th Day
5	Collection of 2nd proof read material from ADE (Exam), Dte. Of Edn., Delhi	By 15th Day
6	Submission of 3rd proof to ADE (Exam), Dte. Of Education, Delhi	By 17th Day
7	Collection of 3rd proof read material from ADE (Exam), Dte. of Edn., Delhi	By 18th Day
8	Submission of final hard copies and CD's to Secretary, DBTB.	By 20th Day

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.

Note:

1. Print order and paper indent will be issued within two working days from the date of submission of final hard copies and CDs to Secretary, DBTB.

The Manuscript shall be taken from the Bureau immediately after submission of performance guarantee. The bidder should give their acceptance of the implementation schedule in the prescribed

form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the bid liable for rejection.

If the printer fails to supply the books, the Bureau may get the work executed from other resources at the risk and cost of the defaulting printer, without prejudice to the appropriate action/s as per terms and conditions of the tender including forfeiture.

b) **Bank Guarantee of Paper:** The successful bidder shall have to furnish a Bank Guarantee of 10% of the cost of paper before lifting the paper from the Bureau's godown/s. Further paper shall be issued only after the finished books/booklets, against the paper previously issued, are distributed and a copy of receipt/challan is submitted to DBTB.

c) **Comprehensive Insurance Coverage of the Paper:** The successful bidder shall have to submit the Comprehensive Insurance Coverage for the total cost of paper lifted or to be lifted from the godown/s of the DBTB. The expenses pertaining to the insurance premium will be borne by the press. No paper will be issued in the absence of Bank Guarantee and Comprehensive Insurance risk.

18. 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. If outsourcing of work is found to be done by any tenderer than that firm may be blacklisted apart from taking other appropriate action as per terms & conditions of the tender.

19. Penalty: -

- a) The entire order is to be completed (Printed & supplied) within 50 days from the date of award of contract, failing which a penalty @ of 5% per week (i.e. 7 days) will be imposed on the cost of printing of the unsupplied books at the start of the week.
- b) The trimmed sizes of the books are mentioned at clause 2 of technical specifications. The printer shall follow the trimmed size mentioned for each size of paper. 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 at the rate of paper purchased by the Bureau, during the financial year 2014-15 and such books shall be forfeited for the purpose of destruction at the cost of printer.
- c) In case of defective binding, a penalty of 2% will be levied on the total cost of printing.

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

- a) Tender with incomplete information is liable for rejection.
- b) If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority, allot the work to the other printers at L-1 rates.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

21. False Information: - 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 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 depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.

22. Submission of 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 **directly to the office of the Bureau upto the last date and time of uploading the tender.**

- 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.

23. Delivery: - The entire order is to be completed (Printed & supplied) within 50 days from the date of award of contract in the Godown/s of the Bureau or any other place/s in the NCR of Delhi specified by the Secretary, DBTB. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 50 days. Before the bulk supply of books, 5 advance copies each of books/booklets have to be supplied in the Production Deptt., Delhi Bureau of Text Books & Exam Branch/School Branch, Directorate of for verification for size and other defects.

24. Packing: - Finished books shall be packed in bundles of 25 copies each and bundles will be first tied with `Sutlee` and then wrapped with Brown paper sheet and delivered in the Godown/s of the Bureau or any other place/s in the NCR of Delhi specified by the Secretary, DBTB.

25. Registration with VAT department: - The bidder should be registered with the Value Added Tax Department/Sales Tax Department and shall submit the documentary proof. In case of bidders unregistered with DVAT, TDS shall be deducted at the specified rates by the VAT Department, Delhi.

- 26. Quoting of rates:** - The rates of the book/booklets should be quoted on per copy basis of the job (including all charges like composing, corrections, positive making, printing, VAT/taxes, freight, loading, unloading, stacking etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS.
- 27. Validity of Rates:** The rates should be valid up to 31.03.2016 for the printing and supply of Supporting Material.
- 28. Variation in print order:** - Each print order/No. of pages may be increased/decreased by 20% but no extra plate making charges shall be allowed in case of increased quantity of no. of copies/pages. However the cost of printing will be payable on proportionate basis, for number of pages increased/decreased, as per rates approved for each title. The extended orders shall be completed as per the time schedule given on the order.
- 29. 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.
- 30. Amendment of tender documents:** - At any time prior to the deadline for uploading of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website of the Delhi Govt. i.e. <https://govtprocurement.delhi.gov.in>. 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.

