

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

NOTICE INVITING E-TENDER

Online tenders are invited from the reputed printers, having at least 5 (Five) years experience in the field of Stationery printing, operating within NCR of Delhi for the Printing & Supply of 2000(approx.) Annual School Calendar for the academic year 2015-16.

The print order and number of pages can be increased or decreased up to 20%. The entire work of printing and delivery is to be completed within 20 days positively from the date of issue of order/production material, which ever is later. The delivery is to be made in the godown of Delhi Bureau of Text Books. The paper shall be procured by the printer from their own resources in accordance to the specifications given below: -

Paper: 300 gsm Art Card paper of BIS Specification 4658:1988 for printing of calendar and 2 mm white board for base will be procured by the printer from his own resources.

Binding: Sprial Binding with the base of the Calendar.

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 calendar & size	Earnest Money (In Rs.)
1	Annual School Calendar (Four Colur)	2000 (approx)	26(size-10inches x7 inches)	5000/-

NOTE: 1. The bidders registered with NSIC/DGS&D are exempted for depositing the EMD. A copy of the registration shall be uploaded.

All tenders should apply on -line before the last date & time.

- i) Last date for submission of tender on line 25-03-2015 up to 2.00 p.m. through e-procurement.
- ii) On line opening of Technical Bid : 25-03-2015 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 lateron after completion of the evaluation of Technical Bid.

The first requirement to participate in e-tender is to have digital signature and registration of tenderers with NIC. 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

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"D" BLOCK, JANAKPURI, NEW DELHI-110058
PHONES 2852-2049, 28524202 FAX 2852-0901
Email-delhibureauoftextbooks@gmail.com

Online tenders through e-procurement are invited from the reputed printers, operating within NCR of Delhi for the Printing & Supply of about Annual School Calendar for the Academic year 2015-16. The tender must be submitted on line on the website <https://govtprocurement.delhi.gov.in> before date and time of submission of tender i.e.25-03-2015 up to 2.00 p.m.

GENERAL TERMS & CONDITIONS

The delivery of printed Annual School Calendar shall be made 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 evidences in support of fulfilling the conditions while submitting the technical bid.
 - 1.1. At least 5 years experience in the field of Stationery printing.
 - 1.2. A valid license in printing of stationery issued by competent authority.
 - 1.3. A minimum of average financial turnover of Rs. 2 lacs during the last three years, ending 31st March of the previous financial year i.e. 2011-12, 2012-13 and 2013-14.

1.4 Technical Specifications:

- A. **No. of Pages** - 26(approx.) or 13 leaf (approx.) **Size- 10 inches x 7 inches.**
 - B. **No. of Colours:** -Four
Paper: 300 gsm Art card paper of BIS Specification 4658:1988 for printing of calendar and 2mm white board for base will be procured by the printer from his own resources.
Binding: Sprial Binding with the base of the calendar.
 - C. The bidder shall have to provide the finished Annual School Calendar in trimmed size of 10 inches x 7 inches. Any variation in trimmed size will attract the penalties of over-trimming. The trimmed size of the Calendar as mentioned above must be strictly adhered to.
 - D. All the bidders should quote rates for the printing and supply of Annual School Calendar 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 20 days. No extension of-time shall be allowed for any reason except force majeure.
 - E. The bidder 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. **Paper:** - The paper shall be procured by the printer from their own resources in accordance to the specifications given below: -
Paper: 300 gsm Art card paper for printing of calendar and 2 mm white board for base will be procured by the printer from his own resources.
Binding: Spiral Binding with the base of the Calendar.
 3. **Style of binding:** - **Spiral Binding with the base of the Calendar** The printer will also undertake that the sample has been seen and the rates are as per specifications.

There are 26 (approx) pages in the Annual School Calendar. The Calendar is to be binded accordingly.

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

As far as possible printing 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 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 press.

4. **Implementation of Labour Laws:** - The bidder 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. 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.

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):** - EMD is to be submitted physically to the Bureau in form of FDR/Banker's Cheque/Bank Guarantee upto the date of opening of Technical Bid for the amount of Rs.5000/- and valid upto 31st July 2015. The bidders registered with NSIC/DGS&D are exempted for depositing the EMD. A copy of the registration shall be enclosed. The EMD of the unsuccessful bidder will be returned after the finalization of the tender at the expense of such bidder within a reasonable time consistent with the rules and regulations in this regard. Tenders (Technical Bids) not accompanied by EMD except those exempted shall be summarily rejected.

