

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, Institutional Area, Pankha Road,**  
**"D"Block,Janakpuri, New Delhi-110058**  
**Phone 28524202, 28522049 FAX 28520901**  
**E mail- delhibureauoftextbooks@gmail.com**

**TENDER NOTICE-2018-19**

Item	Annual School Calendar
Size	10"x 7"
Quantity	1500 pieces
Estimated Cost of the work	Rs. 80000/- (Inclusive of total cost of the Calendar Exclusive of GST at applicable rates)
EMD	Rs. 2400/-
No. of pages	26
No. of colours	Four
Paper	300 gsm Art card paper for printing of Calendar and 2 mm White board for base will be procured by the printer from his own resources.
Binding	spiral binding with the base of the calendar.
Date of Submission	05.07.2018 up to 2.00 p.m.
Date of Opening	05.07.2018 at 3.00 p.m.
Schedule of supply	The supply of the calendar has to be made within 15 days from the final approval date of the office of the Addl. D.E. (School)/competent authority. No time extension will be allowed for the supply of calendar.

The manuscript and photographs will be provided by the Addl. D.E.(School). The printer will have to design the calendar in accordance to the dummy provided and get it approved from Directorate of Education (School Branch), Old Secretariat Delhi, before printing within 5 days than the issue of work order. A good quality of printing of calendar is required. No variation in colour will be allowed.

A penalty of 2 % of total cost of work will be imposed for non-registration of colours.

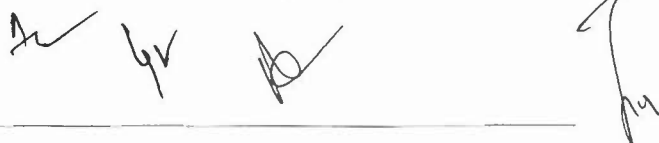
The paper shall be procured by the printer from its own sources and should be strictly as per BIS specification 4658:1988. In case of any deviation in the paper specifications i.e. BIS specifications a penalty @ 2% per parameter at the total cost of the job will be deducted from the printers bill. DBTB reserved the right to get the paper of the calendar tested in the government lab after supply, if required.

The supply of the calendar has to be made within 15 days from the final approval date from the office of the Addl. D.E. (School)/competent authority. The Bureau will impose the delay penalty @ 5% per week on the unsupplied lot. The schedule date will be counted from the date of the final proofs.

Payment of the bill will be made within reasonable time of the receipt of supply subject to the verification of satisfactory supply as per terms and conditions and specifications. The copy of the approval is to be attached with the bill after completion of the entire work.

The supply will be made by the printer in 13 District offices, School Branch of Directorate of Education Old sect. Delhi and the remaining in the office of the Secretary DBTB as per the instructions of the Bureau. Each calendar should be packed in separate transparent sheet packed in the bundles containing 25 pieces. The detail list of distribution of quantity to be supplied in different offices will be collected by the printer from the office of the Secretary DBTB.

The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for **Rs 2400/- (Rupees Two thousand four hundred only)** of any scheduled/nationalized bank valid up to



31.08.2018 in favour of Managing Director, Delhi Bureau of Text Books, is to be submitted in the office of Bureau upto the last date & time of uploading of tender.

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 will be submitted by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The document with regard to claim of Exemption will be submitted alongwith other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.

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.

**Performance Security:** - The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 5 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. 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.

**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 clear calendar days from the date of award of the work. 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/contract will be signed 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.
- e) If the L-1 bidder fails to execute all the jobs, 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.

The bidder has to give the rate in figure as well as in words. If any discrepancy between rates in figure & words, the rate in words will govern.

The work will be allotted to the L-1 bidder subject to fulfillment of all the terms and conditions of the tender. No counter condition will be allowed and tender will be summarily rejected.

Any delay on the part of the Authority in finalizing the proof will be intimated by the printer with proof to the Bureau and if the delay in finalizing the proof is on the part of the Authority then the penalty will be imposed from the date of finalizing of proof.



The rates should be valid upto 30.06.2019 and including all charges like corrections, positive making, freight, loading, unloading, stacking and exclusive of GST etc.

The bidder is required to submit an undertaking, as per Annexure-1, that the firm is not blacklisted or debarred for participating in Govt. tenders/work order by agency **at the time of submission of bid.**

In case of any dispute, the decision of Chairman, DBTB shall be final and binding. The Court of Delhi/New Delhi shall have the jurisdiction on any legal dispute.

Handwritten signatures and initials, including a large signature on the left and initials 'hw' and 'KQ' on the right.

(ANIL KAUSHAL)  
SECRETARY

**FORM OF QUOTATION**  
**Annual School Calendar**

Name and Address of the firm with phone numbers: \_\_\_\_\_

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PAN No. \_\_\_\_\_

GST Registration No. \_\_\_\_\_

Rates per Calendar (exclusive of GST etc.) Rs. \_\_\_\_\_ (Rupees)

**NOTE:** EMD in original, copy of GST, PAN & self declaration in the given format to be submitted along with the bid.

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

I hereby accept all the terms and conditions of the tender and rates quoted are exclusive of taxes by me/undersigned.



Signatures with seal of the Prop./Partner

Phone Numbers  
Mobile Number



**DECLARATION**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_

Address \_\_\_\_\_

certified that my/our firm has never been blacklisted or debarred for participating in Govt. tenders/work order in the past by any Govt. Department/ Organization/ Undertaking.

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

**With rubber stamp**

Place & Date

**Note: To be submit along with the bid.**

Handwritten signatures and initials in blue ink on a lined background. There are three distinct signatures: one at the top right, one in the middle, and one at the bottom left.