

DELHI BUREAU OF TEXT BOOKS
 (An Autonomous Organization of the Govt. of NCT of Delhi)
 25/2, Institutional Area, Pankha Road,
 "D" Block, Janakpuri, New Delhi-110058
 Phones 2852-2049, 28524202 FAX 2852-0901
 Email delhibureauoftextbooks@gmail.com

NOTICE INVITING E-TENDER

Online open tender are invited from the reputed offset printers, operating within NCR of Delhi and all printers across India registered with NCERT for the Printing of approx 86 thousand (11 types of dairies) Teacher Diaries for 1+1 year i.e. 2023-24, 2024-25 (with mutual consent at the same rate) for the teachers of Directorate of Education. The delivery of the Teacher Diaries will be made at the 29 zones of Directorate of Education or any other place within the jurisdiction of NCT of Delhi as specified by the Secretary, DBTB. The estimated values of the Teacher Diaries are Rs.60 lakhs (approx). The bidder should have:-

1. Details of the tender are as below:

1	NIT No.	Tender No. F.1-P (6)/TD/DBTB/23-24/02
2	Type of tender	Indigenous Open e-Tender -Two bid System
3.	Description	Composing, DTP, Printing and supply of Teacher Diaries for Classes Pre-Primary to XII for the Academic Session 2023-24 & 2024-25.
4.	Scope of work	Described under the section 'Scope of work' in the tender document
5.	Date/time of Pre-Bid Meeting	_____NIL_____
6.	Closing date/time of submission of bids	07.08.2023 at 2:00 p.m.
7.	Opening Date/time of Technical Bid	07.08.2023 at 3:00 p.m.
8.	Bid security	Rs.1,80000/- valid upto 30.09.2023
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.	Performance Bank Guarantee /FDR (To be submitted by successful bidder/ Contractor)	03 % of order/contract value
12.	GST & PAN No. of Delhi Bureau of Textbooks	GSTIN 07AAATD4122G1Z7 and PAN No. AAATD4122G.
13.	Address of Correspondence	DELHI BUREAU OF TEXT BOOKS 25/2, INSTITUTIONAL AREA, PANKHA ROAD, "D" BLOCK, JANAKPURI, NEW DELHI-110058

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2. Terms and Conditions:

2.1 Experience and past performance on similar work:

- a) The bidder must be in existence in the field of books/diaries production for the last 5(five) years for which registration of the firm is required.
- b) Experience and past performance in books/diaries 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.

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"×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:

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

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

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 financial years, ending 31st march 2022. The average annual turnover should be at least 30% of the estimated cost of the work.

b) Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2022 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2020-21 & 2021-22 & 2022-23.

c) Upload the Registration of GST for respective state and also upload the GSTR-3B Return for May, 2023.

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

3.1 The Teacher diaries are for class Nursery to XII. The total eleven types of Diaries quantity of Teacher Diaries is about 76264 Diaries from class Nursery to class IIrd to be printed in multi colour(text) and from Class IIIth to Vth in Single colour (text) and from Class VIth to XIIth in Single colour(text) for the Teachers of GNCT of Delhi.

3.2 The entire work of Composing, DTP, Printing and Supply to be completed within 30 days positively from the date of issue of work order/production material whichever is later.

3.3 The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848:2018 for Text Paper.

3.4 The successful bidder will submit 10 full sheet (folded) of the cover paper indicating name, address of the paper mill and specification of the paper and text paper bearing the watermark of the mill at every 8 inches 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. EMD declaration to be submitted by the bidder physically alongwith other requisite documents before the closing time and date of technical bid.

3.5 The L-1 bidder/s will submit an Undertaking/Self Declaration regarding use of same paper submitted as a sample (Bid Form No.16).

3.6 The paper of the finished Diary 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.16.B.II)

- 3.7 The Diary as per works contract shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill. The delivery of Diary shall also be made from Delhi. The bidder or its authorized distributor, as the case may be, who supplies the Diary should be registered with the GST Department of the respective state 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 Diaries are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be **exclusive of GST**.
- 3.8 The text paper and cover paper shall be procured by the printer from their own sources for all the printing work in the following specifications: -

- i) **Text Paper:** Mapliptho paper of 80 GSM conforming to BIS specification 1848:2018 with latest amendments with smooth finish on both sided and should be manufactured from virgin pulp and of standard mill.
- ii) **Cover Paper:** Hard Bound with 32 Ounce white board with 4 colour printed sheet duly pasted on the board.

