

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, Institutional Area, Pankha Road,**  
**"D" Block, Janakpuri, New Delhi-110058**  
**(Phone Nos. 2852 4202, 2852 2049 FAX 2852 0901)**  
**Email delhibureauoftextbooks@gmail.com**

**NOTICE INVITING E-TENDER**

On line open item wise tenders are invited for Class I to XII for composing of Booklets and other Allied Material in Hindi/English/Urdu/Sanskrit/Bilingual medium of Math, Science, Social Science, Physics, Chemistry, Biology, Geography, Accountancy, Economics, History, Pol. Science, Business Studies, Sociology, Physical Education etc from the reputed and experienced composers/press/publisher having a well establish composing unit operating within NCR of Delhi for the academic session 2019-20 and 2020-21 and further extended for one year on mutual consent basis (2+1 year basis). The approximate cost of the tender is Rs.30 Lakhs. The tender must be submitted on line on the website e-procurement website of Govt. of NCT of Delhi before date and time of submission of tender i.e. 13.03.2019 up to 2:00 p.m.

The composing units must have:

1. At least three years experience in the field of composing or composing cum printing and preparation of CD's of books.
2. Can compose at least 400 pages per day of the text and having arrangement of scanning.
3. Can prepare the CD (In PMD and PDF) of the books with font and Links.
4. The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31<sup>st</sup> March, 2018. The average annual turnover should be at least Rs.9.00 Lacs (30% of the estimated cost of the Tender).
5. Profit & Loss A/c and Balance Sheet for last three Financial Years ending 31<sup>st</sup> March, 2018 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2016-17 & 2017-18 & 2018-19.
6. Upload the Registration of GST for respective state and also upload the GSTR-3B Return for December, 2018.
7. Upload the copy of PAN Card of Firm/Company/Proprietor.

The work includes composing/correction of matter and illustrations in single colour, double colour and four colour and the designing of cover if required. There are about 15000 (Approx.) pages to be composed/corrected throughout the year. The bidder has to quote the rates as per detail given below:

- a) For Single Language subjects:- English/Hindi/Sanskrit/Punjabi/Urdu etc.
- b) For Bilingual Subjects:- English/Hindi etc.  
(Business studies, Sociology,  
Geography and Physical Education etc.)
- c) For Three Languages subjects: English/Hindi/Urdu etc.  
(Mathematics, Science and Economics)  
History, Pol. Science, and Economics etc).

- d) For special Technical Subjects  
(Physics/chemistry/Biology/Accountancy etc)

**Note: 1. Wherever there is correction required, a new page setting to be done in case of booklets and other Allied Materials.**

**2. In some cases bidder has to compose and correct the matter from the existing CD/s.**

**Technical Specification**

- |           |    |                            |                                 |
|-----------|----|----------------------------|---------------------------------|
| <b>A.</b> | 1. | Size of the publication:   | Crown quarto- 17.1cm X 24.1 cm  |
|           | 2. | Print - Area of the page:- | 13.5 cm X 20.5 cm               |
| <b>B.</b> | 1. | Size of the publication:   | Demy quarto - 21.3 cm X 27.1 cm |
|           | 2. | Print - Area of the page:- | 17.8 cm X 22.8 cm               |

**The job will have to be executed as per availability of manuscript and illustrations. The number of pages may be increased/decreased or both by 40%. The entire work of composing/scanning is to be completed as per schedule mention in the work order.**

The Bureau will provide the manuscript as well as CD/s in case of correction and illustrations either hand written or typed. The composer will have to compose and layout the book as per specifications and get it approved from the competent Authority as conveyed by the DBTB before providing the CD's. The matter should be composed in coral draw/page maker/word and it should have open file/PDF file and all used Fonts.

The supply of CD/DVD/ in PDF, Open file and Hard copy has to be made with in 3 days from the final approval of the material from the competent authority as conveyed by DBTB. The bidder has to supply separate CD's for each titles. The Bureau will impose the delay penalty @ 5% per week on the work allotted on prorata basis on the supplies made after the schedule date. The schedule date for calculation of penalty will be counted from the date of the final proofs. The day One of the penalty will be from the date of the final proofs. If on the later stage it is found that soft copy is defective/not working or used fonts are missing then that will be counted as delay period and penalty will be deducted @ 5% per week on prorata basis accordingly.

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

**The bidders registered with NSIC/DGS&D are exempted for depositing the EMD. A copy of the registration shall be uploaded.**

**All bidders should apply on-line before the last date & time.**

On-line opening of Technical Bid : 13.03.2019 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.

