

## 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

### SHORT TERM E-PROCUREMENT TENDER NOTICE

Name of The Work	On-line tender notice for the Printing and supply of Text Books
Tender I.D. No.	2016_DBTB_96625_1
Tender Reference No.	F.P (2)/PTB/DBTB/2015/3/16
Date of released of tender through e-procurement platform	08.01.2016
Last date and time for receipt of tender through e-tender procurement solution	15-01-2016 upto 2.00 p.m.
Date and time of opening of Technical Bids through e-procurement	15-01-2016 upto 3.00 p.m.

Further details can be seen at <https://govtprocurement.delhi.gov.in>

The first requirement to participate in e-tender is to have digital signatures and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signatures please contact NIC Help Desk, C Wing, 6<sup>th</sup> floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, **Tel No. 23813523.**

Sd/-

Secretary, DBTB

## दिल्ली पाठ्य पुस्तक ब्यूरो

25/2, संस्थानीय क्षेत्र, पंखा रोड, डी ब्लॉक, जनकपुरी, नई दिल्ली-110058

दूरभाष : 28524202, 28522049 फ़ैक्स - 28520901

ई मेल - [delhibureauoftextbooks@gmail.com](mailto:delhibureauoftextbooks@gmail.com)

### अल्पावधी ई-निविदा प्रापण सूचना

कार्य का नाम	पाठ्य पुस्तकों के मुद्रण एवं वितरण हेतु ऑन लाइन निविदा सूचना
निविदा टेंडर की आई.डी.	2016_डी.बी.टी.बी._96625_1
टेंडर की संदर्भ संख्या	एफ.1-पी(2)/पी.टी.बी./डी.बी.टी.बी./2015/3/16
ई-निविदा प्रापण प्लेटफार्म के जारी करने की तारीख	08-01-2016
ई-प्रापण सॉल्यूशन के जरिये निविदा प्राप्त करने की अंतिम तारीख व समय	15-01-2016 को 2.00 बजे तक
ई-प्रापण सॉल्यूशन के जरिये तकनीकी निविदा खोलने की तारीख व समय	15-01-2016 को 3.00 बजे तक

अधिक जानकारी वेबसाइट <https://govtprocurement.delhi.gov.in> पर देखी जा सकती है ।

ई-टेंडर में भाग लेने के लिये पहली अपेक्षा के रूप में डिजिटल हस्ताक्षर होने चाहिये तथा निविदादाताओं का एप्लीकेशन सर्विस प्रोवाइडर एन.आई.सी. के पास पंजीकरण होना अनिवार्य है । ई-निविदा/डिजिटल हस्ताक्षर के बारे में किसी प्रकार की पूछताछ के लिये हैल्प डेस्क, "सी" विंग, छटी मंजिल, विकास भवन-2, मेटकॉफ हाउस के पास, सिविल लाईन्स, दिल्ली-110054, दूरभाष-23813523 से सम्पर्क करें ।

हस्ता0  
सचिव, दि.पा.पु.ब्यूरो

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## SHORT TERM E-TENDER NOTICE

Online tenders are invited from the reputed offset printers (Web offset/Sheet offset), operating within NCR of Delhi for the Printing & Supply of Textbooks in English, Hindi, Urdu and Punjabi medium for classes I to VIII. The estimated cost of the work **73.61 Lakhs** Offset Press 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. 58.88 Lakhs or two work of printing of books having a value not less than Rs. 36.81 Lakhs each or three works of printing of books having a value not less than Rs. 29.44 Lakhs each and should have the minimum machine capacity as per Eligibility Criteria of the tender documents.
2. The bidder must upload the certificate of satisfactory completion of job mentioning amount of the job, issued by the work awarding Authority as work experience certificate.
3. A valid license in printing of books issued by competent authority.
4. A minimum average of financial turnover of Rs. 22.08 lakhs during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2012-13, 2013-14 & 2014-15 duly authenticated by Chartered Accountant must be given.

There are 21 titles in English, Hindi and Urdu medium. The number of copies ranging 5000 copies to 240000 copies for Text Books to be supplied in DBTB Godown as per specifications laid down in the tender. The cover of all the books is to be printed in four colours.

The books are to be printed on the sheet/ Web offset Machines. The print order/No. of pages may be increased or decreased by 20%.

