

DELHI BUREAU OF TEXT BOOKS

25/2, Institutional Area, Pankha Road,
"D"Block, Janakpuri, New Delhi-110058
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E mail- delhibureauoftextbooks@gmail.com

TENDER NOTICE

The bids are invited from the printer of Delhi/NCR region who have valid license of printing/declaration under press & registration Act, 1867/competent authority.

Title Executive Diary for 1+1 year i.e. 2020 & 2021
(with mutual consent).

S.No.	Item	Description
1	Size of the Diary	17.5 cm X 24 cm
2	Quantity and Colour	1500 in velvet cloth of Mahroon Colour
3	Number of Pages	400 including 16 pages to be composed and printed and 12 pages for planner or 200 leaves
4	Style of Binding	Perfect Binding (Binding must be as per the one date on a page with a thread as book mark)
5	Design	As per sample (available in the office of Bureau)
6	Cover	Hard Board cover 32 ounce
7	Paper	Maplitho Paper-70 gsm (NS Paper fine quality)
8	Packing	Every diary must be in card board box.
9	Leaf	Logo of DBTB and Name of the Officers

Estimated cost Rs. 2.4 Lacs/-approx. (Exclusive GST)
Date of Submission 15.11.2019 UPTO 2:00 P.M.
Date of Opening 15.11.2019 AT 3:00 P.M.
Schedule of supply The supply of the Executive Diary has to be made within 15 days from the final approval of proof from the office of the Secretary DBTB/competent authority. No time extension will be allowed for the supply of Executive Diary.



The soft copy of the officer's list will be provided by the Bureau. The printer will have to compose and print and get it approved from the Office of Secretary DBTB/competent authority. A good quality of printing of Executive Diary is required; if Executive Diary is not printed as per specification, a penalty of 2% on the total cost of the work order will be imposed.

The paper shall be procured by the printer from its own sources and should be strictly as per BIS specification 1848:2007. If paper is not found as per specification a penalty @ 2% on the total cost of the work order will be imposed per failed parameter.

The supply of the Executive Diary has to be made within 15 days from the final approval of the material from the office of the Secretary DBTB/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 proof.

Payment of the bill will be made within reasonable time after the receipt of supply subject to the verification of satisfactory supply as per terms, 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 **at 13 Districts, Dte. Of Education or any other place within the NCT of Delhi as specified by the Secretary, DBTB.** Executive Diary should be packed in the card board box. 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.

Earnest Money Deposit (EMD):-The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for **Rs 7,200/- (Rupees Seven thousand two hundred only)** of any scheduled/nationalized bank valid up to 31.01.2020 in favour of Managing Director, Delhi Bureau of Text Books, is to be submitted in the office of Bureau up to the last date & time of uploading of tender.

The EMD of the un successful 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 respect.

The EMD will be submitted by all the bidder 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 of Department. The document with regard to claim of

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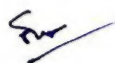
Exemption will be submitted along with other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.

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 get 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.

Performance Security: - The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 5 clear calendar days 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. 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.

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 5 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 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.

The Chairperson, DBTB reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

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

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

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

Variation in print order: - The print order and number of pages can be increased/decreased by **30%** but no extra plate making charges shall be allowed in case of increased quantity. The extended orders shall be completed as per the time schedule given in the order.

The rates should be valid upto 31.03.2021 and including all charges like composing, corrections, positive making, freight, loading, unloading, stacking and all Taxes etc excluding GST.

The bidder is required to submit an undertaking, as per Annexure-1, that the firm is not blacklisted or debarred for participating in Govt. tenders/work order by agency at the time of submission of bid.

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.



(SUNITA DUA)
SECRETARY, DBTB

FORM OF QUOTATION

Executive Diary (2020 & 2021)

Name and Address of the firm with phone numbers:

PAN No. _____

GST Registration No. _____

Rates per copy (Exclusive GST) Rs. _____
(Rupees) _____

Note : EMD in original, copy of valid license, GST, PAN & self declaration in the given format are here by submitted along with the bid.

That I/We _____ M/s .
Address _____

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

I hereby accept all the terms and conditions of the tender.

Signatures with seal of the Prop./Partner

Phone Numbers
Mobile Number

DECLARATION

That I/We _____ M/s _

Address _____

_____ certified that my/our firm has never been blacklisted or debarred for participating in Govt. tenders/work order in the past by any Govt. Department/ Organization/ Undertaking.

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

With rubber stamp

Place & Date

Note: To be submit along with the bid.