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 the registration of bidders with NIC Help Desk, C Wing, 6<sup>th</sup> 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 work of composing will be executed in different Branches of Directorate of Education. Hence, the composer will co-ordinate with the branches /offices of Directorate of Education as per the requirement of the work from time to time.

1. **Eligibility criteria:** The bidders must fulfill the following eligibility conditions and must also submit documentary evidences in support of fulfilling the conditions while submitting the technical bid.
  - 1.1 At least 3 years experience in the field of composing or composing cum printing and preparation of CD's of Books.
  - 1.2 The composer should have capacity to compose at least 400 pages per day of the text and having arrangement of scanning.
  - 1.3 The proof of average annual turnover duly certified by C.A. for the last 3 financial years, ending 31<sup>st</sup> March, 2018. The average annual turnover should be at least Rs.9.00 Lacs (30% of the estimated cost of the Tender).
  - 1.4 Profit & Loss A/c and Balance Sheet for last three Financial Years ending 31<sup>st</sup> March, 2018 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2016-17 & 2017-18 & 2018-19.
  - 1.5 Upload the Registration of GST for respective state and also upload the GSTR-3B Return for December, 2018.
  - 1.6 Upload the copy of PAN Card of Firm/Company/Proprietor.

### 1.7 Technical Specification

#### No. of Pages-15000 (Approx.)

- |    |    |                            |                                 |
|----|----|----------------------------|---------------------------------|
| A. | 1. | Size of the publication:   | Crown quarto- 17.1cm X 24.1 cm  |
|    | 2. | Print - Area of the page:- | 13.5 cm X 20.5 cm               |
| B. | 1. | Size of the publication:   | Demy quarto - 21.3 cm X 27.1 cm |
|    | 2. | Print - Area of the page:- | 17.8 cm X 22.8 cm               |

#### C. No. of Colours

- |              |   |  |
|--------------|---|--|
| <b>Text</b>  | : | Single colour, Double colour and Four colour |
| <b>Cover</b> | : | In four colour                               |

The quantum of work allotted to the respective composer should be completed as per schedule mention in the work order. No extension of time shall be allowed for any reason.

2. Four proofs are to be provided by the bidder for proof reading. The proof reading work is to be done once by the firm and finally by the Competent Authority as conveyed by DBTB. The scanning of illustrations should be done in high quality. The complete CD's will be given to the Bureau within schedule time, failing which 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 proofs. The day One of the penalty will be from the date of the final proof. The bidder has to finalise the proof as per the schedule mentioned in the work order.

3. The bidder blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. **Every composer would be required to submit an Undertaking/Self Declaration that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/any other agency.**
4. **Earnest money deposit (EMD):-** EMD of **Rs. 90000/-** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to **15.05.19**, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
  - 4.1 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 closing of bids**, the tenders of such bidders shall be summarily rejected.
  - 4.2 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.
  - 4.3 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.
  - 4.4 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 be verified by the Bureau from the concerned bank.
5. **Special Instructions for Completing the Tender Bid:-**
  - a) All particulars must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.
  - b) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
  - c) All the information viz. EMD, Self Declaration/Undertaking and signed terms & conditions must be furnished physically in DBTB office on or before date & time of opening of technical bid otherwise the bid is liable to be rejected.
6. **Opening and evaluation of tender:-** The tenders submitted will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 13.03.2019 at 3.00 p.m. in presence of the representative/s of the bidders **with a letter of authority** who prefer to attend the opening. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms & conditions. The inspection of the composers may be done by the inspection committee at any time after the opening of the Tech. Bid. After evaluation the list of the bidders will be short-listed by the Delhi Bureau of Text Books. The commercial bids in respect of the above short-listed bidders will be opened on the date and time announced later on. The

decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and commercial bids.

- 7. 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. The Bureau will have the discretion to take any or all the following actions in case of non submission of performance security within stipulated time: -

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

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

**8. 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.

- 9. Payment:-** The payment will be made as per number of pages composed by the firm. The bidder should also submit the detail of CD's and no. of pages composed/pages corrected in each CD's title-wise.