The entire work of printing and delivery of Text books are to be completed within 75 days. The delivery of text books is to be given at the godowns of Delhi Bureau of Text Books or at any other place/s within NCT of Delhi.

The text paper (water- mark) and cover paper shall be supplied by Delhi Bureau of Textbooks for all the printing work and the printers shall make arrangements for the lifting of paper from the godowns of DBTB or from any other place/s within NCR of Delhi.

The last date of up-loading the completed tender document would be 15-01-2016 up to 2.00 p.m. There shall be two types of bids namely **Technical and financial bids**.

The **Earnest Money Deposit** in the form of F.D.R./ Bank Guarantee for Rs.2.21lakhs(Rupees Two Lakhs and Twenty One Thousand only) **of any Nationalized Bank** valid up to 15.04.2016 in favour of Managing Director, Delhi Bureau of Text Books.

**NOTE: The EMD, Affidavits and acceptance of terms and conditions duly signed by the authorized signatory as mentioned in the tender document should be submitted directly to the office of the Bureau upto the last date and time of uploading the Technical Bid. Details of the EMD shall be uploaded with the Tech. Bid.** The EMD should be valid up to 15.04.2016.

The bids 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. 15-01-2016 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, Affidavits and Terms and conditions duly signed by the authorized signatory as mentioned in the tender document directly to the office of the Bureau on 15-01-2016 up to 2 p.m.**
- B. Last date for uploading the tender documents on line 15-01-2016 up to 2.00 p.m. through e-procurement.
- C. On line opening of Technical Bid: 15-01-2016 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- D. On line opening of financial bid: The date and time will be declared after the evaluation of technical bid.

**The first requirement to participate in e-tender is to have digital signatures 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, 6<sup>th</sup> 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.

Secretary,  
Delhi Bureau of Text Books

## GENERAL TERMS & CONDITIONS

The delivery of printed text books in English, Hindi and Urdu medium shall be made at the godown/s of Delhi Bureau of Text Books or at any other place/s within the NCT of Delhi. 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. The bidder must upload the certificate of satisfactory completion of job mentioning amount of the job, issued by the work awarding Authority as work experience certificate.

1.2 A valid license in printing issued by competent authority i.e. MCD, Declaration before the Police Commissioner/ Magistrate etc.

1.3 A minimum average of financial turn over during the last three years, ending 31<sup>st</sup> March of the previous financial year i.e. 2012-13, 2013-14 & 2014-15 at least be Rs. 22.08 Lacs duly authenticated by the Chartered Accountant.

1.4 The printer should have ownership document in support of printing and binding machines.

1.5 The printers shall have the following criteria:

1. **Plate Making:** - Full fledged plate making unit with pasting table and printing down frame.

2. **Printing Machines:** -

a. One four-colour sheet fed offset printing machine of not less than 28X40 inch or 23x36 inch

b. One four colour web offset printing machine of not less than 22.75" cut size.

or

One four colour web offset printing machine of not less than 20" cut size

or

One Double Colour sheet fed machine for sheet fed printing in size 23" X 36"

or

One single colour web offset printing machine of not less than 20" cut size

3. **Binding machine & equipment:** -

a. One automatic folding machine of not less than 30" size & capable of performing four folds.

b. One wire stitching machines capable of stitching at least 200 pages of the book printed on 80 gsm.

c. One cutting machine of not less than 40" size.

d. One three side trimmer.

e. Complete arrangement of Perfect binding.

4. **Storage Space:** - At least 100 sq.mtrs. space (covered area) for the safe storage of paper and printed formes.

**Note: A. While uploading the rates it should be calculated that the quantum of work allotted to the respective 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 at his own cost.**

## 2. Text Paper and Book sizes: -

S.No.	Paper Sizes	Trade Name of Book Sizes	Trimmed size of the book
1.	28" Reel (71Cms)	Crown Quarto	17.1 X 24.1 cms.
2.	33" Reel (84 Cms)	Demy Quarto	20.5 X 26.9 cms.
3.	22.5" x 35"( 57x89cms)	Demy Quarto	20.8 X 27.0 cms

**3. Details of the text books to be printed:** There are 21 titles of the text books for class I to VIII in Hindi, English and Urdu medium. The details of specifications of each title with class, print order, no. of pages, colour in which the text and cover to be printed and style of binding is given as under:

### 3.1 Technical Specifications of the text books 2016-17

S.No.	Title	Size Of the book	Class	Print order	No. of Pages	16 Pages	8 Pages	4 Pages	2 pages	Cover with Colour	Trimmed size of the book
1.	Ganit Ka Jadu (Hindi Med.)	Demy 4 to	I	80000	160	-	20F-F/C	-	-	Four	20.5 X 26.9
2.	Rim Zim (Hindi Language)	Demy 4 to	I	130000	136	-	17F-F/C	-	-	Four	20.5 X 26.9
3	Marigold (Eng. Language)	Demy 4 to	I	130000	132	-	16F-F/C	1F-F/C	-	Four	20.5 X 26.9
4	Ganit ka Jadu (Hindi Med.)	Demy 4 to	II	120000	136	-	17F-F/C	-	-	Four	20.5 X 26.9
5	Rim Zim (Hindi Language)	Demy 4 to	II	170000	120	-	15F-F/C	-	-	Four	20.5 X 26.9
6	Marigold (English Language)	Demy 4 to	II	160000	184	-	23F-F/C	-	-	Four	20.5 X 26.9
7	Ganit Ka Jadu (Hindi Med.)	Demy 4 to	III	100000	208	-	26F-F/C	-	-	Four	20.5 X 26.9
8	Rim Zim (Hindi Language)	Demy 4 to	III	160000	148	-	18F-F/C	1F-F/C	-	Four	20.5 X 26.9
9	Marigold (English Language)	Demy 4 to	III	180000	116	-	14F-F/C	1F-F/C	-	Four	20.5 X 26.9
10	Meri Dilli (Eng. Med.)	Crown4to	III	10000	96	6F-F/C	-	-	-	Four	17.1X24.1
11	Hamara Bharat (Hindi Med.)	Crown4to	IV	150000	152	9F-F/C	1F-F/C	-	-	Four	17.1X24.1
12	Our India (SST Eng. Med.)	Crown4to	IV	10000	140	8F-F/C	1F-F/C	1F-F/C	-	Four	17.1X24.1
13	Our World (SST Eng.Med.) New Book	Crown4to	V	50000	128	8F-F/C	-	-	-	Four	17.1X24.1
14	Bal Ram Katha (Hindi Supp.)	Crown 4to	VI	240000	96	6F-D/C	-	-	-	Four	17.1 X 24.1
15	Social Science (Eng.Med. Civics)	Demy 4 to	VI	50000	116	-	14F-F/C	1F-F/C	-	Four	20.8 X 27.0

16	Ruchira (Sanskrit Language)	Crown 4to	VII	180000	120	7F-F/C	1F-F/C	-	-	Four	17.1 X 24.1
17	Social Science (Eng. Med. Civics)	Demy 4 to	VII	10000	140	-	17F-F/C	1F-F/C	-	Four	20.8 X 27.0
18	Social & Political Life (Eng. Med. Civics) New Book	Demy 4 to	VIII	50000	144	-	18F-F/C	-	-	Four	20.8 X 27.0
19	Samaji Aur Siyasi Zindagi (Civics Urdu Medium)	Demy 4 to	VIII	5000	144	-	18F-F/C	-	-	Four	20.8 X 27.0
20	Our Environment (Geog. Eng. Med) New Book	Demy 4 to	VIII	50000	84	-	10F-F/C	1F-F/C	-	Four	20.8 X 27.0
21	Wasail aur Taraqqui (Geog) (Urdu)	Demy 4 to	VIII	5000	104	-	13F-F/C	-	-	Four	20.8 X 27.0

**Abbreviations:** F/C- Four Colour, D/C- Double Colour, S/C- Single Colour, F- Forme

### **3.2 STYLE OF BINDING:-**

- 1. Books up to 120 pages-** should be Saddle wire stitched at two places with cover taken in to stitches and cut flush.
- 2. Books from 120 to 180 pages-** should be side wire stitched at two places with cover pasted and cut flush.
- 3. 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 groove for filling in the glue to hold firmly the spine and cover of the book.

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

- 4.1 The ink should be of a good quality having sufficient quantity of finely grind pigments.
- 4.2 The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
- 4.3 The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
- 4.4 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- 4.5 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.

**5. 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.

- 5.1 The imposition of pages should be in accordance with the page area marks given on the positive.

