

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
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NOTICE INVITING E-TENDER

Online tenders are invited from the reputed offset printers, operating within NCR of Delhi for the Printing & Supply of 21.5 lacs Student Diaries (Bilingual) of for 1+1 year i.e 2016-17,2017-18(with mutual consent at the same rate) for the students of Directorate Education & local bodies of GNCT Delhi.e delivery of the Student Diaries will be made in the schools of Directorate of Education and or any other place within the NCT of Delhi as specified by the Secretary, DBTB. The estimated values of the Student Diaries are Rs.3.65 Crore .The bidder should have: -

1. Should have experience of completing at least one work of printing of books, having a value not less than Rs. 2.92 Crore. or two work of printing of books is having a value not less than Rs. 1.83 Crore. each or three works of printing of books having a value not less than Rs. 1.46 Crore each and should have the minimum machine capacity as per eligibility criteria of the tender documents.
2. A valid license in printing of books issued by competent authority.
3. The Bidder must have a minimum average financial turn over of Rs.1 crore 95 Lac . during the last three years, ending 31st March of the,previous financial year i.e. **2012-13 ,2013-14 and 2014-2015**
4. The Bidder should have at least one web offset machine in cut size 578 mm or two sheet fed machines in size 57 cms X 89 cms along with arrangement for plate making and perfect binding.

The Students diaries is for class nursery to XII . The total quantity of Student Diaries is about **21.50 Lac (Bi-lingual) to be printed in Single colour** for the students of GNCT of Delhi and Local Bodies of GNCT of Delhi. The entire work of printing and delivery is to be completed within **50** days positively from the date of issue of order/production material/Distribution List.

Text-Paper: White MAP-LITHO PAPER of 80 GSM- BIS specification 1848:2007

Cover Paper: White ART CARD of 300 GSM- BIS Specification 4658:1988

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

The details of the tender are as under: -

S.No.	Name of the tender/Item	Quantity	No. of pages of each diary & size	Earnest Money (In Rs.)
1	Student Diary (19 Student Diaries for Nursery to XII classes)	21,50,000 Nos.	160 (Approx.) in Size Demy Octavo	1095000/-

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

Schedule:-

- i) Last date for submission of tender on line by 2.00 p.m. on 18.02.2016 through e-procurement.
- ii) On line opening of Technical Bid : 18.02.2016 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- iii) On line opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.

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

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

Sd/-

Secretary

Delhi Bureau of Text Books

GENERAL TERMS & CONDITIONS

The delivery of printed Student Diaries (Bilingual) shall be made **at the door step of approx. 1011 schools of Directorate of Education, GNCT Delhi in accordance with the supply schedule (Requirement) given by the Delhi Bureau of Text Books and balance in the godown of Delhi Bureau of Text Books. 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 evidence in support of fulfilling the conditions while submitting the technical bid.

1.1 Should have completed at least one work of printing of books, having a value not less than Rs. 2.92 Crore. or two work of printing of books is having a value not less than Rs. 1.825 Crore . each or three works of printing of books having a value not less than Rs. 1.46 Crore each and should have the minimum machine capacity as per eligibility criteria of the tender documents.

1.2 A valid license in printing issued by competent authority.

1.3 A minimum of average financial turnover of Rs. 1 crore 95 Lac during the last three years, ending 31st March of the previous financial year i.e. **2012-13 2013-14,2014-2015.**

1.4 **Must have two web offset machines of 578 mm cut size or four sheet fed machines in single colour in size 57cms X 89cms.** Bidder must have complete plate making unit and proper arrangement of perfect binding.

1.5 **Technical Specifications:**

Students Diaries

A. No. of Pages to be printed – 160(Approx.) **In Size Demy Octavo**

B. No. of Colours: -

Text In single colour

Cover In four colour

C. The printer shall have to provide the finished students Diaries in trimmed size of **5.25" x 8.5"** (Inch) to the schools. Any variation in trimmed size will attract the penalties of over-trimming. The trimmed size of the Diaries as mentioned above must be strictly adhered. 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 rates of paper purchased by Bureau during the year **2015-16** and such Diaries shall be forfeited for the purpose of destruction at the cost of printer.

