

## DELHI BUREAU OF TEXT BOOKS

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### Short Term TENDER NOTICE-

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. 90 thousand.

**Size**

A4

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

**Pages to be composed**

1000 approx.

**Date of Submission** of quotation

25/2/16 UPTO 2.00 P.M.

**Date of Opening** of quotation

25/2/16 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 25 days. The composer has to get approved the final proof from office of the Addl. D.E. (School)/competent authority within 20 days from the date of issue of work order/manuscript. The supply of the CD/DVD and 5 hard copies has to be made within 5 days 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%.

The schedule of supply are as:-

S.No	Detail of Schedule	Day from the date of issue of work order
1.	Handing over of manuscript	By 4 <sup>th</sup> Day
2.	Submission of 1 <sup>st</sup> Proof of all the material after 1 <sup>st</sup> reading	By the 11 <sup>th</sup> day
2.	Collection of proof read material from ADE (Exam), DTE of Education, Delhi	By the 13 <sup>th</sup> day
4.	Submission of 2 <sup>nd</sup> Proof to ADE(Exam), Dte. of Education, Delhi	By the 15 <sup>th</sup> day
5.	Collection of 2 <sup>nd</sup> proof read material from ADE (Exam), Dte. of Edn., Delhi	By the 17 <sup>th</sup> day
6.	Submission of 3 <sup>rd</sup> Proof to ADE(Exam) Dte. of Education, Delhi	By the 19 <sup>th</sup> day
7.	Collection of 3 <sup>rd</sup> proof read material from ADE(Exam), Dte. of Education, Delhi	By the 20 <sup>th</sup> day
8.	Submission of final hard copies and CD's to Secretary, DBTB	By the 25 <sup>th</sup> day

**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.

The supply of CD/DVD/Hard copy has to be made within 5 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 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 to 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.

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



(BIMLA KUMARI)  
SECRETARY

**FORM OF QUOTATION**

Name and Address of the Firm with Phone Numbers : \_\_\_\_\_

\_\_\_\_\_

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

Cost of composing per page( Including all taxes) \_\_\_\_\_