- 10. Implementation Schedule:-** The Composer shall be required to complete composing work within the schedule mentioned in the work order failing which a penalty @ of 5% per week (i.e. 7 days calculated on pro-rata daily

basis) will be imposed on the allotted work for delay. The day 1(one) of the penalty will be from the date of the final proof. The bidder has to finalize the proof as per the schedule mentioned in the work order. The date of issue of contract/manuscript/illustration whichever is later will be counted as day one of the implementation schedule. **The L-1/Successful bidder should submit the status report(as per work order) and as and when asked by the Bureau, failing which Rs.1000/- per day till submission of report or any other action as deemed fit by the Chairman(DBTB).**

11. **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. The work will be allotted to the composers/press/publisher who will found L-1 in all the item of a particular size i.e. Crown Quarto and Demy Quarto. There may be (2) two L-1 bidders.
12. **Power of acceptance and withdrawal of the tender:-** The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept and reject any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder.
13. **Quoting of rates:-**The bidder will quote composing/ scanning/ planning/designing rates on per page basis and upload these in the prescribed BOQ Performa of the e-tender (Including all charges etc.) **Excluding of GST.** However, the payment shall be made by the bureau to the bidder after deducting TDS. The quoted rates shall be valid up to 31.03.2022. All rates should be quoted with inclusive of all applicable rates. TDS will be deducted as per the existing guidelines of the Govt. Rules.
14. **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://delhi.govtprocurement.com> any amendment/s will be binding on all the bidders.
15. **Completeness of the tender document:-** The Bureau is not responsible for the completeness of the tender documents and their addendum.
16. **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.
17. **Collection of material:-** After receiving the information of award of contract from the Bureau, telephonically or otherwise, the composer shall collect the manuscript and illustration immediately from the concerned Branch of Directorate of Education and co-ordinate with the concerned Branch till the finalization of work.
18. **Submission of documents for the required turnover:-** The bidder should upload the turnover for the last three financial years and submit the Trading Account, Profit and Loss Account & Balance Sheet authenticated by the chartered accountant with the technical bid.

- 19. Submission of two Self Declaration/Undertaking:-** That the firm has never been blacklisted in the past by any Govt. Department/Agency. That the firm has furnished the correct information and solely responsible for furnishing wrong/false information in the tender.
- 20. Submission of undertaking of the acceptance of all the terms & 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 Technical Bid.
- 21.** The Chairperson, DBTB reserves the right to cancel the work order at any period of time in case of non-performance.
- 22.** No extension of time shall be allowed for any reason except force majeure i.e. Flood, Fire, Earthquake or any other natural calamities, as decided by the Chairperson, DBTB after examining all the facts.
- 23.** 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.
- 24. 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.

**Note:-** The bidder shall submit only those documents physically, which are required in the tender in sealed envelope. No extra document will be accepted.

Sd/-

Secretary  
Delhi Bureau of Text Books



**Technical Bid Form - 1**

**TECHNICAL BID FOR THE COMPOSING**

(EACH PAGE OF THE TECHNICAL BID MUST BE SIGNED BY THE BIDDER WITH SEAL)

**1. GENERAL INFORMATION: -**

The Composer should furnish the following details

- 1.1 Name & Address \_\_\_\_\_  
\_\_\_\_\_
- 1.2 Contact Nos. & fax -- Land Line \_\_\_\_\_  
Mobile \_\_\_\_\_ Fax \_\_\_\_\_
- 1.3 Technical Bid Form No. 1. uploaded/Not uploaded
- 1.4 Proof of 3 years experience in uploaded/Not uploaded  
composing or composing cum printing  
(proof should be furnished).
- 1.5 Copy of the PAN Card. uploaded/Not uploaded
- 1.6 Copy of GST Registration Number. uploaded/Not uploaded
- 1.7 Copy of the valid license of unit/firm uploaded/Not uploaded  
from competent authority
- 1.9 Details of Earnest Money Deposit (EMD). uploaded/Not uploaded  
(Directly to be submitted in the Bureau) (Scanned copy should be uploaded)  
Submitted/Not Submitted
- 1.10 Proof of average turnover during last uploaded/Not uploaded  
years (Authenticated by C.A.).  
(for the last three Assessment year ending  
2015-16, 2016-17 & 2017-18). **Form 3.**
- 1.11 Details of Composing unit. **Form-4** uploaded/Not uploaded
- 1.12 Certificate of reading/understanding of uploaded/Not uploaded  
Technical specifications **Form-5**
- 1.13 Acceptance of Implementation schedule. uploaded/Not uploaded  
**Form-6**
- 1.14 Declaration regarding Financial Bid. **Form-7** uploaded/Not uploaded
- 1.15 Undertaking regarding acceptance of uploaded/Not uploaded  
all terms & conditions of the tender.
- 1.16 Undertaking regarding validity uploaded/Not uploaded  
of rates upto 31-03-2022. **Form-8**
- 1.17 Self declaration reg. composing work uploaded/Not uploaded  
as per specification and schedule. **Form-9**