The Tender form alongwith detailed terms and conditions are available at the website <https://govtprocurement.delhi.gov.in>

NOTE: The number of pages/quantity can be increased/ decreased by 40%.

Schedule:-

- i) Last date for submission of tender on line by 2:00 p.m. on 07.08.2023 through e-procurement.
- ii) On line opening of Technical Bid : 07.08.2023 at 3:00 p.m. in the conference room of Delhi Bureau of Text Books.
- iii) Pre-Bid Meeting will be held in the Chamber of Managing Director, DBTB at 25/2, Institutional area, Pankha Road, "D" Block, Janak Puri, New Delhi _____NIL_____.
- iv) On line opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.

The first requirement to participate in e-tender is to have digital signature and registration of bidders with NIC e-Tender website. For any enquiry about e-tender/digital signature please contact Help Desk, C Wing, 6th floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523.

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.


Secretary

Delhi Bureau of Text Books

GENERAL TERMS & CONDITIONS

The Composing, DTP, Printing and Supply of printed Teacher Diaries shall be made at the 29 zones of Directorate of Education or any other place within the NCT of Delhi as specified by the Secretary, DBTB. Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any reasonable hour for inspection purpose.

1. **Eligibility criteria:** - The bidders must fulfill the following eligibility conditions and must also submit documentary evidence 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 books/diaries production for the last 5(five) years for which registration of the firm is required.
- b) Experience and past performance in books/diaries 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.

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"x36" size.
- b) 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"x36" 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:**

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

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 2022. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31st March 2022 duly attested by C.A and ITRs for the same period (Assessment year 2020-21, 2021-22 & 2022-23).
- c) Upload the Registration of GST for respective state and also upload the latest GSTR 3B Return for May, 2023.
- d) Upload the copy of PAN Card of Firm/Company/Proprietor.
- e) The diaries, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the diaries should be registered with the GST Department of the respective state. TDS will be deducted as per the guidelines of concerned Government Department. The bidder shall, however, be responsible for compliance with all conditions, warranties/ guarantees, irrespective of the fact that the diaries are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be **exclusive of GST.**

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

Note: A. All the printers should quote for the Composing, DTP, Printing and Supply of Teacher Diary 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 in case or condition of "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 exports or imports, floods, explosions, epidemics).

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

1.4 Technical Specifications:

A. Subject, Class, Quantity, No. of Pages, colours. size

S. No.	Subject	Class	Print Order	No. of Pages	No. of colours	Size
1	Teacher Diary	Nur. to II	2900	110	Multi colour	21.5cm X 27.5cm Demy Octavo
2	Teacher Diary	III to V	3160	140	Single colour	21.5cm X 27.5cm Demy Octavo
3	Teacher Diary	VI to XII	60220	184	Single colour	21.5cm X 27.5cm Demy Octavo
4	Vocational	--	1730	81	Single colour	21.5cm X 27.5cm Demy Octavo
5	Librarian	--	1150	72	Single colour	21.5cm X 27.5cm Demy Octavo
6	P.E.T./Yoga	--	2700	88	Single colour	21.5cm X 27.5cm Demy Octavo
7	Drawing Teacher	--	1440	80	Single colour	21.5cm X 27.5cm Demy Octavo
8	Music Teacher	--	400	88	Single colour	21.5cm X 27.5cm Demy Octavo
9	Special Education Primary	-----	450	288	Single colour	21.5cm X 27.5cm Demy Octavo
10	Special Education TGT	-----	1813	250	Single colour	21.5cm X 27.5cm Demy Octavo
11	Special Education PGT		301	287	Single colour	21.5cm X 27.5cm Demy Octavo

For S.No.1 i.e. Diaries for Class NUR to II

Note: Diary is divided into three sections; namely general information, Monthly activities and student record. Monthly activities pages are to be light pastel pink in colour. Monthly theme is to be taken up and activities thereon are given for all classes from NUR to II. In between the pages some coloured pictures are also

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to be inserted to make the diary more attractive. Student record pages are to be light pastel blue in colour.

