

DELHI BUREAU OF TEXT BOOKS
25/2, INSTITUTIONAL AREA, PANKHA ROAD,
"D" BLOCK, JANAKPURI, NEW DELHI-110058
PHONES 2852-2049, 28524202 FAX 2852-0901
Email-delhibureauoftextbooks@gmail.com

SHORT TERM E-TENDER NOTICE

Online open tender is invited from the reputed offset printers, operating within NCR of Delhi and all printers across the India who are registered with NCERT, for the Printing & Supply of "**Draft Letter on Letter Head and Window Envelopes**". The estimated cost of the job is approx. Rs.64 Lakhs.

1. Details of the tender are as below:

1	NIT No.	Tender No. F.1-P (2)/Letter Head/DBTB/18-19/29
2	Type of tender	On line open e-Tender -Two bid System
3.	Description	Printing & Supply of Draft Letter on Letter Head and Window Envelopes
4.	Scope of work	Described under the section 'Scope of work' in the tender document
5.	Date/time of Pre-Bid Meeting	N/A
6.	Closing date/time of submission of bids	30.01.2019 at 2:00 p.m.
7.	Opening Date/time of Technical Bid	30.01.2019 at 3:00 p.m.
8.	EMD /Bid security	Rs. 1,92,000/- Valid upto 30.04.19
9.	Bid Validity	90 days from the date of opening of Un-priced Techno-Commercial Bid.
10.	Financial bid opening	Opening of financial bid will be intimated later to the technically qualified bidders.
11.	Security Deposit / Performance Bank Guarantee (To be submitted by successful bidder/ Contractor)	07 % of order/contract value
12.	Address of Correspondence	DELHI BUREAU OF TEXT BOOKS 25/2, INSTITUTIONAL AREA, PANKHA ROAD, "D" BLOCK, JANAKPURI, NEW DELHI-110058

2 Terms and Conditions:

2.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the field of Letter Head & Envelopes/Book production for the last 5 (five) years for which registration of the firm is required.
- b) Experience and past performance in Letter Head & Envelopes/Book production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.
- c) A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
- d) In case of printer outside NCR, the bidder must submit the proof regarding empanelment with the NCERT.**

2.2 Personal, equipment and manufacturing facilities:

2.2.1 Personal:

The Bidder will submit an Undertaking that the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws.

2.2.2 Equipment and Manufacturing facilities:

A) The Applicant Printer must have 3 (three) offset printing machines of the following specifications:-

- (a) 1 (One) Machine- 4 (four) colours Sheet Fed Offset Printing machine of not less than 23"×36" size.
- (b) 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"×36" size.
- (c) 1 (One) Machine - single colour or multi colour machine of not less than size 23"x36" Or 1 (One) Web offset machine of 2 (two) colours or more colours of size 20" or 22.75" cut size.

B) Binding Machinery and Equipment: (As applicable)

- a. 1 (one) automatic Folding machines of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds.
- b. 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1".

- c. 1 (one) Perfect Binding machines of 3 (three) clamps or 2 (two) machines of 1 (one) clamp each.
- d. 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36" size or one 3 knife trimmer.
- e. Press should have one strip packing machine.

C) Plate Making:

Printers must have Full-fledged Plate making Unit with pasting table and Printing Down Frame at their premises. CTP or CTCP system is desirable.

D) A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.

E) At least 100 sq.mts of covered space for storage of all the material to execute the work.

2.3 Financial standing:

The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 years, ending 31st March, 2018 of the previous Financial Year. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2018 (Assessment year ending 2018-19) duly attested by C.A and ITRs for the same period.
- c) Upload the Proof of GSTR-3B Return for the month of December, 2018 of respective state.
- d) Upload the copy of PAN Card of Firm/Company/Proprietor.

NOTE: GSTIN Number of Delhi Bureau of Textbooks is 07AAATD4122G1Z7 and PAN No. is AAATD4122G.

3. Scope of Work

- A)** There are about 15 lakhs Letter Head with Window Envelopes to be printed in Hindi & supplied. Upto 30% of the print order quantity/ no. of pages or both may be increased or decreased by the DBTB.
- B)** The printer shall have to carry out the corrections/composing in the printing material at his own cost.
- C)** The paper shall be procured by the printer from their own sources for all the printing work in the following specifications: -

- (1) **Letter Head** : Executive Bond 100 GSM with water mark (preferably yellowish shade)
- (2) **Window Envelope** : Maplitho White Paper of 120 GSM conforming to BIS specification 1848:2007 with latest amendments.
- D) The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848:2007.
- E) The successful bidder will submit 10 full sheet (folded) of the paper indicating name, address of the paper mill and specification of the paper to be used in the printing, duly signed and stamped by the firm indicating name, address of the paper mill and specification of the paper as laid down by BIS, Lab test report of the mill and ISI certificate of the mill after declaring the L-1 bidder/s by the bureau.
- F) EMD to be submitted by the bidder physically alongwith other requisite documents before the closing time and date of technical bid.
- G) The L-1 bidder/s will submit an Undertaking/Self Declaration regarding use of same paper submitted as a sample (Bid Form No. 16).
- H) The paper of the finished Letter Head/Window Envelopes will be tested in the Govt. Labs./Govt. Approved Labs. Any deviation in the paper will attract the penalty on the total cost of Work Order issued by the Bureau and will be deducted from the printer's bill.(As per Clause No. 17A)
- I) The Letter Head/Window Envelopes as per works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the Letter Head/Window Envelopes should have a GST Registration Number and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the Letter Head/Window Envelopes are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes/duties excluding GST.
- J) The last date of up-loading the completed tender document would be **30.01.2019 up to 2:00 p.m.** There shall be two types of bids namely **Technical and Financial bids.**
- K) The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for Rs. **1,92,000/-** of any nationalized/Scheduled bank valid up to 30.04.2019 in favour of Managing Director, Delhi Bureau of Text Books is required to be dropped in the Tender Box in chamber of Secretary, DBTB upto the last date and time of uploading of the bid.

