

DELHI BUREAU OF TEXT BOOKS
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SHROT TERM TENDER NOTICE

The bids are invited for Printing & Supply of Elementary Education Certificate for the Schools of Directorate of Education, Govt. of NCT of Delhi for class VIII for the Academic Session 2023-24 (Govt. & Govt. Aided Schools) from the printer of Delhi/NCR region who have valid license of printing/declaration under press & registration Act. 1867/Competent Authority.

Title	Elementary Education Certificate for class VIII.
Size (Trimmed)	21cm X 27.3 cm
Quantity	187886 (approx.) Elementary Education Certificate.
No. of pages	02 (Approx.) per card
Estimated Cost	Rs.60000/- inclusive of total cost of the Elementary Education Certificate exclusive of GST at applicable rates.
No. of colours	Multi colour
Paper	220 GSM Art Card paper will be provided by the Bureau from its godwon.
Binding	N.A.
Date of Submission	15.02.2024 Upto 2:00 P.M.
Date of Opening	15.02.2024 AT 3:00 P.M.
Schedule of supply	The supply of the Elementary Education Certificate has to be made within 30 days from the final approval of proof from the office of the D.D.E. (Exam Branch)/Competent Authority. No time extension will be allowed for the supply of Elementary Education Certificate.

The manuscript/soft copy will be provided by the Secretary, DBTB. **The printer shall have to carry out the corrections/composing if directed in the printing material at his own cost and** get it approved from Directorate of Education DDE (Exam Branch), Old Secretariat Delhi before printing. A high class printing of Elementary Education Certificate is required, if Elementary Education Certificate is not printed as per specification a penalty of 2% will be imposed on total cost of the work order.

Paper : -The paper for the printing shall be made available to the printer by the DBTB from its godown/s or from any other place/s within the NCR of Delhi. Printer shall arrange the lifting of paper on their own. The Bureau is not responsible for loading/unloading of the material. The printer shall make their own arrangement of labour for the purpose of loading of paper/unloading and stacking of the Elementary Education Certificate.

The Bureau will issue paper. The paper Account in this regard shall have to be submitted with the bill of each title. The paper supplied in sheets the spoilage @ 1% for first colour and 0.5% for every subsequent colour will be allowed. The paper issued in excess or balance with the press should be returned to the Bureau immediately with the bill failing which the cost of paper shall be recovered from the printer bill at twenty five percent higher rates than the cost of paper last purchased by the Bureau.

Bank Guarantee of paper: - The successful bidder shall have to furnish a Bank Guarantee of 10% of the cost of paper before lifting the paper issued/intended to be issued to him by the Bureau. After the finished Elementary Education Certificate of the lot of paper issued to him are delivered to the Bureau for subsequent issue of the paper no separate Bank Guarantee will be required, provided that the paper issued to him in each subsequent installment is not more than that for which the bank guarantee has been given.

Comprehensive Insurance Coverage of the Paper: - The successful bidder shall have to submit the Comprehensive Insurance Coverage for the total cost of paper lifted or to be lifted from the godown/s of the DBTB. The expenses pertaining to the insurance premium will be borne by the press. No paper will be issued in the absence of Bank Guarantee and Comprehensive Insurance risk.

The supply of the Elementary Education Certificate has to be made within 30 days from the final approval of the material from the office of the DDE (Exam Branch)/Competent Authority. The Bureau will impose the delay penalty @ 5% per week on pro rata basis on the supplies made after the schedule date. The schedule date will be counted from the date of approval of the final proofs.

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 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 **29 Zonal Centre's 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.** Elementary Education Certificate should be packed in the bundles containing 50 pieces each. The detail list of distribution along with the quantity to be supplied in different **Zonal Distt. Centre's** will be collected by the printer from the office of the Secretary DBTB.

Earnest money deposit (EMD): - EMD of **Rs.1800/-** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid upto 30-06-2024, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.

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.

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.

The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of Performance Guarantee 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 uploading of bids**, the tenders of such bidders shall be summarily rejected.

Performance Guarantee: - The successful bidders will have to deposit the Performance Guarantee at the rate of 5% 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 Guarantee 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 Guarantee 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 Guarantee 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.

The rates should be valid upto 31.07.2024 and including all charges like 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.


(Rajesh Kumar)
SECRETARY, DBTB

FORM OF QUOTATION

Name and Address of the firm with phone numbers:

PAN No. _____

GST Registration No. _____

Rates per Elementary Education Certificate including other charges,
excluding GST as applicable

Rs. _____ (Rupees in words) _____

I hereby accept all the terms and conditions of the tender and rates
quoted inclusive all by me/undersigned.

Signatures with seal of the Prop./Partner

Phone Numbers
Mobile Number

NOTE: The following documents are required to be submitted alongwith the
bid :-

1. EMD in original
2. Copy of GST Registration
3. Copy of PAN Number
4. Copy of valid license of printing/declaration under press & registration
Act 1867.
5. Self declaration in the format mentioned as Annexure-I.



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 submitted along with the bid.