NOTE: No. of pages and no. of copies may be increased or decreased by 40% each respectively. If the pages increases or decreases, the proportionate payment shall be made.

1.5 The text paper and cover paper shall be procured by the printer from their own sources for all the printing work in the following specifications: -

iii) **Text Paper:** Mapliptho paper of 80 GSM conforming to BIS specification 1848:2018 with latest amendments with smooth finish on both sided and should be manufactured from virgin pulp and of standard mill.

iv) **Cover Paper:** Hard Bound with 32 Ounce white board with 4 colour printed sheet duly pasted on the board.

1.6. The printer shall have to provide the finished Teachers Diaries in trimmed size of **21.5 x 27.5 (cm)** at **the 29 zones of Directorate of Education or any other place within the NCT of Delhi as specified by the Secretary, DBTB.** Any variation in trimmed size will attract the penalties of over-trimming.

1.7 The printer shall have to carry out the corrections at their own cost.

1.8 The ink should be of a good quality having sufficient quantity of finely grind pigments. The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".

2. **Style of binding: -**

Perfect Binding should be done with a smooth shave of the spine separating all the leaves of the Diary and make appropriate groove for filling in the glue to hold firmly the spine and cover of the Diary.

While perfect binding a Diary, it should be ensured that the spine shaving knife and all groove making devise of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the Diary and make appropriate groove for filling in the glue to hold firmly the spine and cover of the Diary. The glue used should be fresh, weather resistant, of high standard in quality, applied in adequate quantity at appropriate temperature and should set in with suitable thickness. The glue should be firm binder of all the leaves of the diary with cover and flexible to bear the frequent and flat opening of the diary. No leaf or the cover of the diary should come out while opening/turning over the diary. The glue should not crack in any case.

All the three sides of the diaries, to its full thickness should be trimmed smoothly at right angle in accordance to the sizes mentioned in technical specifications.

As far as possible printing of the work shall be entrusted in accordance with the capacity of the printer worked out by the Bureau. The printers shall execute the work as entrusted to him within time schedule. Refusal to accept and execute the work orders shall be viewed as violation of the provision of the terms and conditions and punitive action will be initiated against the bidder.

3. **Implementation of Labour Laws:** - The bidder is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities. **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.** The printer shall submit a certificate on his letter pad 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/organisation is following Rules and Regulations framed by the Labour Deptt. Govt. of NCT of Delhi/ concerned state authorities.

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 declaration 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. **Due date and time:** - On line bid documents should be uploaded on or before 07.08.2023 up to 2:00 p.m.
7. **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 Diary excluding of GST should be quoted separately, for each title in the BOQ, to be uploaded.
8. **Earnest Money Deposit (EMD):**- EMD of Rs.180000/- (3% of total cost) in shape of FDR/ Bank Guarantee of any nationalized/scheduled bank valid up to 30.09.2023, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.

- 8.1 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.
- 8.2 The EMD of successful bidders will be released only after signing of the agreement by the bidder and after submission of Performance Guarantee which will be 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 before the time of opening of technical bid**, the tenders of such bidders shall be summarily rejected.

9. 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 all the relevant documents in sealed envelope in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
- c) The documents required alongwith EMD declaration 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 declaration long 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.

10. 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 07.08.2023 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.

11. Performance Security: -

A. The successful bidders will have to deposit the performance security at the rate of 3% of the total work awarded within 5 clear calendar days from the issue of Letter of Intent (LOI). The PS will remain valid upto 60 days after the completion of Academic Session. The work order will be provided only after the submission of performance security. 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) Termination of the contract.
- ii) 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 security can be forfeited in the following cases:-

- i) If the bidder fails to perform any contractual obligation(Clause 12(d)&12(e)) .
- ii) For any unexcused delay in supply of Diaries (Clause 16.A).
- iii) If the printed matter is bled on any side of the Diary.(Clause No.16.B(I)).
- iv) For more than 6 failed parameters(Clause No. 16.B.II(iv)).
- v) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order(Clause No. 16.V).
- vi) If the L-1 bidder fails to execute all the jobs(Clause No.18(a)).
- vii) In the event of furnishing false/incorrect information by the bidder(Clause No.19).