- 5.2 Perfect registration of colours should be maintained throughout while printing the job.
  - 5.3 There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
  - 5.4 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/sports.
  - 5.5 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
  - 5.6 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.
  - 5.7 There should be no variation in any shades throughout the book.
- 6. Text & Cover paper:** - The paper for the printing of text and cover shall be made available to the printer by the DBTB from its godown/s or from any other place/s within the NCR of Delhi. Printer shall arrange the lifting of paper of their own. The Bureau is not responsible for loading/ unloading of the material. The printer shall make their own arrangement of labour for the purpose of loading of paper/unloading and stacking of the books.
- 7. Style of binding:** - **The binding of the books shall be done as per specifications mentioned in the technical specifications (clause 3.2):** - 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 form 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; the penalty @ cost of book/sale price whichever is maximum, will be imposed on the printer for negligence.

The books to be center or side stitched should have two wire staples of appropriate gauge suiting to the bulk of the book. The two staples in the centrally stitched books should be done exactly on the folds of the cover and folded formes, while side stitching the books, the two staples should be put leaving equal space at the head and the tail of the book after trimming.

While perfect binding a book, 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 groove 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.

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 3.1).

**As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed and past performance of the printer worked with the Bureau. 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 punitive action will be initiated against the printer/firm.**

8. The printer blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. **Every printer would be required to submit an affidavit that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/any other agency directly to the office of the Bureau upto the last date and time of uploading the technical bid.**
9. The printer is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities.
10. The printer/firm should follow the labour laws framed by the labour commissioner of Govt. of NCT of Delhi or of concerned authorities of neighbouring states concerned. 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 firm/organisation is following Rules and Regulations framed by the Labour Deptt., Govt. of NCT of Delhi/ concerned state authorities.**

11. **Due date and time:** - On line tender documents should be uploaded upto 15-01-2016 upto 2.00 p.m.
12. **Mode of submission:** - The on line tender shall be uploaded on the website of Govt. of Delhi i.e. **<https://govtprocurement.delhi.gov.in>** upto 15-01-2016 up to 2.00 p.m. It will be the responsibility of the bidder to ensure that the complete document in accordance to the terms & conditions were uploaded on the e-tender site.

- 13. 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** – uploaded the rates of the books separately for each title in the BOQ.

- 14. Earnest money deposit (EMD): -** Detail of EMD is to be uploaded with the technical bid and original is to be submitted **directly** to the Bureau upto the last date and time of uploading the technical bid, in the form of Bank FDR/Bank Guarantee from nationalized bank.

The EMD should be valid up to 15.04.2016. The EMD of the unsuccessful bidder shall be returned after the finalization of the tender at the expenses 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.

- 15. 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.

- 16. Opening and evaluation of tender: -** The e-tenders (uploaded) will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 15-01-2016 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 all the bidders will be done by the inspection committee at any time after 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 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 evolution of the tech. bid. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical bid.

**17. Performance Security:** - The successful bidders will have to deposit the performance security at the rate of 10% of the total work awarded to him within 7 clear calendar days from the date of the award of the work and should be valid up to 31.12.2016. Further the required performance security will be accepted in the form of FDR/ Bank Guarantee of any nationalized bank in favor of Managing Director, Delhi Bureau of Text Books. If the successful bidder/s fails to remit the performance security within prescribed time, the EMD remitted by him/them will be forfeited and his/their bid will be held void. The performance security will be released only after the successful completion and final payment of the job. The performance security shall be liable to be forfeited, partly or wholly, for violation of any terms and condition of the tender.

**18. 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 7 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, printer/firm fails to perform any contractual obligation, his EMD and performance security will be forfeited. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

**19. 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/production material. No bill will be processed, if the press failed to submit the production material. 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 printer. The printer 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.

**20. 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 issued/intended to be issued to him by the Bureau. After the finished books of the lot of paper issued to him are delivered to the Bureau for subsequent issue of the paper no separate bank guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.

**21. 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.

**22. Implementation schedule:** -

The printer shall be required to supply the 75% of the total print runs to be delivered within 60 days from the initial date of award of the tender/material whichever is later.

