

DELHI BUREAU OF TEXT BOOKS
(An Autonomous Organisation of the Govt. of NCT of Delhi)
25/2, Institutional Area, Pankha Road,
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No. F.1-P/HOS/DBTB/2023-24/ 88 part

Dated: 30/5/23

To

The Section Officer (IT),
IT Branch, Directorate of Education,
Govt. of NCT of Delhi,
Old Sectt., Delhi-110054.

Sub: NIT for the Printing & Supply of HOS Diary for the Academic Session 2023-24 and 2024-25 on 1+1 basis with mutual consent.

Sir,

I am forwarding herewith the hard copy of the above mentioned NIT. You are requested to upload the same on the web-site of Directorate of Education.

This issue with the prior approval of the Director of Education.


(RAJESH KUMAR)
SECRETARY, DBTB

Encl: As above.

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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 for the printing & supply of HOS Diary for the Academic Session 2023-24 and 2024-25 on 1+1 basis with mutual consent.

Title	HOS Diary
Size(Trimmed)	21.5 cm X 27.5 cm
Quantity	1040 pieces
No. of pages	76 (Approx.)
Estimated Cost	Rs. 1,75,000/- inclusive of total cost of the diary exclusive of GST at applicable rates.
No. of colours	Single
Paper	80 gsm Maplitho paper will be procured by the printer from his own resources.
Binding	Hard bound with 18 ounce white board of good quality leatherite of dark brown colour with engraving with golden coloured ink.
Date of Submission	12.06.2023 UPTO 2:00 P.M.
Date of Opening	12.06.2023 AT 3:00 P.M.
Schedule of supply	The supply of the Diary has to be made within 15 days from the final approval of proof from the office of the School Branch of Directorate of Education /Competent Authority. No time extension will be allowed for the supply of Diary.

The manuscript will be provided by the School Branch of Directorate of Education. The printer will have to design the diary in accordance to the dummy provided and get it approved from Directorate of Education (School Branch), Old Secretariat Delhi, before printing. A high class printing of diary is required, if diary is not printed as per specification a penalty of 5% will be imposed.

The paper shall be procured by the printer from its own sources and should be strictly as per BIS specification 1848:2018. In case of any deviation in the paper specifications i.e. BIS Specifications a penalty @ 2% per parameter at the total cost of the job will be deducted from the printers bill. DBTB reserves the right to get the paper of the diary tested in the government lab after supply, if required.

The supply of the diary has to be made within 15 days from the final approval of the material from the office of the School Branch of Directorate of Education/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 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 13 District offices, School Branch of Directorate of Education Old sect. Delhi and the remaining in the office of the Secretary DBTB as per the instructions of the Bureau later on. Diaries should be packed in the bundles containing 25 pieces each. 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/Bid Security): - Earnest money deposit (EMD):- EMD of Rs.5250/- (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 31.08.2023, 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 of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of Performance Guarantee 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 before the time of opening of technical bid**, the tenders of such bidders shall be summarily rejected.

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

The bidders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by bid security declaration along with the required documents are liable to be rejected summarily.

Performance Security: - The successful bidders will have to deposit the performance security 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 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, may 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 31.03.2025 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 HOS Diary including other charges, excluding GST as applicable

Rs. _____ (Figures) Rs. _____ (Words)

NOTE: Copy of GST, PAN, copy of valid licence & self declaration in the given format to be 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 and rates quoted inclusive all by me/undersigned.

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.