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 security of the previous year may be adjusted, however the validity of the PS has to be extended as per requirement.

12. 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 days from the date of award of the contract. The bidder shall not be allowed to insert/delete any term and condition on the Agreement Deed. If any deviation found in the Agreement Deed, the bidder 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 after the submission of the performance security 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 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 consent for next year i.e. 2024-25, the Bureau will have the discretion to take any or all the following action.
1. Forfeited of the performance security.
 2. Any other action as decided by the Chairman, DBTB.

13. Payment: - The payment shall be made on the basis of the final setup of pages of the Diary. If the number of pages increases or decreases, the proportionate cost of printing shall be payable. The 75% payment will be made after submission of production material and on the satisfactory supply of the complete consignment. No bill will be processed, if the bidder fails to return the production material to DBTB. The balance 25% will be paid within reasonable time of supply of the consignment with no defects. The amount of Defective/damaged Diaries will be recovered from the final payment of the bills. 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. The defective/damaged diaries will be the property of the Bureau hence the same will not be handed over to the firm.

14. Implementation schedule: - Printer has to get approved the final proof from School Branch of Directorate of Education or any other authority assigned by bureau in GNCT Delhi within 10 days of providing of work order/ last production material or date of final approval whichever is later. Any delay on the part of authority has to be intimated by the printer in writing to the bureau. After finalization of proof the printer has to complete the work within next 20 days. Entire work of finalization of proof, printing and supply of printed material is to be completed within 30 days. The printer shall be required to supply the complete class-wise lots of diaries at **the 29 zones of Directorate of Education or any other place within the NCT of Delhi as specified by the Secretary, DBTB** within 30 days from the initial date of award of the work/last production material or date of final approval of proof whichever is later.

- a). Date of award of Work/Prod. Material (whichever is later)**Day one (1).**
- b). The printing work is to be completed within 30(10+20) days from the date of award of the work/last Prod. Material or date of final approval whichever is later.
- c). The printer shall at its own cost submit the proofs to the School Branch of DOE or any other authority in GNCT of Delhi to be specified by the Bureau at any stage for its approval before final printing.

The bidder should give their acceptance to the implementation schedule in the prescribed form enclosed with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

15. 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.

16. Penalty: -

A) Delay Penalty :

If the work of printing and delivery is not completed within the stipulated time schedule of 30 days, a penalty for delay will be imposed @ of 5% per week (i.e. 7 days) on pro-rata daily basis on the total value of the printing and delivery of the diaries remaining un-supplied. The penalty will be imposed from 31st day from the date of award of the Contract/last Prod. Material or date of final approval whichever is later. For any unexcused delay beyond 15 days after 30 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 Chairman.

B) Technical penalty:

I. For Trimmed Size:-

1.	If the diary is short in size upto 5mm in width and or in length.	The diary 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 diary is short in size by more than 5 mm in width and or in length.	If the diary 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 Diary.	If the matter is bled on any side of the diary, the diary shall be forfeited for the purpose of destruction at the cost of Printer and the Printer will be directed to print and supply the Diary again within specified period, failing which the performance security is liable for forfeiture.

II. Paper Penalty

- i) Upto 2 failed parameters: Penalty will be deducted @ 2% per failed parameter on total value of the work order.
- ii) Upto 4 failed parameters: Penalty will be deducted @ 3% per parameter on total value of the work order.
- iii) Upto 6 failed parameters: Penalty @ 4.5% per parameter will be deducted on total value of the work order.
- 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

- i) In case of non-registration of colours in perfect form, the penalty of 2% of the total printing cost of the work order will be levied. The printing cost will be considered as 20% of the total work order.
- ii) In case of defective binding, a penalty of 2% will be levied on the printing cost of the Diary.

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

V. Maximum Limit of Total penalty:

The maximum aggregate penalty on all possible issues excluding delay penalty, 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

17. Paper Quality :

- a. The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848:2018 of text paper & 4658:2019 of cover paper.
- b. On declaring the bidder as L-1, bidder shall submit the 10 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. The samples will be lifted in the presence of printer or his authorized representative (if the printer desires).