D. All the printers should quote rates for the printing and supply of Diaries as per their capacity and capability. While submitting it should be calculated that the quantum of work allotted to the respective printer should be completed within 50 days. No extension of time shall be allowed for any reason except force majeure.

E. The printer shall have to carry out the corrections at their own cost.

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

2. Style of binding: -

- a) For Student diaries :** Perfect Binding should be done with a smooth shave of the spine separating all the leaves of the Diary and make appropriate groove for filling in the glue to hold firmly the spine and cover of the Diary.

While perfect binding a Diary, 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 Diary and make appropriate groove for filling in the glue to hold firmly the spine and cover of the Diary. 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 diary with cover and flexible to bear the frequent and flat opening of the diary. No leaf or the cover of the diary should come out while opening/turning over the diary. The glue should not crack in any case.

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

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

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

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

- 5. Earnest money deposit (EMD): -** The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for Rs.1095000/- (Rupees Ten Lakhs and Ninety Five Thousand only) of any Scheduled/Nationalized bank valid up to 30.05.2016 in favour of Managing Director, Delhi Bureau of Text Books is required to be submitted by the bidder, directly to the office of the Bureau, upto the last date and time of uploading of the bid.

6. Special Instructions for Completing the Tender Bid: -

- a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
- b) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- c) EMD and Affidavits must be furnished physically in DBTB office upto the last date and time of uploading the tender; otherwise the bid is liable to be rejected.

- 7. Opening and evaluation of tender:** - The tenders submitted will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 18.02.2016 at 3.00 p.m. in the presence of the representative/s of the bidders **with a letter of authority**, who prefer to attend the opening. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of printers may 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. The commercial bids in respect of the above short-listed bidders will be opened on the date and time announced lateron. The decision of chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and financial bids.
- 8. Performance Security:** - The successful bidders will have to deposit the performance security @ 10% of the total value of order in form of FDR/ Bank Guarantee of any Scheduled/nationalised Bank in favour of Managing Director, Delhi Bureau of Text Books within 7 clear calendar days from the date of the award of the contract and should be valid up to 90 days after the date of completion of contract. If the accepted bidder fails to remit the performance security within prescribed time, the EMD remitted by him will be forfeited and his bid will be held void. The performance security will be released only after the successful completion and final payment of the job.
- 9. Agreement deed:** -
- The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 7 days from the date of award of the contract. The bidder shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation found in the Agreement Deed, the bidder will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor. Agreement/contract will be signed after the submission of the performance security at the following terms.
 - The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
 - 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.
- 10. Payment:** - The payment shall be made on the basis of the final setup of pages of the Diary. If the number of pages increases or decreases, the proportionate cost of printing shall be payable. The 80% payment will be made as far as possible within 20 working days of the satisfactory supply of the complete consignment. No bill will be processed, if the bidder failed to return the production material to DBTB. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of Defective/damaged Diaries will be recovered from the final payment of the bills. The payment will be made on the basis of the delivery challans. No separate intimation will be given to the printer for any defects/short comings. The defective/damaged diaries will be the property of the Bureau hence the same will not be handed over to the firm.
- 11. Implementation schedule:** - Printer has to get approved the final proof from DBTB/any other authority assigned by bureau in GNCT Delhi with in 10 days only. Any delay on the part of authority has to be intimated by the printer in writing to the bureau . Entire work of finalization of proof ,printing and supply of printed material is to be completed within 50 days.The printer shall be required to supply the complete **class-wise lots of diaries to approx. 1011 schools of Directorate of Education, GNCT Delhi in accordance with the supply schedule (Requirement) given by the Delhi Bureau of Text Books and balance in the godown of Delhi Bureau of Text Books within 50 days** from the initial date of award of the tender/production material/Distribution List, whichever is later.
- Date of award of contract/Prod. Material/Distribution List **Day one (1)**
 - The printing work is to be completed within 50 days from the date of award of the Contract/Prod. Material/Distribution List.