NOTE: The EMD, undertaking and other requisite documents in sealed envelope should be dropped in the Tender Box in chamber of Secretary, DBTB upto the last date and time of uploading of the bid. The details of the EMD and other requisite documents shall also be uploaded with the Tech. Bid.

4. The bidders not conforming to the requirements mentioned above and as laid down in the terms and conditions/ scope of work or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
5. The bid must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of uploading the Bid i.e. **30.01.2019 up to 2:00 p.m.**
6. The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -
 - A. Last date for uploading the bids online is **30.01.2019 up to 2:00 p.m.** through e-procurement.
 - B. Online opening of Technical Bid: **30.01.2019 at 3:00 p.m.** in the Chamber of Managing Director, DBTB of Delhi Bureau of Text Books.
 - C. Online opening of financial bid: The date, time will be declared after the evaluation of technical bid.
7. **The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider i.e. NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC Help Desk, C Wing, 6th floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523.**
8. 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 Draft Letter on Letter Head and Envelopes shall be made at 29 Zonal Center of Directorate of Education, GNCT of Delhi or any other place as specified by the Secretary, DBTB. Delhi Bureau of Text Books has all rights to enter into the premises of the printer at any reasonable time for inspection.

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 Experience and past performance on similar work:

a. The bidder must be in existence in the field of Letter Head & Envelopes/books production for the last 5(five) years for which registration of the firm is required.

b. Experience and past performance in Letter Head & Envelopes/books production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

c. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.

d. **In case of printer outside NCR, the bidder must submit the proof regarding empanelment with the NCERT.**

1.2 Personal, equipment and manufacturing facilities:

1.2.1 Personal:

The Bidder will submit an Undertaking that the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws.

1.2.2 Equipment and Manufacturing facilities:

A) The Applicant Printer must have 3 (three) offset printing machines of the following specifications

a. 1 (One) Machine- 4 (four) colours Sheet Fed Offset Printing machine of not less than 23"×36" size.

b. 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"×36" size.

c. 1 (One) Machine - single colour or multi colour machine of not less than size 23"×36" Or 1 (One) Web offset machine of 2 (two) colours or more colours of size 20" or 22.75" cut size.

B) Binding Machinery and Equipment: (As applicable)

- a. 1 (one) automatic Folding machines of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi-automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds.
- b. 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1".
- c. 1 (one) Perfect Binding machines of 3 (three) clamps or 2 (two) machines of 1 (one) clamp each.
- d. 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36" size or one 3 knife trimmer.
- e. Press should have one strip packing machine.

C) Plate Making (As applicable):

Printers must have Full-fledged Plate making Unit with pasting table and Printing Down Frame at their premises. CTP or CTCP system is desirable.

- i. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.
- ii. At least 100 sq.mts of covered space for storage of all the material to execute the work.

1.3 Financial standing:

The Bidder will upload the following:

- a. The proof of average annual turnover duly certified by C.A. for the last 3 Financial years, ending 31st March, 2018 duly attested by C.A. The average annual turnover should be at least 30% of the estimated cost of the work.
- b. Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March, 2018 (Assessment year ending 2018-19) duly attested by C.A and ITRs for the same period.
- c. Upload the Proof of GSTR-3B Return for the month of December, 2018 of respective state.
- d. Upload the copy of PAN Card of Firm/Company/Proprietor.

NOTE: GSTIN Number of Delhi Bureau of Textbooks is 07AAATD4122G1Z7 and PAN No. is AAATD4122G.

- 2. The report Letter Head /Window Envelopes, as per works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the Letter head/Window

Envelopes should have a GST Registration Number and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the Letter Head/Window Envelopes are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes (excluding GST) and duties.

Note: A. All the printers should quote rates for the printing and supply of Letter Head & Window Envelope as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the respective printer should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except force majeure i.e war, hostility, civil commotion, sabotage, quarantine restrictions, act of God and acts of Government (including but not restricted to prohibition of export or imports), floods, explosions, epidemics).

B. The printer shall have to carry out the corrections/composing in the printing material at his own cost.

C. If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority may allot the work to the next lower printers at L-1 rates.

3. TECHNICAL SPECIFICATIONS / Scope of Work

3.1. Paper Quality

A) **Letter Head** : Executive Bond 100 GSM with water mark (preferably yellowish shade)

B) **Window Envelope**: Maplitho White Paper of 120 GSM conforming to BIS specification 1848:2007 with latest amendments.

3.2. Size of the Publication: -

Size of the Letter Head	Size of the Window Envelope
A-4	A-4

A) **No. of Colours (Letter Head)** : - **Multi Colour**

B) **No. of Colours (Window Envelope)** : - **Multi Colour**

The Letter Head and Window Envelopes are to be printed as per the sample provided. The details of the Letter head/Window Envelopes, to be printed and supplied, is as under :-

S.No.	Printed Material	Quantity (Approx.)
1	Draft Letter on Letter Head	15,00,500/-
2	Window Envelopes	15,00,500/-

NOTE-1: The quantity/no. of pages or both may be increased/ decreased by 30% each respectively.

NOTE 2 : Every D.O. Letter should have variable print with individual name and father's name of the recipients provided to the successful bidder in English which has to be translated in Hindi before printing.

NOTE 3: Sample of Letter Head/Window Envelopes can be seen on any working day between 11 Am to 4 Pm in the Office of Delhi Bureau of Text Books.