**i)** The balance 25% will have to be supplied within next 15 days.

**ii)** The entire supply is to be completed within 75 days from the date of award of contract/issue of Production material whichever is later

**iii)** The production material shall be taken from the Bureau within seven working days failing which the date of award of contract will be counted as day one for the schedule time.

a) Date of award of work/issue of Prod. Material **Day one (1)**

b) Completion of the work within 75 days from the date of award of the work/issue of Production Material whichever is later but not later than seven days.

The Production material shall be taken from the Bureau within seven working days failing which the date of award of contract will be counted as day one for the schedule time. 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. If supply is not made as per the time schedule, it will be treated as Criminal Offence and action shall be taken against the bidder as per the law in this regard.

**23. 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. In case of subletting the work the contractor/firm

shall be blacklisted apart from taking other appropriate action as per terms & conditions of the tender.

**24. Penalty: -**

- a) If the 75% of the print runs are not supplied within 60 days from the initial date of award of the contract/issue of production material, a penalty @ 5% per week (i.e 7days calculated on pro-rata daily basis) will be imposed on the unsupplied lot from 1<sup>st</sup> day.
- b) The work and printing and delivery is to be completed within the stipulated time schedule of 75 days and if the remaining 25% of the print runs are not supplied within next 15 days from the 61<sup>st</sup> day upto 75<sup>th</sup> day of date of award of the contract/issue of production material, a penalty @5% per week (i.e 7 days calculated on pro-rata daily basis) will be imposed on the unsupplied lot from 61<sup>th</sup> day.
- c) The trimmed sizes of the books are mentioned at clause 3.1 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 and such books shall be forfeited for the purpose of destruction at the cost of printer.
- c) In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of printing will be levied.
- d) In case of defective binding, a penalty of 2% will be levied on the total cost of printing.
- e) In case of short supply of books by the printer, a penalty will be imposed as per the cost price of book or MRP whichever is higher.

**25. Recovery of cost of balance unconsumed paper not returned by the printer: -** The Requisite quantity of text & cover paper for printing of each job will be provided to the printer by DBTB. The printer shall have to submit the consumption account of paper for each title with the bill. The account will be tallied with the issue of paper from the stores. In case of any quantity of paper remains as balance with the printer after completing the job, the same should be returned by the printer to DBTB, failing which the cost of the balance unconsumed paper shall be recovered at the current rate of the paper purchased by the Bureau plus 25%, from the printers bill.

**26. 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 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 the bidder whose bid has been rejected. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.

- b) Tender with incomplete information is liable for rejection.
- c) 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 forfeited the Performance Guarantee of the defaulter.

**27. 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.

**28. 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 2.00 p.m upto 15-01-2016 the last date and time of uploading the technical bid.**

- 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.

**29. Delivery:** -

The printer shall be required to supply the 75% of the total print runs to be delivered within 60 days from the initial date of award of the contract/issue of production material. The balance 25% will be supplied within next 15 days. The entire supply is to be completed within 75 days from the award of contract/issue of production material. No extension of time shall be allowed to any printer on what so ever grounds beyond the maximum time limit of 75 days.

Delivery of the books/booklets shall be made at the godown/s of Delhi Bureau of Text Books at the address given above or at any other place/s in the NCT of Delhi specified by the Bureau. Before the bulk supply of books is made in godowns, 5 advance copies of books have to be supplied in the Production Deptt., Delhi Bureau of Text Books for verification for size and other defects it should be randomly collected from bulk supply for verification of size and other defects.

**30. 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 to the godown/s of the Bureau

at the address given above or at any other place/s in the NCT of Delhi specified by the Bureau.

- 31. Registration with VAT department:** - The bidder/authorised distributor should be registered with the Value Added Tax Department in Delhi and shall submit the documentary proof. In case of bidder/s unregistered with DVAT, VAT will be deducted as per the guidelines of Delhi Value Added Tax Department.
- 32. Quoting of rates:** - The rates of the book should be quoted on per copy basis of the job (including all charges like corrections, taxes, VAT, Cover, freight, loading, unloading, stacking in the godown of Bureau etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS.
- 33. Validity of Rates:** The rates should be valid up to 31.12.2016 for the printing of text books.
- 34. 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 allowed as per rates approved for each title. The extended orders shall be completed as per the time schedule given in the order.
- 35. Printing of extra copies:-** The printer will not print any extra copies without the permission of the Bureau. In case of any complaint receive and found correct in this regard, action may be initiated against the bidder under the copyright act.
- 36. Self attestation of the documents:** - Each and every document required to be uploaded with the technical bid must be self-attested by the bidder along with seal.
- 37. 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.
- 38. 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.
- 39. Power to reject the tender:-** The Chairperson, DBTB does not bind herself 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.