6. **Special Instructions for Completing the Tender Bid:** -

- a) All particulars must be furnished as asked for in the prescribed formats for technical and financial bids in the bid document.
- b) The rates should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures, the rate indicated in words shall apply.
- c) The rates should be quoted in Indian Rupees only.
- d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- e) All the information on prescribed original proformas as required in the Technical Bid must be furnished physically in DBTB office upto the date of opening of Technical Bid at 2.00 p.m. 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 25-03-2015 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 the new entrant printers 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. The Financial 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 contract within 7 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/Bank Draft/Irrevocable Bank Guarantee in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security within prescribed time, the EMD remitted by him may be forfeited as a penalty and his bid will be held void. The performance security will be released only after the successful completion of the job.

9. 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 days from the date of award of the contract. The press shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation 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 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.
- b) 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.
- 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.

10. Payment: - The number of pages setup for the Annual School Calendar are 26(approx.). The payment shall be made on the basis of the final setup of pages of the Annual Calendar. If the pages increases or decreases, the proportionate cost of printing shall be payable. The 80% payment will be made after satisfactory completion of the suppliers of the consignment and other formalities. No bill will be processed, if the press failed to return the production material and submitting the required documents to DBTB. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of Defective/damaged Calendars 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 Calendar will be the property of the Bureau hence the same will not be handed over to the firm.

11. Implementation schedule: - The printer shall be required to supply the completed Calendar in the godown of Delhi Bureau of Text books within 20 days from the initial date of award of the tender/supply of production material, whichever is later, thereafter a penalty @ of 5% per week of the value of unsupplied Calendars on pro rata will be imposed for delayed supplies.

- a) Date of award of contract/issue of Prod. Material, whichever is later. **Day one**
- (1)
- b) Completion of the contract within 20 days from the date of award of the Contract/handing over of Prod. Material, whichever is later.

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 20 days, thereafter a penalty for delay will be imposed @ of 5% per week pro-rata on the total value of the printing and delivery of the Calendar, remaining un-supplied.
- b) The trimmed size of the Calendar is 10 inches x 7 inches. 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 Calendars 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 spiral binding a penalty of 2% will be levied on the total cost of printing.
- e) In case of any deviation in the paper specifications i.e. BIS specifications, a penalty of 2% per parameter will be levied.

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 and reject any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- 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 Annual Calendar shall be made in the godown of Delhi Bureau of Text Books within 20 days from the initial date of award of tender/production material, whichever is later.

18. Packing: - Finished Calendars shall be packed in bundles of 25 calendars each and bundles will be first tied with plastic string or 'Sutlee' and then wrapped with Brown paper sheet and delivered to the Godown of Delhi Bureau of Test books.

19. Registration with VAT department: - The bidder should be registered with the Value Added Tax Department in Delhi and will submit the Registration Certificate.

20. Quoting of rates: - The per copy rates of the Calendar 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.). However, the payment shall be made by the Bureau to the bidder after deducting TDS. The quoted rates shall be valid up to 31.12.2015 for all extended orders up to 20% of the main print order.

Variation in print order: - The print order and number of pages can be increased/decreased by 20% but no extra plate making charges shall be allowed in case of increased quantity of number of Calendars. The extended orders shall be completed as per the time schedule given in the order.

22. **Printing of extra Calendars:**- The printer will not print extra Calendars without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.
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 and submit the Trading Account, Profit and Loss Account & Balance Sheet authenticated by the chartered accountant with the technical bid.
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 in case of private/public limited company or registered society with the technical bid.
29. **Taxes and Duties:** - The press shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished Calendars to the godown of the Bureau..
30. **IMPORTANT NOTES:** -
 - a. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.
 - b. The implementation schedule specified in the contract shall be strictly adhered to.
 - c. Chairman, Delhi Bureau of Text Books reserves the right to change the godowns 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.
31. **More Instructions for Technical Bid:** -
 1. The Affidavits and EMD shall be submitted physically in the Bureau upto the date of opening of technical bid at 2.00 p.m.
 2. 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 conditions.**
 3. **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.
 4. **If the printer does not supply Calendars as per schedule and specifications mentioned in the tender or the printer backs out after the submission of tender/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.
5. 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 submitted with the Technical Bid, the tender will be rejected.
 6. The bidder must upload the undertaking that the rates quoted shall remain effective including extended orders up to 31.12.2015.
 7. The bidder must upload undertaking regarding acceptance of all the terms & conditions of the tender with the technical bid.
 8. A declaration regarding commercial bid has to be 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".

