

**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  
PHONE-011-45534846, 45572649  
Email delhibureauoftextbooks@gmail.com

**NOTICE INVITING E-TENDER**

Online open tender are invited from the reputed offset printers web offset/sheet offset, operating within NCR of Delhi and all printers across India registered with NCERT for the Printing and supply of approx. **18 lakhs** Student Diaries (Bilingual) for 1+1 year i.e. 2022-23, 2023-24 (with mutual consent at the same rate) for the student's of Directorate of Education & local bodies of GNCT of Delhi. The delivery of the Student Diaries will be made at the godown of DBTB or any other place within the jurisdiction of NCT of Delhi as specified by the Secretary, DBTB. The estimated values of the Student Diaries are **Rs. 3.90 Crore (approx)**. The bidder should have:-

1. Details of the tender are as below:

1.	NIT No.	Tender No.F.1-P(6)/SD/DBTB/22-23/29
2.	Type of tender	Indigenous Open E-Tender – Two bid System
3.	Description	Printing and supply of Student Diaries for Classes Nursery to 3 <sup>rd</sup> & 4 <sup>th</sup> to 12 <sup>th</sup> for the Academic Session 2022-23, 2023-24 (with mutual consent at the same rate).
4.	Scope of work	Described under the section 'Scope of work' in the tender document.
6.	Closing date/time of submission of bids	<b>29.07.2022 at 2:00 p.m.</b>
7.	Opening Date/time of Technical Bid	<b>29.07.2022 at 3:00 p.m.</b>
8.	EMD /Bid security	<b>Rs. 11.70 Lakh valid upto 31-10-2022</b>
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.	Security Deposit / Performance Bank Guarantee (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	<b>DELHI BUREAU OF TEXT BOOKS 25/2, INSTITUTIONAL AREA, PANKHA ROAD, "D" BLOCK, JANAKPURI, NEW DELHI-110058</b>

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 production for the last 5(five) years for which registration of the firm is required from licensing Authority under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890.
- b) Experience and past performance in book 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) **In case of printer outside of NCR, the bidder must submit the proof regarding empanelment with the NCERT.**

## **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. **(Form-10 to be submitted in original).**

### **2.2.2 Equipment and Manufacturing facilities:**

1. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890.
  2. The Bidder should have at least two web offset machines in cut size 578 mm or three sheet fed machine in size 57 cms X 89 cms along with arrangement for plate making and perfect binding.
- 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.

### 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 31<sup>st</sup> March, 2021. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading Profit & Loss A/c and Balance Sheet for last three Financial Years ending 31<sup>st</sup> March, 2021 duly attested by C.A and ITRs for the same period i.e. Assessment Year 2019-20 & 2020-21 & 2021-22.
- c) Upload the Registration of GST for respective state and also upload the GSTR-3B Return for May, 2022.
- 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 Students diaries are for class Nursery to 12<sup>th</sup>. The total quantity of Student Diaries is about **18 Lakhs** (Bi-lingual). Diaries from class Nursery to class 3<sup>rd</sup> to be printed in multi colour(text) and from Class 4<sup>th</sup> to 12<sup>th</sup> in Single colour(text) for the students of GNCT of Delhi and Local Bodies of GNCT of Delhi.
- 3.2 The entire work of printing and delivery is to be completed within 40 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 & as per BIS specifications 4658:2019 for Cover 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 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 under GST Act. 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:** ECO Mark-Maplitho paper of 80 GSM conforming to BIS specification 1848:2018 with latest amendments with smooth finish on both side and should be manufactured out of pulp containing not less than 60 percent by weight of pulp made from materials other than bamboo, hardwoods, softwoods and reed with 82% (minimum) brightness.