- c) The printer shall at its own cost submit the proofs to the bureau or any other authority in GNCT of Delhi to be specified by the bureau at any stage for its approval before final printing

The bidder should give their acceptance to the implementation schedule in the prescribed form enclosed with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

- 12. Further assigning of tender in whole or part:** - The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.

13. Penalty: -

- a) If the work of printing and delivery is not completed within the stipulated time schedule of 50 days, a penalty for delay will be imposed @ of 5% per week (i.e. 7 days) on pro-rata daily basis on the total value of the printing and delivery of the diaries remaining un-supplied. The schedule will start from the **date of award of contract/Production material/Distribution List**.
- b) The trimmed size of the student Diary is **5.25" x 8.5"** (inch). **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 5 mm 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 Diaries shall be forfeited for the purpose of destruction at the cost of printer. The penalty will be charged on the basis of paper, procured by the Bureau. In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of printing will be levied.
- c) In case of defective binding a penalty of 2% will be levied on the total cost of printing.

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

- a) The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept/ reject/withdrawal any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- b) Tender with incomplete information is liable for rejection.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

15. False Information: -

a) In the event of furnishing false/incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/incorrect/ suppressed/ concealed information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.

b) If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation, his EMD 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. 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.

- 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.
- 17. Delivery:** - The delivery of printed Diaries form class I to XII shall be made at the door step of about **1011 (approx.)** schools **Directorate of Education, GNCT Delhi in accordance with the supply schedule (Requirement) given by the Delhi Bureau of Text Books and balance in the godown of Delhi Bureau of Text Books within 50** days from the initial date of award of tender/issue of production material/Distribution List, whichever is later in accordance to the supply schedule (Requirement) given by Delhi Bureau of Text Books and balance in the godown of Delhi Bureau of Text Books. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise, shall be allowed.
- 18. Packing:** - Finished Diaries shall be packed in bundles of 25 copies each and bundles will be first tied with plastic string or `Sutlee` and then wrapped with Brown paper sheet and delivered to the schools address given in the distribution list within GNCT Delhi. (To be provided later on).
- 19. Registration with VAT department:** - The bidder should be registered with the Value Added Tax Department in Delhi and will submit the documentary proof.
- 20. Quoting of rates:** - The per copy rates of the diaries should be uploaded in the prescribed BOQ Performa of the e-tender (including all charges like corrections, taxes, VAT, Cover, freight, loading, unloading, stacking etc.). the prices shall be quoted in Indian Rupees only. However, the payment shall be made by the Bureau to the bidder after deducting TDS. The quoted rates shall be valid up to **31.12.2017** for all extended orders up to **30% of** the main print order.
- 21. Variation in print order:** - The print order and number of pages can be increased/decreased by **30%** but no extra plate making charges shall be allowed in case of increased quantity. The extended orders shall be completed as per the time schedule given in the order.
- 22. Printing of extra copies:-** The printer will not print any extra copy without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the printer under the copyright act.
- 23. Amendment of tender documents:** - At any time prior to the deadline for submission of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website **<https://govtprocurement.Delhi.gov.in>**. Any amendment/s will be binding on all the bidders.
- 24. Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents and their addendum.
- 25. 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.