9. A certificate of reading/understanding of technical specifications as mentioned in the tender document has to be signed and uploaded with the tech. bid.
- 32. More instructions for commercial bid: -**
1. The delivery of the Calendar will have to be made in the Godown of the Bureau. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise, shall be allowed.
 2. The printer shall print each Calendar strictly as per the specifications provided in the tender.
 3. The printer shall have to carry out the correction at their own cost.
 4. 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 for:-
 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 a particular 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.
- 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. All the Affidavits, Signed Terms and Conditions, and EMD shall be submitted, directly in the office of the Bureau upto the date of opening of technical bid at 2.00p.m.
2. Willing printers are requested to visit Website <https://govtprocurement.delhi.gov.in> for detailed information and may inquire from NIC Help Desk, C Wing, 6th floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, and Tel No. 23813523.
3. 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/14-15/14

Technical Bid (Form 1)

**TECHNICAL BID FOR THE PRINTING & DELIVERY OF ANNUAL SCHOOL
CALENDAR FOR THE YEAR 2015-16.**

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

1. GENERAL INFORMATION: -

The Printer should furnish the following details

- 1.1 Name & Address _____

- 1.2 Nature of the Firm -- Public/Private/Partnership/Proprietorship
- 1.3 Contract Nos. & fax -- Land Line _____
Mobile _____ Fax _____ Email _____
- 1.4 Technical Bid Form 1 Uploaded/Not uploaded
- 1.5 Proof of 5 years 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
and scanned copy of the EMD Uploaded/Not uploaded
- 1.10 Proof of average turnover during last 3 years (Authenticated by C.A.) Uploaded/Not uploaded
- 1.11 Details of Printing Unit Uploaded/Not uploaded
- 1.12 Certificate of reading/understanding of Technical specifications Uploaded/Not uploaded
- 1.12 Acceptance of Implementation schedule Uploaded/Not uploaded
- 1.13 Declaration regarding commercial bid Uploaded/Not uploaded
- 1.14 Undertaking regarding acceptance of all terms & conditions of Tender Uploaded/Not uploaded
- 1.15 Declaration from the concerned Press regarding supply of Annual Calendar as per Uploaded/Not uploaded

- specification & schedule
- | | | |
|------|--|-------------------------|
| 1.16 | Undertaking regarding validity of quoted Rates upto 31-12-2015 | Uploaded/Not uploaded |
| 1.17 | Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- | Submitted/Not Submitted |
| 1.18 | Affidavit regarding never blacklisting on Non- Judicial Stamp Paper of Rs. 10/- | 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. | Uploaded/Not uploaded |
| 1.21 | Certificate regarding capacity to handle the work in terms of Reams | 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-2
DETAILS OF EARNEST MONEY DEPOSIT (EMD): -**

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

Note: Please enclose the original deposit receipts as mentioned above.

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
2011-12		Uploaded/ Not Uploaded
2012-13		Uploaded/ Not Uploaded
2013-14		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 PRINTING UNIT**

1. Details of composing unit _____
2. Details of plate making unit _____
3. No. of printing Machines (In size & Colour) _____
4. Detail of Spiral Binding Machine _____

CERTIFICATE

It is certified that the above information furnished is true & correct.

Place:
Date:

Name & signature of the authorized signatory of the
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 Calendars, 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: -**

The printer shall be required to supply the complete lot of Calendar in the Godown of Delhi Bureau of Textbooks within 20 days from the initial date of award of the tender/ production material, whichever is later, thereafter a penalty @ of 5% per week of the value of Unsupplied Calendar on prorata basis will be imposed for delay supplies.

- a) Date of award of contract/issue of Production material, whichever is later ----
Day one (1)
- b) Completion of the contract within 20 days from the date of award of the Contract/issue of Production material, whichever is later.

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 COMMERCIAL BID**

I/We declare that the commercial 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 commercial 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 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 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 CALENDARS 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 commercial bid shall remain valid upto 31-12-2015 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 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 20 days.

1. Four 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:

Tender Inviting Authority : Secretary, Delhi Bureau of Text Books

Nature of Work: Printing of Annual School Calendar

Contract No: F.1-P(6)/SD/DBTB/1415/16

Bidder Name :



SCHEDULE OF WORKS

(This BoQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Description of work	No.or Qty.	Unit	RATE In Figures To be entered by the Bidder		AMOUNT Rs. P
				Rs. P	Words	
1	Printing of Annual School Calendar (Four Colour), No. Of pages 26 (13 leaves) approx. Size 10"X 7". Paper- 300gsm Art card of BIS specification 4658:1988 for printing of calander and 2 mm white Board for base to be procured by the printer from his own resources. Binding-Spiral Binding with base of the Calendar.	2000.00	Nos.	Figures	Words	0.00
Total in Figures						0.00
Total in Words						Rupees only