3.5 Printing Ink Quality: - The ink to be used in printing of DBTB publications should bear the following qualities: -

- a) The ink should be of a good quality having sufficient quantity of finely grind pigments.
- b) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
- c) The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
- d) The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- e) The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the Letter Head/Window Envelopes.

3.6 Imposition of Pages and Printing Quality: - While printing the Letter Head/Window Envelopes, the following point should have to be strictly followed.

- i) Perfect registration of colours should be maintained throughout while printing the job.
- ii) There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- iii) There should be uniform/even inking throughout the Letter Head/Window Envelopes without patches of over/under inking and fluff traces/spots.
- iv) There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- v) There should be no "Set off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the Letter Head/Window Envelopes or on cover of the Letter Head/Window Envelopes, whether printed on single side or on both the sides.
- vi) There should be no variation in any shades throughout the Letter Head/Window Envelopes.
- vii) The printer shall have to carry out the composing/corrections if directed, at his own cost.

3.7 Style of Binding - (Not applicable).

- a) The folding of formes should be done in such a manner that the folio numbers on even pages (given either on top or at bottom of the page) fall exactly on the page having odd numbers on the other side.
- b) Before folding the formes it should be ensured that no such forme is folded which is torn or has spots, scum and or is not perfect in printing.
- c) While gathering the formes it should be ensured that only one forme from each pile of formes, (arranged in sequence) is lifted/gathered, so that no double or extra forme of the same number is found in the Letter Head/Window Envelopes or no forme is found missing in sequence.
- d) After gathering the sets of formes of the Letter Head/Window Envelopes it should be pressed properly to form a firm crease and get compact to facilitate the binding.
- e) The Letter Head/Window Envelopes to be centre or side stitched should have two wire staples of appropriate gauge (suited to the bulk of the Letter Head/Window Envelopes) and length to hold all the Sections of the Letter Head/Window Envelopes firmly. (a) The two staples in the centrally stitched Letter Head/Window Envelopes should be done exactly on the folds of the cover and folded formes leaving equal space at the head and tail side of the Letter Head/Window Envelopes after trimming. ~ 9 ~ (b) While side-stitching the Letter Head/Window Envelopes, the two staples should be put (leaving equal space at the head and tail of the Letter Head/Window Envelopes after trimming) leaving 4-6 millimeters space (depending on thickness of the Letter Head/Window Envelopes) from the spine edge before properly creased cover is drawn on.
- f) While section sewing the Letter Head/Window Envelopes, it should be ensured that the thread and string/catgut are tough and the grooves for catguts are appropriate in depth.
- g) Before drawing on the cover on the side stitched or Section Sewn Letter Head/Window Envelopes, all the covers should be properly creased at the two edges of the spine and also on 1st and 4th cover leaving 6-8 millimetres space (depending on size of the Letter Head/Window Envelopes) from the spine edge to facilitate proper opening of the cover of the Letter Head/Window Envelopes.
- h) In Side Stitched/Section Sewn Letter Head/Window Envelopes drawing on of cover and applying of glue on spine should be done on perfect binding machine. The glue applied on the spine of the Letter Head/Window Envelopes should be of a good quality and adhere with the spine firmly to sustain frequent opening of the Letter Head/Window Envelopes and seasonal effects leaving no possibility of separation of covers or any leaf of the Letter Head/Window Envelopes.
- i) While perfect binding a Letter Head/Window Envelopes, it should be ensured that the spine shaving knife and the groove making device of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the Letter Head/Window Envelopes and

make appropriate groove for filling in the glue to hold firmly the spine and cover of the Letter Head/Window Envelopes.

- i) The glue used in perfect binding should be fresh and of a high standard in quality, thickness.
- ii) The glue used should be weather resistant, firm binder of all the leaves of the Letter Head/Window Envelopes with Cover and flexible to bear the frequent and flat opening of the Letter Head/Window Envelopes.
- iii) No leaf or the cover of the Letter Head/Window Envelopes should come out while flat opening of the Letter Head/Window Envelopes or turning over the cover. The glue should not crack in any case.
- j) All the three sides of the Letter Head/Window Envelopes, to its full thickness should be trimmed smoothly at right angle.
- k) Each Letter Head/Window Envelopes should be trimmed in the exact size pursuant to Clause II of Technical Specification.

As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed by the printer. The printers shall execute the work as entrusted. Refusal to accept and execute the main work orders/ extended order shall be viewed as violation of the provisions of the terms and conditions and action will be initiated against the press along with punitive action.

- 4. The printer blacklisted by any Govt. department or by any other Govt. Undertakings/ Organizations shall not be eligible for bidding. **Every printer would be required to submit an undertaking that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/Organizations directly to the office of the Bureau alongwith the EMD before the opening the technical bid and should also upload the same.**
- 5. The printer is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities.
- 6. The press should follow the labour laws framed by the Labour Commissioner of Govt. of NCT of Delhi or of concerned authorities of neighboring states concerned. **The printer shall submit following certificate on his letter head 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/organization is following Rules and Regulations framed by the Labour Deptt., Govt. of NCT of Delhi/ concerned state authorities.”