- 26. Collection of material:** - Printers shall collect the production material immediately in the form of MSS/CD after receiving the information of award of contract from the office of the Bureau, telephonically or otherwise. The format of agreement deed form will be given along with the letter of the contract. No extra time will be granted due to any reason.
- 27. Submission of documents for the required turnover:** - The bidder should upload the turnover for the last three financial years i.e. 2012-13 , 2013-14 and 2014-2015 and submit the Trading Account, Profit and Loss Account & Balance Sheet authenticated by the chartered accountant with the technical bid. The bidder will also upload the Annual Income Tax Returns for the last three years i.e. 2012-13 , 2013-14 and 2014-2015.
- 28. Submission of documents for the partnership firms and in other cases:** - The bidder should upload a partnership deed in case of partnership firm and certificate of registration/incorporation/commencement of business in case of private/public limited company or registered society with the technical bid.
- 29. Taxes and Duties:** - The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished Diaries to the schools and godown of the Bureau.
- 30. IMPORTANT NOTES:** -
- 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.
 - The implementation schedule specified in the contract shall be strictly adhered to.
 - Chairman, Delhi Bureau of Text Books reserves the right to change the godowns within NCR region at his discretion.
- 31. More Instructions for Technical Bid:** -
- The Memorandum of Association (In case of Pvt. Ltd. Co./Ltd. Co./Societies), Affidavits and EMD shall be submitted physically in the Bureau upto the last date and time of uploading the bid.
 - The details as required in the Technical bid shall be uploaded by the printer and **bidder shall not make any self-made condition or counter condition/s.**
 - 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.
 - If the printer does not supply Diaries as per schedule and specifications mentioned in the tender 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 bid security deposited will be forfeited. The Bureau will get the work executed at the risk and cost of the bidder.**
 - The bidder should upload a declaration with the technical bid of the tender that **“the supplies shall be made in accordance with the specification and time schedule mentioned in the tender if any order is placed with them”.** In the event of such document not submitted with the Technical Bid, the tender will be rejected.
 - The bidder must upload the undertaking that the rates quoted shall remain effective including extended orders up to 31.12.2017.**
 - An undertaking regarding acceptance of all the terms & conditions of the tender has to be uploaded with the technical bid.**
 - A declaration regarding commercial bid has to be signed and uploaded with the technical bid as given below: -

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

10. A certificate of reading/understanding of technical specifications as mentioned in the tender document has to be signed and uploaded with the tech. bid.

11. 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.

32. More instructions for commercial bid: -

1. The successful tenderer 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. Security deposit
2. Agreement Deed

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

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

33. Submission of undertaking of the acceptance of all the terms and conditions:-

The bidder will upload an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. The scanned copy of the undertaking is to be uploaded with the Tech. Bid.

34. Dispute Resolution:-

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

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

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

Note: -

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

Sd/-
SECRETARY
Delhi Bureau of Text Books

DELHI BUREAU OF TEXT BOOKS
(An Autonomous Organisation of the Govt. of NCT of Delhi)
25/2, Institutional Area, Pankha Road,
“D” Block, Janakpuri, New Delhi-110058

TENDER NO. F.1-P (6)/SD/DBTB/16-17/18

Technical Bid (Form 1)

**TECHNICAL BID FOR THE PRINTING & DELIVERY OF STUDENT
DIARIES FOR THE YEAR 2016-17, 2017-18.**

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

- 1. GENERAL INFORMATION: -**
The Printer should furnish the following details
- 1.1 Name & Address _____

- 1.2 Nature of the Firm -- Public/Private/Partnership/Proprietorship
- 1.3 Contract Nos. & fax -- Land Line _____
Mobile _____ Fax _____ Email _____
- 1.4 Technical Bid Form 1 Uploaded/Not uploaded
- 1.5 Proof experience in Stationary printing Uploaded/Not uploaded
- 1.6 Copy of the PAN Card Uploaded/Not uploaded
- 1.7 Copy of DVAT No./Sale Tax Registration No. (whichever is applicable) Uploaded/Not uploaded
- 1.8 Copy of the valid license of printing From competent authority Uploaded/Not uploaded
- 1.9 Details of Earnest Money Deposit (EMD): - Submitted/Not Submitted
Form-2 Uploaded/Not uploaded
- 1.10 Proof of average turnover during last 3 years (Authenticated by C.A.) and Scanned copy of last 3 years Annual Income Tax Return. Form-3 Uploaded/Not uploaded
- 1.11 Details of Machines Form-4 Uploaded/Not uploaded
- 1.12 Certificate of reading/understanding of Technical specifications Form-5 Uploaded/Not uploaded
- 1.12 Acceptance of Implementation schedule Form-6 Uploaded/Not uploaded

