

## **DELHI BUREAU OF TEXT BOOKS**

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

### **TENDER NOTICE-**

Item	Diary of HOS
Size(Trimmed)	21.5cm X 27.5cm
Quantity	1050 pieces
No. of pages	70 (Approx.)
Approx. Cost of Tender	98000/-
No. of colours	Four
Paper	80 gsm Maplitho paper will be procured by the printer from his own resources.
Binding	Hard bound with 18 ounce white board of good quality leatherite of dark brown colour with engraving with golden coloured ink.
Date of Submission	12/04/2017 upto 2.00 P.M.
Date of Opening	12/04/2017 AT 3.00P.M.
Schedule of supply	The supply of the Diary has to be made within 15 days from the final approval of proof from the office of the Addl. D.E.(School)/competent authority. No time extension will be allowed for the supply of Diary.

The manuscript will be provided by the Technical Officer, DBTB. The printer will have to design the diary in accordance to the dummy provided and get it approved from Directorate of Education (School Branch), Old Secretariat Delhi, before printing. A high class printing of diary is required, If diary is not printed as per specification a penalty of 5% of total cost will be imposed.

The paper shall be procured by the printer from its own sources and should be strictly as per BIS specification.

The bidder has to submit one sample for H.O.S Diary and the bid of only those printer will be opened whose sample has been approved by the school branch.

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

Payment of the bill will be made within 20 working days of the receipt of supply subject to the verification of satisfactory supply as per terms and conditions and specifications. The copy of the approval is to be attached with the bill after completion of the entire work.

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

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

(ANIL KAUSHAL)  
SECRETARY

**FORM OF QUOTATION**

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

\_\_\_\_\_

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

VAT Registration No. \_\_\_\_\_

\_\_\_\_\_

Rates per Diary Rs. \_\_\_\_\_

VAT,if any (%) Rs. \_\_\_\_\_

Total Cost of per Diary Rs. \_\_\_\_\_

(Inclusive all charges i.e. VAT, Transportation and Delivery at 13 places  
In Delhi/ N.Delhi)