- 7. Due date and time:** - On line bid documents should be uploaded on or before **30.01.2019 up to 2:00 p.m.**
- 8. Uploading the tender containing Technical and Financial Bid:** - This tender document contains the following: -
- I Tender Terms and conditions-** A certificate regarding acceptance of all the terms & conditions of the tender will be uploaded by the bidder with the technical bid.
 - II Technical Bid Forms** - To be uploaded after completion in all respect.
 - III Financial Bid Forms** - Rates of the Letter Head/Window Envelopes including all taxes should be quoted separately, for each title in the BOQ, to be uploaded.
- 9. Earnest money deposit (EMD):** - EMD of Rs. 1,92,000/- (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 30.04.2019, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
- 9.1 The EMD of the unsuccessful bidder shall 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 behalf.
- 9.2 The EMD will be submitted by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The document with regard to claim of Exemption will be submitted alongwith other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
- 9.3 The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of performance Security which will got verified by the Bureau from the concerned bank. If the bidder fails to submit the EMD and other documents required **directly in the Tender Box to the office of the Bureau upto the last date and time of submission of bid**, the tenders of such bidders shall be summarily rejected.
- 10. Special Instructions for Completing the Technical Bid:** -
- a) All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
 - b) The bidder should drop the complete copy of exemption from submission of EMD issued by Competent Authority in sealed envelope, if they have, alongwith other document in the Tender

Box in the Chamber of Secretary within time prescribed in the tender.

- c) The documents required alongwith EMD in physical form should be dropped in the Tender Box in sealed envelope in the Chamber of Secretary within time prescribed in the tender.
- d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- e) The tenders not conforming to the requirements as laid down in the terms and conditions or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
- f) The factory premises of the bidders may be inspected at the time of qualifying the Technical bid, if so required by DBTB.

11. Opening and evaluation of tender: - The uploaded bid will be opened by a committee under the Chairmanship of Secretary, Delhi Bureau of Text Books on **30.01.2019 at 3:00 p.m.** in the Chamber of Secretary, DBTB in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority**. 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 all the printers will be done by the inspection committee, if so required, at any time or at the time of the opening of the Tech. Bid. After evaluation, the list of the bidders will be short-listed by the Delhi Bureau of Text Books in the light of eligibility criteria of the tender. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech. bid. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical and financial bid.

12. Performance Security: -

A. The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within **1 clear calendar day** from the issue of Letter of Intent (LOI). The PG will remain valid upto 60 days after the completion of Academic Session. The work order will be provided only after the submission of performance Guarantee. The Bureau will have the discretion to take any or all the following actions in case of non submission of performance security within stipulated time: -

- i) Forfeiture of its EMD.
- ii) Termination of the contract.
- iii) Any other action as decided by Chairman, DBTB

Further, the required performance security will be accepted in the form of FDR/Irrevocable Bank Guarantee of any Scheduled/nationalized bank in favour of Managing Director, Delhi Bureau of Text Books. The performance security will be released only after the successful completion of work, final payment of the job or 60 days after completion of Academic session whichever is later. No interest will be paid by DBTB.

B. The performance Bank Guarantee can be forfeited in the following cases:-

- i) If the bidder fails to perform any contractual obligation(Clause 13(d)) .
- ii) For any unexcused delay in supply of Letter Head/Window Envelopes (Clause 17)
- iii) If the printed matter is bled on any side of the Letter Head/Window Envelopes.(Clause No.17.B(I)).
- iv) For more than 6 failed parameters(Clause No. 17.B(II)).
- v) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order(Clause No. 17.C).
- vi) If the L-1 bidder fails to execute all the jobs(Clause No. 19.b).
- vii) In the event of furnishing false/incorrect information by the bidder(Clause No. 20).
- viii) If the printer back out after giving the consent of next year i.e. 2019 (Clause 13(e)). The Bureau will have the discretion to take any or all the following actions:-
 1. Forfeiture of Performance Security
 2. Any other action as decided by Chairperson, DBTB.

Note :- Performance security, so required, will not be adjusted against any other Bank Guarantee/FDR already submitted to Bureau by the bidder against any other work. The successful Bidder has to submit fresh performance security in the form of FDR/Irrevocable Bank Guarantee for the work awarded. However, if the work is also assigned for the next Academic year on mutual consent, then the Performance Guarantee of the previous year may be adjusted, however the validity of the PG has to be extended as per requirement.

13. 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 1 clear calendar days from the date of award of the work. The press shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation is 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 at the following terms.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- 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.
- d) After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be

forfeited or any other action as deem fit by Chairman, DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

- e) If the printer back out after giving the consent of next year i.e. 2019. The Bureau will have the discretion to take any or all the following actions:-
1. Forfeiture of Performance Security
 2. Any other action as decided by Chairperson, DBTB.

14. Payment:- The 75% payment will be made after the satisfactory supply of the complete consignment and the submission of bill along with production material. The CD and Positives composed/developed by the printer will be the property of the Bureau and the printer has to submit the same to the Bureau along with bills. No bill will be processed, if the press fails to submit the production material/composed CD/Positive etc. The balance 25% will be paid within reasonable time of supply of the consignment with no defects. The amount of defected/damaged Letter Head/Window Envelopes will be recovered from the final payment of the Letter Head/Window Envelopes. 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.

15. Implementation schedule: - The supply of printed material is to be completed **within 10 days** from the date of issue of work order or handing over the production material whichever is later, failing which a penalty @ of 5% per week pro-rata basis will be imposed on the cost of the unsupplied Letter Head/Window Envelopes at the start of the week from 11st day of issue of work order or handing over of the production material whichever is later. The printer has to finalise the proof, if required from Exam branch/Bureau or any other agency as specified by the Bureau within these 10 days. For any unexcused delay beyond 15 days after 10 days, the Bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of its Performance Security.
- ii) Termination of the contract
- iii) Debarring of the firm for specified period.
- iv) Blacklisting of the firm
- v) Any other action as deemed fit by the Chairperson, DBTB.

The date of issue of work order/handing over of the production material whichever is later, will be counted as day one of the implementation schedule.

- a) Date of issue of work order/handing over of the production material whichever is later Day one (1)
- b) Completion schedule 10 Days

16. 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. In case of subletting the work, the contractor/firm shall be blacklisted apart from taking other appropriate actions as per terms & conditions of the tender.