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|------|--|-------------------------|
| 1.13 | Declaration regarding financial bid Form-7 | Uploaded/Not uploaded |
| 1.14 | Undertaking regarding acceptance of all terms & conditions of Tender Form-8 | Uploaded/Not uploaded |
| 1.15 | Declaration from the concerned Bidder regarding supply of Student Diaries as per specification & schedule Form-9 | Uploaded/Not uploaded |
| 1.16 | Undertaking regarding validity of quoted Rates upto 31-12-2017 Form-10 | Uploaded/Not uploaded |
| 1.17 | Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- Form-13 | Submitted/Not Submitted |
| 1.18 | Affidavit regarding never blacklisting on Non- Judicial Stamp Paper of Rs. 10/- Form-14 | Submitted/Not Submitted |
| 1.19 | Documents for partnership of the Press | Uploaded/Not uploaded |
| 1.20 | Certificate regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/State Govt. Form-11 | Uploaded/Not uploaded |
| 1.21 | Certificate regarding capacity to handle the work in terms of Reams Form-12. | Uploaded/Not uploaded |
| 1.22 | Whether all documents signed with seal by the Proprietor/Partner/Director of the press Form-15. | Uploaded/Not uploaded |

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

Place & Date

Note: - Memorandum of Association (In case of Pvt. Ltd. Co./Ltd. Co./Societies), Affidavits and EMD shall be submitted directly in the office of the Bureau upto the last date and time of uploading the bid.

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

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

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

Place:

Date:

TECHNICAL BID FORM-3

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of the Firm _____

Address _____

Annual turnover for the last three years _____ (In Indian

Rupees)

Financial Year	Turnover (Rs. In lac)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	Income Tax Return
2012-13		Uploaded/ Not Uploaded	Uploaded/Not Uploaded
2013-14		Uploaded/ Not Uploaded	Uploaded/Not Uploaded
2014-15		Uploaded/Not Uploaded	Uploaded/Not Uploaded

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

Place:

Date:

TECHNICAL BID FORM-4

PROFORMA FOR DETAILS OF MACHINES

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

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 mentioned in the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished Diaries, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

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

Place & Date

TECHNICAL BID FORM-6
IMPLEMENTATION SCHEDULE: -

I/We will supply the complete lot of diaries to the **1011** schools (approx.) Directorate of Education of GNCT of Delhi **and balance in the godown of Delhi Bureau of Text Books** within 50 days from the initial date of award of the tender/issue of production material/Distribution List whichever is later,

- a) Date of award of contract/Production material/Distribution List----
Day one (1)
- b) Completion of the contract within 50 days from the date of award of the Contract/Production material/Distribution List.

The above implementation schedule is acceptable to us.

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

Place:
Date:

TECHNICAL BID FORM-7
DECLARATION REGARDING FINANCIAL BID

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

Place:

Date:

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

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

I/We hereby undertake that all the terms & conditions mentioned in the tender document or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same in Toto.

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

**TECHNICAL BID FORM-9
DECLARATION REGARDING SUPPLY OF DIARIES AS PER SPECIFICATION
AND SCHEDULE**

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

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

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

I/We hereby undertake that the rates quoted in Financial Bid shall remain valid upto 31-12-2017 for main order/extended order and I/We shall abide by the same fully.

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

**TECHNICAL BID FORM-11
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 are implementing the labour laws in our press as framed by the Labour Department, Govt. of NCT of Delhi/State Govt. with any modification (s) and amendments being made by the GNCT of Delhi from time to time.

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

Place & Date

**TECHNICAL BID FORM 12
CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS**

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 50 days.

1.Four Colour _____ Reams

2.Single Colour _____ Reams

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

Place & Date

**TECHNICAL BID FORM-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 _____ has/have furnished the correct information in the tender as per our knowledge and belief. Nothing has been concealed or suppressed. 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-14 (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-15

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