- 40. Collection of material:** - Printers shall collect the production material immediately in the form of positive/CD of text and cover after receiving the information of award of work from the office of the Bureau, telephonically or otherwise. The paper requisition and 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. The paper shall be issued as per requisition but only after submitting the comprehensive insurance coverage by the press against the issuance of the paper.
- 41. 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.
- 42. 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.
- 43. Taxes and Duties:** - The printer shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished textbooks to the godown/s of the Bureau.
- 44. 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 godown/s 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.
- 45. 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.

#### **46. Correction of Errors**

- i). 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:
  - a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
  - b) 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.
- ii). 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.

#### **47. Authority Letter:**

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.

#### **48. More Instructions for Technical Bid**

1. The tenders not uploaded in prescribed form and not submitted the EMD (directly) alongwith two affidavits before the opening of the technical bid shall be disqualified.
2. The quotations should be strictly in accordance with the specifications at clause 3 of the terms & conditions specified above. Uploading of **incomplete tender or of incorrect specifications** shall be liable for rejection and forfeiture of EMD.
3. The details as required in the Technical bid form shall be provided by the printer to the Bureau and **no self-made condition or counter conditions shall be written by the bidder.**

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 of Single, Double and four colour books within a span of 75 days as the case may be, in the Technical Bid in the prescribed form.
6. **If the printer does not supply books 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 for the future and the security deposited will be forfeited.**
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 31.12.2016.**
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.

**49. More instructions for commercial bid: -**

1. The printer will have to fill financial bid for the title, in which he is interested. The rates of the book shall be for per copy basis (including all charges like corrections pages etc., taxes, VAT, Cover, freight, loading, unloading, stacking etc.) and also include cartage/ packing/ transportation/ stacking charges in the godowns of Delhi Bureau of Text Books or any other place/s in NCR of Delhi.
2. Rates of the book should be quoted for per copy basis (including all charges like corrections, taxes, VAT, Cover, freight, loading, unloading, stacking etc.) for each title in the original commercial bid form only prescribed by the Bureau and the prices shall be quoted in Indian Rupees only.

3. The delivery of the books will have to be made in the godowns of Delhi Bureau of Text Books or any other place/s in the NCR of Delhi in accordance to the delivery schedule to be mentioned in the print order. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise, shall be allowed.
4. The printer shall print each title allotted to him as per the Tech. specifications mentioned at clause 3 of the tender.
5. The Bureau will issue the paper for printing the text (water mark) and cover. The paper shall have to be lifted from the godown of the Bureau or from any other place/s situated in the NCT of Delhi by the bidder at his own cost.
6. **For Sheet Fed Machines** -Spoilage @1% for first colour and ½% (half) for every subsequent colour will be allowed on the paper supplied by the Bureau.  
**For Web Offset Machines** – Spoilage @ 4% for four colour, 3% for Double 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.  
**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.**
8. The successful bidder shall have to furnish a bank guarantee of 10% of the cost of paper before lifting the paper issued/intended to be issued to him by the Bureau. After the finished books of the lot of paper issued to him are delivered to the Bureau for subsequent issue of the paper no separate bank guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.
9. The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour to the Bureau for its approval before final printing in bulk.
10. Only Manuscripts/CD and positives of text and cover of the books shall be supplied by the Bureau as Production Material. But After completion of the job, the printer will have to return the CD, positives and Manuscripts before submitting the final bills. The printer shall have to carry out the correction/positives of prelim pages at his own cost and show proofs to the Bureau however the correction charges and preparing the single piece positive/s of text page/s will be paid by the Bureau with the payment.
11. The successful bidder will be free to collect the printing material from the Bureau after completing the formalities of contract within seven days from the date of award of contract. The printer shall have to deposit the following documents: -
  1. Performance Security
  2. Comprehensive insurance coverage for the paper issued to the printer for the printing of books.
  3. Bank guarantee for paper.
  4. Agreement Deed separately for each title allotted to the press.

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.