17. Penalties :

A. Delay Penalty : The entire order to be completed within 10 days from the date of issue of work order or handing over of the production material whichever is later, failing which a penalty @ of 5% per week pro-rata basis of the total value of the unsupplied lot will be imposed for delay supplies from 11th day from the issue of work order or handing over of the production material whichever is later. For any unexcused delay beyond 15 days after 10 days, the Bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of its Performance Security.
- ii) Termination of the contract
- iii) Debarring of the firm for specified period.
- iv) Blacklisting of the firm
- v) Any other action as deemed fit by the Chairperson, DBTB.

NOTE: 11th day will be considered taking the first day as per the provisions of clause 17.

B. Technical penalty:

I. For Trimmed Size:-

1.	If the Letter Head/Window Envelopes is short in size upto 5mm in width and or in length.	The Letter Head/Window Envelopes found short in size upto 5mm a penalty @ 0.5% (per side) of the total cost of the work order of that title will be imposed.
2.	If the Letter Head/Window Envelopes is short in size by more than 5 mm in width and or in length.	If the Letter Head/Window Envelopes is short in size by more than 5 mm in width and or in length 1%(per side) of the total cost of the work order of that title will be imposed.
3.	If the matter is bled on any side of the Letter Head/Window	If the matter is bled on any side of the Letter Head/Window Envelopes, the Letter Head/Window Envelopes shall be forfeited for the purpose of destruction at the cost of

Envelopes	Printer and the Printer will be directed to print and supply the Letter Head/Window Envelopes again within specified period, failing which the performance security is liable for forfeiture.
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II. Paper Penalty

- i) Upto 2 failed parameters: Penalty will be deducted @ 2% per failed parameter on total value of the cost.
- ii) Upto 4 failed parameters: Penalty will be deducted @ 3% per parameter on total value of the cost.
- iii) Upto 6 failed parameters: Penalty @ 4.5% per parameter will be deducted on total value of the cost.
- iv) For more than 6 failed parameters: Debarring from Bureau, termination of contract and forfeiture of performance security.
- v) For 8 or more failed parameters: Blacklisting from Delhi Government, termination of contract and forfeiture of performance security.
- vi) For imposition of above penalty, the average of result of all test reports of the above samples will be considered.

III. Penalty for Non Registration of Colour and Defective Binding (As applicable)

- i) In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of the work will be levied.
- ii) In case of defective binding, a penalty of 2% will be levied on the total cost of the work as defined in the clause 17(B) (III) (i).

IV. In case of short supply, the penalty will be deducted at the cost of the Letter Head & Envelopes. (i.e. rate of per copy basis)

C. Maximum Limit of Total penalty:

The maximum aggregate penalty on all possible issues, will not exceed 25% of total work order which will be besides the option of forfeiture of Performance Security submitted by the printers. Other penal action would also remain available to DBTB as per the Terms & conditions of the Tender.

18. Paper Quality :

- a. The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848:2007 for Maplitho White Paper.
- b. On declaring the bidder as L-1, bidder shall submit the 10 folded sample sheets of the paper to be used in printing.
- c. The printer will intimate the Bureau before starting of printing. The samples of paper will be taken at the beginning and during the printing process for sending the same for testing by the Bureau.

- d. Further, for testing of printed Letter Head/Window Envelopes the sample will be randomly collected. If the supply is upto 2.00 lakhs there will be one test for randomly selected sample.
- e. The samples will be lifted in the presence of printer or his authorized representative (if the printer desires).

19. Power of acceptance and withdrawal of the tender: -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 tenders without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with the bidder whose bid is rejected. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.

- a) Tender with incomplete information is liable for rejection.
- b) If the L-1 bidder fails to execute all the jobs, the Bureau with the permission of Chairman allot the work to the other printers at L-1 rates and forfeit the Performance Guarantee of defaulter printer/firm and blacklist the firm.
- c) Any dispute and or difference arising out will be resolved by the arbitrator appointed by the Chairman, DBTB.

20. False Information:-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 information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor in r/o this work order shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a period or forever as may be considered appropriate by the competent authority.

21. Submission of Self declarations/Undertaking: - The bidder will have to furnish the following two self declarations/Undertaking with the tender documents **directly to be dropped in the tender box placed in the chamber of Secretary, DBTB upto the last date and time of opening of technical bid.**

- i. 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.
- ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations.

22. Submission of Self Declaration/Undertaking regarding use of same paper as submitted by the L-1 bidder as sample:

After declaring L-1, The bidder will have to furnish a self declaration/Undertaking that " **The..... (name of printing firm) will use same paper submitted by it as sample to**

the Bureau. In case of any deviation of paper as required by the terms and condition of this tender, the Bureau can take any legal and administrative action against the..... (name of printing firm)". (As per Bid Form No. 16)

23. Delivery: -

The printer shall be required to supply the entire supply of the total print runs to be delivered within 10 days from the initial date of award of the contract/issue of production material whichever is later.

Delivery of the Letter Head/Window Envelopes shall be made at 29 Zones of Directorate of Education, GNCT of Delhi or any other place as specified by the Secretary, DBTB. Delhi Bureau of Text Books has all rights to enter into the premises of the printer at any time and day. Before the bulk supply of Letter Head/Window Envelopes is made in godowns, 5 advance finished samples of Letter Head & Window Envelopes have to be supplied in the Production Branch of Delhi Bureau of Text Books.

24. Packing: - Finished Letter Head/Window Envelopes shall be packed in bundles separately in strip packing as per Class wise and School wise Distributions list provided by the Bureau.