- 31. Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.
- 33. 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 at any time.
- 34. Submission of documents for the required turnover:** - The bidder should upload turnover for the last three financial years with the technical bid 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.
- 35. 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.

36. Taxes and Duties: - The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished books as per the directions given by the Bureau.

37. 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/place of supplying the books 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.

38. More Instructions for Technical Bid

1. The tenders not uploaded in prescribed form and non submission of EMD and affidavits up to the date and time of uploading of the technical bid, shall be disqualified.
2. The quotations should be strictly in accordance with the specifications at clause 2 of the terms & conditions specified above. Uploading of **incomplete tender or of incorrect specifications or any false information** shall be liable for rejection and forfeiture of EMD.
3. The details as required in the Technical bid form shall be provided by the bidder to the Bureau and **no self-made condition or counter conditions shall be written/imposed by the bidder.**
4. **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.
5. The bidder must upload the details of his machines in each colour with their per day capacity of work done by each machine in prescribed format. The printer shall mention their capacity of printing & supply of Single and four colour books within a span of 50 days as the case may be, in the Technical Bid in the prescribed form.
6. **If the printer does not supply books/booklets as per schedule mentioned in the main print order/extended print order or the printer backs out after the print order is issued by the Bureau, then the printer shall be liable to be debarred from the allotment of work in future and the security deposited will be forfeited.** In the event of failure to supply the books as per terms & conditions of the tender, the Bureau may get the work executed from other resources at the risk of cost the defaulting printer.
7. The owner/partner of the press 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 uploaded with the Technical Bid, the tender will be rejected.

8. **The press must upload the undertaking with the technical bid that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.**
9. An affidavit affirming that the information furnished in the tender document is correct to the best of knowledge and belief.
10. A declaration regarding Financial bid has to be signed and submitted with the technical bid as given below: -

“I/We declare that the Financial bid has been submitted without any condition and strictly as per the conditions of the tender document and I/We aware that the Financial bid is liable to be rejected if it contains any other condition”.

11. A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
12. Such other information as may be specified in the technical bid Form.

39. More instructions for Financial bid: -

1. The bidder will have to fill financial bid for the title, in which he is interested. The rates of the book/booklet shall be for per copy basis in Indian Rupees (including all charges like composing, corrections, positive making, printing, VAT/taxes, freight, loading, unloading, stacking etc.).
2. The bidder shall print each title allotted to him as per the Tech. specifications mentioned at clause 2 of the tender.
3. The performance security shall be released only after the satisfactory completion of the work.
4. The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour 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 in bulk.
5. If any bidder quotes rate for a title, for which he is not having the capacity according to the possession of No./Size/Type of machines, his bid shall be rejected and EMD should be forfeited.
6. **a)** Spoilage @ 1% for first colour and 1/2% (half) for every subsequent colour will be allowed on the paper supplied by the Bureau for printing on Sheet Fed Machine.
b) Spoilage @ 4% for four colour, and 2% for single colour including Thabba will be allowed by the Bureau and paper A/c in this regard shall have to be submitted with the bill of each title for printing on Web Offset Machine.
c) No extra paper shall be issued to the printer for the completed jobs. However the press is allowed to take the water mark paper from the Bureau at cost plus 25% as extra spoilage for the completion of balance job of DBTB.

40. 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 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.
- 41. 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.
- 42. Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder must upload an undertaking with technical bid **that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.**

Sd/-
SECRETARY
Delhi Bureau of Text Books

Technical Bid Form - 1

TECHNICAL BID FOR THE PRINTING & DELIVERY OF SUPPORTING MATERIAL FOR THE ACADEMIC YEAR 2015-16

(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 Contact Nos. & fax -- Land Line _____
Mobile : _____ Fax : _____
E-mail ID : _____
- 1.4 Technical Bid Form No. 1 uploaded/Not uploaded
- 1.5 Proof of experience uploaded/Not uploaded
in book printing
(Documentary proofs including work order and successful completion certificate, containing value of the work executed as specified in para 1.4 of General Terms & Condition.)
- 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
/declaration under Press & Registration
Books Act, 1867, from/before Competent Authority.
- 1.9 Details of Earnest Money Deposit (EMD). uploaded/Not uploaded
Submitted/Not Submitted
(Original EMD to be submitted directly in the Bureau)
- 1.10 Proof of average turnover during last uploaded/Not uploaded
3 years (Authenticated by C.A.).
- 1.11 Details of Machines uploaded/Not uploaded
- 1.12 Certificate of reading/understanding of uploaded/Not uploaded
Technical specifications
- 1.13 Acceptance of Implementation schedule uploaded/Not uploaded