12. The allotment of a particular job shall be made to the lowest bidder for that job on the basis of the printing capacity and the past performance
13. The printer shall quote the rate of each title separately on per copy basis (including all) in the prescribed format of BOQ.
14. If any printer quotes rate for a title, for which he is not entitled according to the possession of No./Size/Type of machines, his bid shall be rejected and EMD forfeited with immediate effect.
15. 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.

#### **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 decision 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.
- 50. 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.
- 51. 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  
31.12.2016.**

**SECRETARY  
Delhi Bureau of Text Books**

**Technical Bid Form - 1**

**TECHNICAL BID FOR THE PRINTING & DELIVERY OF TEXT BOOKS  
FOR THE ACADEMIC YEAR 2016-17**

**(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 \_\_\_\_\_
- 1.4 Copy of the work experience certificate As per tender document uploaded/Not uploaded
- 1.4 Copy of the PAN Card uploaded/Not uploaded
- 1.5 Copy of VAT No./Sale Tax Registration No. (Whichever is applicable) uploaded/Not uploaded
- 1.6 Copy of the valid license/undertaking of printing From competent authority uploaded/Not uploaded
- 1.9 Details of Earnest Money Deposit (EMD) (EMD should be submitted directly in the office of DBTB) uploaded/Not uploaded  
(Scanned copy should be uploaded)  
Submitted/Not Submitted  
(Directly to be submitted in the Bureau)
- 1.10 Proof of average turnover during last 3 years (Authenticated by C.A.) uploaded/Not uploaded
- 1.11 Details of Machines uploaded/Not uploaded
- 1.12 Certificate of reading/understanding of Technical specifications uploaded/Not uploaded
- 1.13 Acceptance of Implementation schedule uploaded/Not uploaded
- 1.14 Declaration regarding commercial 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 31-12-2016 uploaded/Not uploaded
- 1.17 Declaration regarding supply of Text 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 (Directly to be submitted in the Bureau)
1.19	Affidavit regarding never blacklisting on Non- Judicial Stamp Paper of Rs. 10/- as Per sample given.	Submitted/Not Submitted (Directly to be submitted in the Bureau)
1.20	Documents for partnership 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 of 75 days	uploaded/Not uploaded
1.23	Authority Letter	uploaded/Not uploaded

**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.  
3. EMD and Affidavits should be physically submitted in the office of the Bureau in open envelop upto the last date and time of uploading the tender.

## 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 above mentioned amount and valid upto 15-04-2016, directly to the office of the Bureau and details of the same be uploaded in the above mentioned 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

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

Annual turnover for the last three years \_\_\_\_\_  
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2012-13		Uploaded/Not uploaded
2013-14		Uploaded/Not uploaded
2014-15		Uploaded/Not uploaded

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

**Place:**

**Date:**





**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 shall complete the work of printing and delivery of textbooks within the stipulated time schedule of 75 day .

- i)** If the 75% of the print runs are not supplied within 60 days from the initial date of award of the contract/issue of production material, a penalty @ 5% per week (i.e 7days calculated on pro-rata daily basis) will be imposed on the unsupplied lot from 1<sup>st</sup> day.
- ii)** The work and printing and delivery is to be completed within the stipulated time schedule of 75 days and if the remaining 25% of the print runs are not supplied within next 15 days from the 61<sup>st</sup> day upto 75<sup>th</sup> day of date of award of the contract/issue of production material, a penalty @5% per week (i.e 7 days calculated on pro-rata daily basis) will be imposed on the unsupplied lot from 61<sup>th</sup> day.
- iii)** The Production material shall be taken from the Bureau within seven working days failing which the date of award of contract will be counted as day one for the schedule time.
  - a) Date of award of contract/issue of Prod. Material **Day one (1)**

- B.** I/we accept 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. If supply is not made as per the time schedule, it will be treated as Criminal Offence and action shall be taken against the bidder as per the law in this regard.

**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 commercial bid is liable to be rejected if it contains any other condition.

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

### **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 & commercial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.12.2016.

**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 TEXT BOOKS AS PER SPECIFICATION AND SCHEDULE**

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

**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) 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 75 days.
- a. Four Colour \_\_\_\_\_ Reams
  - b. Double Colour \_\_\_\_\_ Reams
  - c. 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:**

**TECHNICAL BID FORM-14**

**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**