25. Registration and bundles with GST department: - The bidder/authorized distributor should be registered with the GST Department of the concerned state and shall submit the documentary proof of GSTR-3B Return for the month of December, 2018.

26. Quoting of rates: - The rates of the Letter Head/Window Envelopes should be quoted as per Letter Head/Window Envelopes copy basis of the job (including all Composing charges like corrections, Cover, freight, loading, unloading, stacking in the godown etc.). **The rate quoted by the bidder should be exclusive of GST.** However, the payment shall be made by the Bureau to the bidder after deducting TDS as per the scheduled rate at time of payments. GST will be paid as per Govt. norms.

27. Validity of Rates: The rates should be valid up to 31.12.2019 for the printing and supply of the Letter Head/Window Envelopes..

28. Variation in print order: - Each print order/No. of pages or both may be increased/decreased by 30% but no extra plate making charges shall be allowed in case of increased quantity of no. of copies/pages. However the rate of printing material will be adjusted on proportionate basis to the said variation. The extended orders shall be completed as per the time schedule given in the order.

29. **Printing of extra copies:**-The printer **will upload an undertaking** that he 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 bidder under the copyright act.
30. **Self attestation of the documents:** - Each and every document required to be uploaded with the technical bid must be self-attested by the bidder along with seal.
31. **Amendment in tender documents:** - At any time prior to the deadline for uploading of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website of the Delhi Govt. i.e. **https://govtprocurement.delhi.gov.in**. The amendment will be binding on all the bidders.
- In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid, the DBTB may, at its discretion, extend the deadline for the submission of bids.
32. **Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.
33. **Power to reject the tender:-** The Chairperson, DBTB does not bind herself 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 at any time.
34. **Submission of documents for the required turnover:** - The bidder should upload Trading Account, Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2018 authenticated by the chartered accountant with the technical bid.
35. **Submission of documents for the partnership firms and in other cases:** - The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.
36. **Taxes and Duties:** - The Printer shall be entirely responsible for all taxes, duties, license fees, road permits any compensation under wage act etc. Printing and supply incurred in supplying the finished Letter Head/Window Envelopes as per the directions given by the Bureau.
37. **IMPORTANT NOTES:** -
- a. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all terms and conditions as mentioned in

this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.

- b. If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority may allot the work to the next lower printers at L-1 rates.
- c. The implementation schedule specified in the contract shall be strictly adhered to.
- d. Secretary, Delhi Bureau of Text Books reserves the right to change the godowns/place of supplying the Letter Head/Window Envelopes within NCR region at his discretion.
- e. 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.
- f. Prices quoted by the Bidder will remain fixed during the Bidder's performance of the contract and not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

38. Amendment in Bidding Document:

- a) At any time prior to deadline for submission of Bids, the Bureau may amend the Bidding Documents by issuing an addendum/corrigendum on the Website only. No addendum/corrigendum will be published in the newspaper.
- b) The amendment will be binding on all the bidders. Bidders are advised to keep themselves updated with the information displayed on the website of the Bureau and Bureau shall not be responsible if the bidder has not received such addendum/corrigendum in the manner stated above.

39. Clarification regarding Bids

1. To assist in the examination, evaluation and comparison of Bids, the Bureau may, at its discretion, ask the Bidder for a written clarification of his/her Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors, if discovered by the Bureau in the Evaluation of the Bids.
2. No Bidder shall contact the Bureau on any matter relating to firm's Bid from the time of the Bid opening to the time the contract is awarded. Any attempt by any Bidder to influence the Bureau Bid Evaluation, Bid Comparison or Contract Award decision in any manner may result in summary rejection of its Bid and this will be treated as a fraudulent and corrupt practice and in such cases the earnest money of the firm will be forfeited besides any other action as deemed fit by the Bureau.

40. Correction of Errors.

- a) Bids determined to be substantially responsive will be checked by the Bureau for any arithmetical error/s will be corrected by the Bureau as follows:
- b) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- c) Where there is a discrepancy between the unit title rate and the total cost resulting from multiplying the unit title rate by the quantity, the lower will govern.
- d). The amount stated in the Bid will be corrected by the bureau in accordance with the above procedure for removal of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest Money shall be forfeited in accordance with the rule.

41. Sample of Paper

- A) The successful bidder(s) will be required to submit 10 (ten) full sheets (folded) samples of Paper, alongwith lab test report of the Mill (and also ISI certificate of the Mill) alongwith all the relevant documents at the time of declaring him L-1 bidder. Each sample of paper must be duly signed and stamped by the firm indicating the name and address of the Paper Mills with specification of paper as laid down by the Bureau of Indian Standards.
- B) The printer will submit photocopy of supply orders of paper issued to paper mill/s and copy of delivery challans issued for supply of paper.
- C) Further, the bidder shall be required to submit an undertaking to execute the work at a pre determined quality of the paper as specified by the DBTB in this tender document and sample submitted by the bidder.
- D) Before making the final payment Bureau may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Text and Cover Paper by the printer.
- E) No printer in any case will use the paper of any other mill/s other than the mill/s whose sample, name and address were submitted by the bidder otherwise a very serious view by treating the matter under fraudulent practices will be taken.
- F) The Bureau reserves the right to inspect the printing press at any time to ensure the quality of Letter Head/Window Envelopes. It is the responsibility of the printer to intimate the Bureau once the printing of Letter Head/Window Envelopes is start and over.

42. Authority Letter:

If the tender is signed by other than proprietor/partners/Director of the firm, the authority letter issued by the proprietor/Directors/all partners of the firm must be uploaded in the technical Bid, failing which, tender will not be considered. Authority letter duly signed by all Partners/Proprietors or authorized Director with copy of Directors resolution, list of Partners/Directors & copy of partnership deed mentioning the detail of all Partners/Directors in case of company be also submitted.