18. 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/ reject/withdrawal any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.

- a) 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.
- b) Tender with incomplete information is liable for rejection.
- c) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of Delhi/New Delhi.

19. False Information: -

In the event of furnishing false/incorrect information by the bidder, action as may deem fit by the competent authority will taken against the bidder.

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.

20. 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.

21. Submission of Self Declaration/Undertaking regarding use of same text and cover 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 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)***".(As per Bid Form No.-16)

22. Delivery: - The delivery of printed Diaries form class Nursery to 12th shall be made at the **29 zones of Directorate of Education or any other place within the jurisdiction of NCT of Delhi as specified by the Secretary, DBTB** within 30 days from the initial date of award of work order/issue of production material or final approval of proof whichever is later. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms and conditions of the Agreement or otherwise, shall be allowed.

23. Sample of Paper

a. The successful bidder(s) will be required to submit 10 (ten) full sheets (folded) samples of Text Paper & Cover Paper, alongwith lab test report of the Mill (and also ISI certificate of the Mill) and bearing watermark of the mill at every 8 inches to be used in the printing of text diaries/work books 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 text and cover 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 work. It is the responsibility of the printer to intimate the Bureau once the printing of Diary is start and over.
- 24. Packing:** - Finished Diaries shall be packed in bundles of 25 diaries and delivered to 29 zones 05 advance copies to be given in DBTB.
- 25. Registration with GST Department:** - The bidder/authorized distributor should be registered with the Sales Tax/GST Department of the concerned state and shall submit the documentary proof of registration of GST.
- 26. Quoting of rates:** - The per copy rates of the diaries should be uploaded in the prescribed BOQ Performa of the e-tender (including all charges like corrections, Cover, freight, loading, unloading, stacking etc.). **The rates should be excluding of GST.** The prices shall be quoted in Indian Rupees only.
- However, the payment shall be made by the Bureau to the bidder after deducting TDS. GST will be paid as per Govt. norms. The quoted rates shall be valid up to **31.03.2025** for all extended orders up to **40% of** the main print order.
- 27. Variation in print order:** - The print order of each type of diary and number of pages can be increased/decreased by **40%** 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.
- 28. 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.
- 29. 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.



30. **Amendment of tender documents:** - At any time prior to the deadline for submission of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website <https://govtprocurement.delhi.gov.in>. Any amendment/s will be binding on all the bidders.
31. **Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents and their addendum.
32. **Power to reject the tender:-** The Chairman, DBTB does not bind himself 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.
33. **Submission of documents for the required turnover:** - The bidder should upload Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2022 authenticated by the chartered accountant with the technical bid.
34. **Submission of documents for the partnership firms and in other cases:** - The bidder should upload a partnership deed in case of partnership firm and certificate of registration/incorporation/commencement of business in case of private/public limited company or registered society with the technical bid.
35. **Taxes and Duties:** - The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished Diaries at the godown of the Bureau.
36. **IMPORTANT NOTES:** -
- 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 with L-1 bidder for further reduction of rates.
 - The implementation schedule specified in the contract shall be strictly adhered to.
 - Secretary, Delhi Bureau of Text Books reserves the right to change the godowns/place of supplying the Diary within NCR region at his discretion.
 - 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.
 - 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.



37. 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.

38. 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 action will be taken against the Printer as deemed fit by the Bureau.

39. 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.

40. Sample of Paper

- a. The successful bidder(s) will be required to submit 10 (ten) full sheets (folded) samples of Text Paper & Cover Paper, alongwith lab test report of the Mill (and also ISI certificate of the Mill) and bearing watermark of the mill at every 8 inches to be used in the printing of Diary 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 text and cover paper of any other than the mill/s whose sample, name and address were submitted by the bidder otherwise a very serious view by treating 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 Diary. It is the responsibility of the printer to intimate the Bureau when the printing of Diary is start and over.

41. Authority Letter:

If the tender is signed by other than proprietor/partners/Director of the firm, the authority letter issued by the proprietor/Director/partners of the firm must be uploaded in the technical Bid, failing which, tender will not be considered.