- 1.18 Self Declaration/Undertaking Submitted/Not Submitted  
regarding incorrect/false Information. **Form-10**  
(Directly to be submitted in the Bureau)
- 1.19 Self Declaration/Undertaking Submitted/Not Submitted  
regarding never blacklisting. **Form-11**  
(Directly to be submitted in the Bureau)
- 1.20 Documents for partnership/company uploaded/Not uploaded  
of the firm and list of Partners/Directors.
- 1.21 Scanned copy of Certificate regarding per uploaded/Not uploaded  
day capacity of composing in terms of pages.
- 1.22 Whether all documents signed with seal Yes/No.  
by the Owner/Partner/Director of the firm.

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

**Place:  
Dated:**

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

**TECHNICAL BID FORM-2**

**DETAILS OF EARNEST MONEY DEPOSIT (EMD): -**

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

**Note: Please Submit the EMD of the mentioned amount valid upto 15/05/2019, directly to the office of the Bureau and scanned copy of the same be uploaded with the Tech. Bid Form.**

**Place & Date:**

**Name & signature of the authorized signatory  
of the Composing unit/Partner of the Firm/  
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)

<b>Financial year</b>	<b>Turnover (Rs. in lacs)</b>	<b>Trading A/c, Profit &amp; Loss A/c, Balance Sheet Authenticated by Chartered Accountant</b>	<b>ITR for the financial year 2015-16, 2016-17 and 2017-18. (Assessment year 2016-17, 2017-18 and 2018-19)</b>
2015-16		Uploaded/Not uploaded	Uploaded/Not uploaded
2016-17		Uploaded/Not uploaded	Uploaded/Not uploaded
2017-18		Uploaded/Not uploaded	Uploaded/Not uploaded

**Note: Trading A/c, Profit and Loss A/c and Balance Sheet Authenticated by Chartered Accountant must be uploaded for the financial year 2015-16, 2016-17 and 2017-18.**

**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 COMPOSING UNIT**

- 1. No. of Composing units** \_\_\_\_\_
- 2. No. of Scanning Machines** \_\_\_\_\_

**CERTIFICATE**

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

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

**Date & Place:**



**TECHNICAL BID FORM-5**

**CERTIFICATE**

It is certified that I/We have read and understood the technical specifications given in the tender and have quoted the rates accordingly. The finished product will match the said specifications. If any deviation is found in the finished work 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: -**

The Composer shall be required to complete composing work within the schedule mentioned in the work order failing which a penalty @ of 5% per week (i.e. 7 days calculated on pro-rata daily basis) will be imposed on the allotted works for delay. The day One of the penalty will be from the date of the final proof. The proof has to be finalized as per the scheduled mentioned in the work order. The date of issue of contract/manuscript/illustration whichever is later will be counted as day one of the implementation schedule.

**The above implementation schedule is acceptable to us.**

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

**Place & Date:**

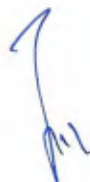
**TECHNICAL BID FORM-7**

**DECLARATION REGARDING FINANCIAL BID**

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

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

**Place & Date:**



**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 31.03.2019.

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

**Place:  
Date:**

**TECHNICAL BID FORM-9**

**DECLARATION REGARDING COMPOSING WORK AS PER SPECIFICATION AND SCHEDULE**

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.

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

**Place & Date**

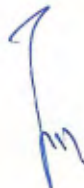
**TECHNICAL BID FORM-10**

**Submission of Self Declaration/Undertaking**

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-11

### Submission of Self Declaration/Undertaking

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
Address \_\_\_\_\_ certified that our firm  
has never been blacklisted in the past by any Govt. department/Agency.

**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)

<b>Tender Inviting Authority: Secretary, Delhi Bureau of Text Books</b>						
<b>Name of Work: Tender for Composing of Booklets and other Allied Material for Class I to XII.</b>						
<b>Contract No: F.1-P (2)/Comp./DBTB/19-20/09</b>				<b>TENDER ID:</b>		
<b>Bidder Name :</b>						
<b>PRICE SCHEDULE</b>						
<small>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)</small>						
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