43. More Instructions for Technical Bid.

1. The tenders not uploaded in prescribed form and non submission of EMD, self declarations, and necessary documents, upto the last date of uploading the tender shall be disqualified.
2. The quotations should be strictly in accordance with the specifications at clause 3 of the terms & conditions specified above. Uploading of **incomplete tender or incorrect specifications or any false information** shall be liable for rejection and forfeiture of EMD.
3. The details as required in the Technical bid form shall be provided by the printer to the Bureau and **no self-made condition or counter conditions shall be written by the bidder.**
4. **Rates shall not be quoted in the technical bid form.** In case rates are mentioned therein directly or indirectly, the bid shall be summarily rejected.
5. The bidder must upload the details of his machines in each colour as per Tender and capacity of work done by their machines within 30 days in prescribed in tender bid form. The printer shall mention their capacity of printing of Multi colour Letter Head/Window Envelopes within a span of 10 days as the case may be, in the Technical Bid in the prescribed form.
6. **If the printer does not supply Letter Head/Window Envelopes as per terms and conditions of the tender and as per schedule mentioned in the main print order/extended print order or the printer backs out after the print order is issued by the Bureau, the Bureau may get the work executed from other resources at the risk of cost the defaulting printer shall be liable to be debarred from the allotment of work in future and the security deposited will be forfeited.**
7. 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 uploaded with the Technical Bid, the tender will be rejected.

8. The printer must upload the undertaking with the technical bid that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.12.2019.
9. A self declaration confirming that the information furnished in the tender document is correct to the best of knowledge and belief.
10. A declaration regarding financial bid has to be signed and submitted with the technical bid as given below: -

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

11. A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.
12. Such other information as may be specified in the technical bid Form.

44. More instructions for financial bid: -

1. The printer will have to fill financial bid for all the titles. The rates of the Letter Head/Window Envelopes shall be for per copy basis in Indian Rupees (including all charges like corrections, Cover, freight, loading, unloading, stacking etc.) and also include cartage/ packing/ transportation/ stacking charges in the godowns of Delhi Bureau of Text Books or any other place/s in NCR of Delhi. **The rates should be exclusive of GST.**
2. The printer shall print Letter Head/Window Envelopes allotted to him as per the Tech. specifications mentioned at clause 2 of the tender.
3. The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour 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 in bulk. However no extra time will be given for approval.
4. If any printer quotes rate for a Letter Head/Window Envelopes, for which he is not entitle according to the possession of No./Size/Type of

machines, his bid shall be rejected and EMD should be forfeited with immediate effect.

5. The allotment of a particular job shall be made to the lowest bidder for that job on the basis of the printing capacity.
 6. The printer shall quote the rate of Letter Head/Window Envelopes separately per copy basis (including all taxes) and will have to quote the rates of all Letter Head/Window Envelopes in the prescribed format of BOQ.
 7. The work will be allotted to the L-1 bidder who quote the consolidate lowest rates of Letter Head and Window Envelopes. There may be (1) One L-1 bidder in this tender.
- 45. Any point not covered under the Terms and condition of the tender**

For any point not covered under the provisions of the tender, Chairman, DBTB shall be the final competent authority, whose orders in this regard shall be final and binding upon the bidders.

- 46. 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.
- 47. Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder must upload an undertaking with technical bid **that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.12.2019.**

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 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.

Sd/-
SECRETARY

Delhi Bureau of Text Books

Technical Bid Form - 1

TECHNICAL BID FOR THE PRINTING & SUPPLY OF LETTER HEAD/WINDOW ENVELOPES

(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 _____
- 1.4 Proof of requisite experience uploaded/Not uploaded
in Letter Head & Envelopes/books printing
(As per Clause No.1 of Eligibility Criteria
of General Terms and Conditions)
- 1.5 Copy of the PAN Card uploaded/Not uploaded
- 1.6 Copy of GST Registration uploaded/Not uploaded
No.
- 1.7 Copy of the valid license of printing/
declaration under Press & Registration
Books Act, 1867, from/before
Competent Authority uploaded/Not uploaded
- 1.8 Details of Earnest Money Deposit (EMD) uploaded/Not uploaded
(Original EMD to be submitted directly in
the tender box) (**Scanned copy should be
uploaded**) Lying in the Chamber of Secretary,
DBTB **FORM-2** Submitted/Not Submitted
- 1.9 Proof of average turnover during last uploaded/Not uploaded
3 years (Authenticated by C.A.)
and ITR for the last three financial
years ending 2017-18 (for the assessment year ending 2018-19)
FORM-3

- | | | |
|------|---|---|
| 1.10 | Details of Machines (Ownership documents to be uploaded) FORM-4 | uploaded/Not uploaded |
| 1.11 | Certificate of reading/understanding of Technical specifications FORM-5 | uploaded/Not uploaded |
| 1.12 | Acceptance of Implementation schedule FORM-6 | uploaded/Not uploaded |
| 1.13 | Declaration regarding financial bid FORM-7 | uploaded/Not uploaded |
| 1.14 | Undertaking regarding acceptance of all terms & conditions of the tender FORM-8 | uploaded/Not uploaded |
| 1.15 | Validity of rates upto 31-03-2020 FORM-8 | uploaded/Not uploaded |
| 1.16 | Declaration regarding supply of Letter Head/Window Envelopes as per specification & schedule FORM-9 | uploaded/Not uploaded |
| 1.17 | Self declaration regarding incorrect/false Information. FORM-12 in the Bureau) | Submitted/Not Submitted (Directly to be submitted in the Bureau) |
| 1.18 | Self declaration regarding never blacklisting FORM-13 | Submitted/Not Submitted (Directly to be submitted in the Bureau) |
| 1.19 | Documents for partnership of the Press/ List of Directors (in case Pvt. Ltd./Ltd. Company)/Registration of Firm/company. | uploaded/Not uploaded |
| 1.20 | Self Declaration/Undertaking regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/ State Govt. FORM-10 | uploaded/Not uploaded |
| 1.21 | Certificate regarding capacity to handle the work in terms of Reams within 10 days. FORM-11 | uploaded/Not uploaded |
| 1.22 | Authority Letter FORM-14 | uploaded/Not uploaded |
| 1.23 | Whether all documents signed with seal By the Owner/Partner/Director of the Press | Yes/No |
| 1.24 | Upload the proof of GSTR-3B Return for the month of December, 2018 (Technical Bid Form No.15) | Uploaded/Not Uploaded |