42. More Instructions for Technical Bid: -

1. The Bidder not uploaded in prescribed form and non submission of declaration 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 1 of the terms & conditions specified above. Uploading of **incomplete tender or incorrect specifications or any false information** shall be liable for rejection.
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 four & double colour Diary within a span of 30 days as the case may be, in the Technical Bid in the prescribed form.
6. **If the printer does not supply diaries 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 31.03.2025.
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.

43. More instructions for Financial bid: -

1. The printer will have to fill financial bid of all the titles of each Class. The rates of the Diary/ Diaries 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, 29 zones of Directorate of Education or any other place/s in NCR of Delhi. The rates should be **exclusive of GST**.
2. The printer shall print each type of Diary allotted to him as per the Tech. specifications mentioned at clause 3 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 School Branch 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 title, for which he is not entitle according to the possession of No./Size/Type of machines, his bid shall be rejected.

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 each title separately per copy basis **(excluding of GST)** and will have to quote the rates of all the titles in the prescribed format of BOQ.
7. The work will be allotted to the L-1 bidder who quote the consolidate lowest rate of all the titles.
- 44. 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.
- 45. Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder will upload an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully. The scanned copy of the undertaking is to be uploaded with the Tech. Bid.
- 46. 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 and 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. Arbitration proceeding will be held at Delhi/New Delhi only.
- 47. 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.

Secretary,
Delhi Bureau of Text Books



DELHI BUREAU OF TEXT BOOKS
(An Autonomous Organisation of the Govt. of NCT of Delhi)
25/2, Institutional Area, Pankha Road,
"D" Block, Janakpuri, New Delhi-110058

TENDER NO. F.1-P (6)/TD/DBTB/23-24/02

TECHNICAL BID (FORM 1)

**TECHNICAL BID FOR THE COMPOSING, DTP, PRINTING AND SUPPLY OF
TEACHER DIARIES FOR THE YEAR 2023-24, 2024-25 (with mutual
consent).**

**(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 _____ Email _____
- 1.4 Technical Bid-**Form 1** Uploaded/Not uploaded
- 1.5 Proof of requisite experience in book/dairy printing
(As per Clause No.1 of Eligibility Criteria of General Terms and Conditions) uploaded/Not uploaded
- 1.6 Copy of the PAN Card Uploaded/Not uploaded
- 1.7 Copy of GST Registration No.
(As per Clause No. 25) Uploaded/Not uploaded
- 1.8 Copy of the valid license/undertaking of printing/declaration from
Competent Authority (As per clause 1.2.2.(2)) Uploaded/Not uploaded
- 1.9 Details of Earnest Money Declaration(EMD)Uploaded/Not uploaded
Directly submitted in the office of Secretary
DBTB- **FORM-2** &
Submitted/Not Submitted
- 1.10 Proof of average turnover during last 3 financial years ending March 2022
(Authenticated by C.A.) and ITR for the last three financial **years ending 2021-22 (for the assessment year**

2020-21, 2021-22 & 2022-23)