1.14	Declaration regarding financial bid	uploaded/Not uploaded
1.15	Undertaking regarding acceptance of all terms & conditions of the tender	uploaded/Not uploaded
1.16	Validity of rates upto 31-03-2016	uploaded/Not uploaded
1.17	Declaration from the concerned Press regarding supply of Books as per specification & schedule.	uploaded/Not uploaded
1.18	Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- as per sample.	Submitted/Not Submitted (to be submitted directly in the Bureau)
1.19	Affidavit regarding never blacklisting on Non- Judicial Stamp Paper of Rs. 10/- as Per sample given.	Submitted/Not Submitted (to be submitted directly in the Bureau)
1.20	Documents for partnership/company of the Press	uploaded/Not uploaded
1.21	Certificate regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt.	uploaded/Not uploaded
1.22	Certificate regarding capacity to handle the work in terms of Reams within 30 days.	uploaded/Not uploaded
1.23	Whether all documents signed with seal by the Owner/Partner/Director of the press.	Yes/No.

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

Place:

Dated:

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

Note: Please Submit the EMD of the mentioned amount valid upto 30-10-2015, directly to the office of the Bureau and scanned copy of the same be uploaded with the Tech. Bid Form.

Place & Date:

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

TECHNICAL BID FORM-3

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER & EXPERIENCE

Name of the Firm _____

Address _____

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

Financial year	Turnover (Rs. in lacs)	Turnover for the specified period duly authenticated by CA /Balance sheet/Annual Report	Copy of ITR for the Financial Year 2013-14.
2011-12		Uploaded/Not uploaded	
2012-13			
2013-14			Uploaded/Not uploaded

Details of work executed as per para no. 1.4 of General Terms & Conditions

Detail of work and work awarding organization (i.e Name & address)	Value of the work (in Indian Rupees)	Date of work order	Date of Completion	Work Order & Completion certificate
				Uploaded/Not uploaded
				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 Web Offset/Sheet Fed Machines**
Single colour _____ of Size: _____
Four Colour _____ of Size _____
2. **Total Number of machines** _____
3. **Details of plate making unit**
a) Pasting Table _____
b) Printing down frames _____
4. **Book binding unit within the premises**
a) No. of folding machines _____
b) No. of Stitching machines _____
c) No. of cutting machines _____
5. **Covered Area of storage** _____ **sq. meter**

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists at my press at the following address (es) and as per the technical specifications.

Address 1. _____

Address 2. _____

Place: _____ **Name & signature of the authorized signatory of the**
Date: _____ **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 given at clause 2 of the tender and have quoted the rates accordingly. The finished product will match the said specifications. If any deviation is found in the finished book, the action will be taken as per terms & conditions of the tender along with punitive action.

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: -

The supply of Printed material is to be completed within 50 days from the initial date of issue of contract/final proof reading certificate from Directorate of Education. Failing which a penalty @ of 5% per week of the total value of the unsupplied books (i.e. 7 days) will be imposed on the unsupplied books for delay supplies. The date of issue of contract will be counted as day one of the implementation schedule.

- | | |
|------------------------------|-------------|
| a) Date of issue of contract | Day one (1) |
| b) Completion of schedule | 50 Days. |

The manuscript shall be taken from the Bureau immediately after submission of performance guarantee, which is to be submitted within three days of issue of contract. The bidder should give their acceptance of the implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

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 condition and strictly as per the conditions of the tender documents and I/We aware that the financial bid is liable to be rejected if it contains any other condition.

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

TECHNICAL BID FORM-8

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER AND VALIDITY OF RATES

I/We hereby undertake that all the technical & financial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for uploading of bids shall be acceptable to us and I/We shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.

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 BOOKS/BOOKLETS 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.

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

Place & Date

TECHNICAL BID FORM-10

Certificate regarding implementation of labour laws and etc.

It is certified that I/We have read the clause of labour law of the Delhi Administration (GNCT of Delhi)/State Govt and implementing the labour laws in our press as framed by the Labour Department, Govt. of NCT of Delhi/State Govt.

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

Place & Date

TECHNICAL BID FORM 11

CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS

- i) Certified 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 30 days.
- a. Four Colour _____ Reams
- b. 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-12 (Sample)

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

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

Place & Date:

TECHNICAL BID FORM-13 (Sample)

SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER

That I/We _____ M/s _____
_____ Address _____ certified

that our firm has never been blacklisted in the past by any Govt. department/Agency.

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

Place & Date