- 1.25 Proof of 02 years experience in the field of Letter Head & Envelopes/Books Printing (as per Clause No. 1 of General Terms and conditions) Yes/No
- 1.26 Proof regarding empanelment with NCERT As per Clause No. 2.1, 1.1(d) applicable only for printer outside NCR Uploaded/Not Uploaded

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

Place:

Dated:

- Note:** - 1. All the documents uploaded with this form should be self attested and stamped by the Firm.
2. Firm shall not upload any other additional documents other than asked above.

TECHNICAL BID FORM-2

DETAILS OF EARNEST MONEY DEPOSIT (EMD): -

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

Note: Please Submit the EMD of the above mentioned amount and valid upto 30.04.2019, directly to the office of the Bureau and details copy to be uploaded in above mentioned form.

Place & Date:

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

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 lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	ITR for the financial year 2015-16, 2016-17 and 2017-18. (Assessment year 2016-17, 2017-18 and 2018-19)
2015-16		Uploaded/Not uploaded	Uploaded/Not uploaded
2016-17		Uploaded/Not uploaded	Uploaded/Not uploaded
2017-18		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 AND OTHER UNITS WITH SPACE AREA AS PER TENDER DOCUMENT

1. **No. of Web Offset/Sheet Fed Machines as mentioned in the tender.**

Single Colour _____ of Size: _____

Double colour _____ of Size: _____

Four Colour _____ of Size _____



CERTIFICATE

" It is certified that the information is correct and all the above machines/ units are owned by me and existing in my owned/Leased premises".

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 along with Specifications given at clause 2 of the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished **Letter Head/Window Envelopes**, the action will be taken as per terms & conditions of the tender along with punitive action.

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: -

- A.** The supply of printed material is to be completed within 10 days from the date of issue of work order or handing over the production material whichever is later, failing which a penalty @ of 5% per week on pro-rata basis will be imposed on the cost of the unsupplied Letter Head/Window Envelopes at the start of the week from 11th day of issue of work order or handing over of the production material whichever is later. The printer has to finalise the proof, if required from School Branch/Bureau or any other agency as specified by the Bureau within these 10 days. For any unexcused delay beyond 15 days after 10 days, the Bureau will have the discretion to take any or all of the following actions:-
- i)** Forfeiture of its Performance Security.
 - ii)** Termination of the contract

- iii) Debarring of the firm for specified period.
- iv) Blacklisting of the firm
- v) Any other action as deemed fit by the Chairperson, DBTB.

The date of issue of work order/handing over of the production material whichever is later, will be counted as day one of the implementation schedule.

- a) Date of issue of work order/handing over of the production material
whichever is later Day one (1)
- b) Completion schedule 10 Days

B. I/we accept the implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection. If supply is not made as per the time schedule, it will be treated as Criminal Offence and action shall be taken against the bidder as per the law in this regard.

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 condition and strictly as per the conditions of the tender documents and I/We aware that the financial bid is liable to be rejected if it contains any other condition.

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

TECHNICAL BID FORM-8

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER AND VALIDITY OF RATES

I/We hereby undertake that all the technical & financial 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 acceptable to us and I/We shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.12.2019.

**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 LETTER HEAD/WINDOW ENVELOPES 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 them.

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

Place & Date

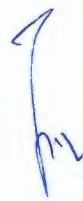
TECHNICAL BID FORM-10

Certificate regarding implementation of labour laws and etc.

It is certified that I/We have read the clause of labour law of GNCT of Delhi/State Govt. and we are implementing the labour laws in our press as framed by the Labour Department, Govt. of NCT of Delhi/State Govt.

**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 CAPACITY OF PRINTING IN TERMS OF REAMS

- i) 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 10 days.

Single/Double/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-12

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
Address _____

_____ has/have furnished the correct information in the tender and 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-13

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
Address _____ certified

that our firm has never been blacklisted in the past by any Govt. Department/Organisation/Undertaking.

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

Place & Date

TECHNICAL BID FORM-14

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

TECHNICAL BID FORM NO. 15

Certificate regarding filing of GSTR-3B Return

Certified that I/We _____ proprietor/director/partner of M/s _____ Address _____ hereby certify that I have filed the GSTR-3B for the month of December, 2018.

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

Place & Date

BID FORM-16

Self Declaration / Undertaking regarding use of same paper submitted as sample.

That I/We _____ M/s _____ Address _____ certified that the..... (name of printing firm) will use same text and cover paper submitted by it as sample to the Bureau. In case of any deviation of paper as required by the terms and condition of this tender, the Bureau can take any legal and administrative action against the..... (name of printing firm)".

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

Place & Date

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books						
Name of Work: Tender for printing & supply of Letter Head/Window Envelopes						
Contract No: F.1-P (2)/Letter Head/DBTB/18-19/29				TENDER ID:		
Bidder Name :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder PER UNIT(inclusive of all taxes) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8