Clause 1.3(a)(b) of T & C) FORM-3

- | | | |
|------|---|---|
| 1.11 | Details of Machines (Ownership documents to be uploaded) Form-4 | Uploaded/Not uploaded |
| 1.12 | Certificate of reading/understanding of Technical specifications Form-5 | Uploaded/Not uploaded |
| 1.13 | Acceptance of Implementation schedule Form-6 | Uploaded/Not uploaded |
| 1.14 | Declaration regarding financial bid Form-7 | Uploaded/Not uploaded |
| 1.15 | Undertaking regarding acceptance of all terms & conditions of Tender Form-8 | Uploaded/Not uploaded |
| 1.16 | Declaration from the concerned Bidder regarding supply of Teacher Diaries as per specification & schedule. Form-9 | Uploaded/Not uploaded |
| 1.17 | Undertaking regarding validity of quoted Rates upto 31-03-2025. Form-10 | Uploaded/Not uploaded |
| 1.18 | Self declaration regarding incorrect/false Information. FORM-12
(Directly to be submitted in the Bureau) | Submitted/Not Submitted
&
Uploaded/Not uploaded |
| 1.19 | Self declaration regarding never blacklisting FORM-13
(Directly to be submitted in the Bureau) | Submitted/Not Submitted
&
Uploaded/Not uploaded |
| 1.20 | Documents for partnership of the Press | Uploaded/Not uploaded |
| 1.21 | Self Declaration/Undertaking regarding Registration with Labour Department. (As per Clause No.1.2.1 & 3 of General Terms and Condition) Form-11 | Uploaded/Not uploaded |
| 1.22 | Certificate regarding capacity to handle the work in terms of Reams within 30 days. Form-14. | Uploaded/Not uploaded |
| 1.23 | Whether all documents signed with seal by the Proprietor/Partner/Director of the press. | Uploaded/Not uploaded |
| 1.24 | Upload the proof of Latest GST-3B return for the month of May, 2023 (Clause No. 1.3 (c) of T & C). Form No.15 | Uploaded/Not Uploaded |
| 1.25 | Proof of 02 years experience in the field of Book/diary Printing (as per Clause No. 1 of General Terms and conditions) | Yes/No |
| 1.26 | Self Declaration / Undertaking regarding same paper submitted as sample Form No.16 | Uploaded/Not uploaded use of |

1.27 Authority Letter **FORM-17**

Uploaded/Not Uploaded

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

Place & Date

- 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 30-09-2023, 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)	Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	ITR for the financial year 2019-20, 2020-21 and 2021-22. (Assessment year 2020-21, 2021-22 and 2022-23)
2018-19		Uploaded/Not uploaded	Uploaded/Not uploaded
2019-20		Uploaded/Not uploaded	Uploaded/Not uploaded
2020-21		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:

Date:

Name & signature of the authorized signatory of the 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 1.4 of the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished Diary, 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. Implementation schedule:** - Printer has to get approved the final proof from School Branch of Directorate of Education or any other authority assigned by bureau in GNCT Delhi within 10 days of providing of work order/ last production material or date of final approval of proof whichever is later. Any delay on the part of authority has to be intimated by the printer in writing to the bureau. After finalization of proof the printer has to complete the work within next 20 days. Entire work of finalization of proof, printing and supply of printed material is to be completed within 30 days. The printer shall be required to supply the complete class-wise lots of diaries at **the 29 zones of Directorate of Education or any other place within the NCT of Delhi as specified by the Secretary, DBTB** within 30 days from the initial date of award of the work/last production material or date of final approval of proof whichever is later.
- Date of award of Work/Prod. Material (whichever is later)**Day one (1).**
 - The printing work is to be completed within 30(10+20) days from the date of award of the work/last Prod. Material or date of final approval of proof whichever is later.
 - the printer shall at its own cost submit the proofs to the School Branch of DOE or any other authority in GNCT of Delhi to be specified by the Bureau at any stage for its approval before final printing.
- B.** I/We will supply the complete lot of diaries **at the 29 zones of Directorate of Education or any other place within the jurisdiction of NCT of Delhi as specified by the Secretary, DBTB** within 30 days from the initial date of award of the tender/issue of production material whichever is later,

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

Place:

Date:

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
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 31.03.2025.

**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 DIARIES 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 us.

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

Place & Date

TECHNICAL BID FORM-10

Undertaking of validity of quoted rates: -

I/We hereby undertake that the rates quoted in Financial Bid shall remain valid upto **31-03-2025** for main order/extended order and I/We shall abide by the same fully.

**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 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-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

CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS

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 30 days.

SC/DC/FC _____ Output in Reams

**Note : Output should be worked out and mentioned on the basis of shift of
eight hours.**

**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 filling of latest GST Return 3B

Certified that I/We _____ proprietor/director/partner of M/s _____ Address _____ hereby certify that I have filed the latest return of GSTR 3B for the month of May, 2023.

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

Place & Date

TECHNICAL 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

TECHNICAL BID FORM-17

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

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books						
Name of Work: Tender for Composing, DTP, Printing and Supply of Teacher Diaries for Classes Pre-Primary to XII.						
Contract No: F.1-P (6)/TD/DBTB/23-24/02				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(Exclusive of GST) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8

RB