

DELHI BUREAU OF TEXT BOOKS

**25/2, Institutional Area, Pankha Road,
"D"Block,Janakpuri, New Delhi-110058
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QUOTATION FOR COMPOSING OF SYLLABUS

Sealed quotations are invited from the reputed Composer / firms from Delhi/NCR of having 02 years requisite experience with setup of Composing unit for composing of Syllabus in Hindi/English/Urdu/Science/ Maths /Bilingual of various subjects of all classes from I to XII in CD/DVD.Estimated Cost of the tender is Rs. 1.25 Lacs.

Size: A4 (Demy Quarto) Print Area-17.8 cm x 22 .8 cm

Quantity two soft copy (CD/DVD) and Five hard copies

Pages to be composed	1556 approx.
Date of Submission of quotation	15.06.2017 UPTO 2.00 P.M.
Date of Opening of quotation	15.06.2017 AT 3.00P.M.

Schedule of supply : The entire work of composing, final proof approval, and submission of soft and hard copies has to be completed in 10 days. The composer has to get approved the final proof from office of the Addl. D.E. (School)/competent authority from the date of issue of work order/manuscript. The supply of the CD/DVD and 5 hard copies has to be made from the final approval of proof from the office of the Addl. D.E.(School)/competent authority. No time extension will be allowed further. No of pages to be composed may vary by +/-30%.

Note:- The printer should strictly adhere to the above mentioned schedule. Any delay in submission of proof to School Branch, Old Sectt. by printer will be counted for delay penalty.

The manuscript will be provided by DBTB. The Composer will have to compose the syllabus in A4 size and get it approved from Directorate of Education (School Branch), Old Secretariat Delhi. The matter should be composed in coral draw/page maker/word and it should have open file/PDF file and all used Fonts.

Performance Security: - The successful bidders will have to deposit the performance security @7% of the total value of contract within 3 clear calendar days from the date of the award of the contract and should be valid up to 60 days beyond completion of all contractual obligations including warranty. Further the required performance security will be accepted in the form of FDR/Irrevocable Bank Guarantee of Nationalised/Scheduled in favour of Managing Director, Delhi Bureau of Text Books. The performance security will be released only after the successful completion of the job.

Agreement Deed : The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 3 days from the date of award of the contract. The composer shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation found in the Agreement Deed, the composer 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/contact 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 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.

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

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

The supply of CD/DVD/Hard copy has to be made as per schedule mentioned in the tender. The Bureau will impose the delay penalty @ 5% per week on prorata basis on the entire work order from the 11th day.

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

Payment of the bill will be made after the receipt of soft and hard copies of composed material subject to the issuance of satisfactory certificate by School Branch, Old Sectt. as per terms and conditions and specifications. The copy of the approval is to be attached with the bill after completion of the entire work. Rate should be inclusive of all taxes.

The supply of CD/DVD and Three hard copies will be made by the composer to Addl. D.E. (School)/competent authority and one soft copy and Two hard copies to DBTB Delhi. If on the later stage it is found that soft copy is defective/not working or used fonts are missing then that will be counted as delay period and penalty will be deducted @ 5% per week on prorata basis accordingly.

The composer has to get finalize the proof minimum in two proof readings or maximum as per the satisfaction of School Branch, Old Sectt., Dte. of Education, Delhi.

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

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SECRETARY, DBTB

FORM OF QUOTATION

Name and Address of the firm with Phone numbers: _____

PAN No. _____

VAT Registration No.,
(if applicable) _____

Rate per page Rs. _____

VAT, if any (%) Rs. _____

Total Cost of composing
(Inclusive all charges i.e. VAT, Rs. _____

Note : The bidder should attach TIN no. (if any), PAN no. and ITR of F.Y. 2015-16 of the firm.

Signature with seal :

Name :

Address :

Telephone/Mobile No. :

Email ID :