**ii) Cover Paper:** White Art Card of 300 GSM conforming to BIS specification 4658:2019 with latest amendments.

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

The details of the tender are as under: -

S. No.	Name of the tender/Item	Quantity	No. of pages of each diary & size	Earnest Money (In Rs.)
1	Student Diary (For Nursery to 3 <sup>rd</sup> )	1 Lakh (Approx.)	160 (Approx.) in Size Demy Octavo	11.70 Lakh
2.	Student Diary (For 4 <sup>th</sup> to 12 <sup>th</sup> )	17 Lakh (Approx.)	176 (Approx) in Size Demy Octavo	

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

**Schedule:-**

- i) Last date for submission of tender online by **2:00 p.m. on 29.07.2022** through e-procurement.
- ii) Online opening of Technical Bid : **29.07.2022 at 3:00 p.m.** in the chamber of Secretary, Delhi Bureau of Text Books.
- iii) Online opening of financial bid : will be announced later on after completion of the evaluation of Technical Bid.



**NOTE: The EMD, undertaking and other requisite documents (Form-2, Form-10, Form-12 & Form-13 to be submitted in original) in sealed envelope should be dropped in the Tender Box in chamber of Secretary, DBTB. The details of the EMD and other requisite documents shall also be uploaded with the Tech. 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, 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.

**Sd/-  
Secretary  
Delhi Bureau of Text Books**



## GENERAL TERMS & CONDITIONS

The delivery of printed Student Diaries (Bilingual) shall be made at the godown of DBTB 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 production for the last 5(five) years for which registration of the firm is required from licensing Authority under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890.
- b) Experience and past performance in book 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) In case of printer outside NCR, the bidder must submit the proof regarding empanelment with the NCERT.

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. **(Form-10 to be submitted in original).**

1.2.2 **Equipment and Manufacturing facilities:**

1. A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890.
2. The Bidder should have at least two web offset machine in cut size 578 mm or three sheet fed machine in size 57 cms X 89 cms alongwith arrangement for plate making and perfect binding.

**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.

**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 31<sup>st</sup> March, 2021. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading Profit & Loss A/c and Balance Sheet for last three Financial Years ending 31st March, 2021 duly attested by C.A and ITRs for the same period (Assessment year 2019-20, 2020-21 & 2021-22).
- c) Upload the Registration of GST for respective state and also upload the latest GSTR 3B Return for May, 2022.
- 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 sale invoice/bill under GST Act. The bidder or its authorized distributor, as the case may be, who supplies the Text Books should have a GST Registration No. and carry a valid Tax Identification Number. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the Text Books are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all levies, duties and taxes **(excluding GST)**.



- Note:** A. All the printers should quote rates for the printing and supply of Student 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. No extension of time shall be allowed for any reason except 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:

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:** ECO Mark-Maplitho paper of 80 GSM conforming to BIS specification 1848:2018 with latest amendments with smooth finish on both side and should be manufactured out of pulp containing not less than 60 percent by weight of pulp made from materials other than bamboo, hardwoods, softwoods and reed with 82% (minimum) brightness.
- ii) **Cover Paper:** White Art Card of 300 GSM conforming to BIS specification 4658:2019 with latest amendments.

#### A. For Class Pre-Primary (Nursery) to 3<sup>rd</sup>.

- |       |                            |   |                  |
|-------|----------------------------|---|------------------|
| i).   | Qty. to be printed         | : | 1 Lakh (Approx.) |
| ii).  | No. of Pages to be printed | : | 160 (Approx.)    |
| iii). | In Size                    | : | Demy Octavo      |
| iv).  | No. of Colours :-          |   |                  |
|       | <b>Text</b>                | : | In Multi Colour  |
|       | <b>Cover</b>               | : | In Four Colour   |

**Note:** Diary is to be divided in three section namely General Information (light blue colour) from page 1-32, Diary Part(light green colour) from page 33-137 and Record(light pink colour) from page 138-160.

#### B. For Class 4<sup>th</sup> to 12<sup>th</sup>

- |       |                            |   |                   |
|-------|----------------------------|---|-------------------|
| i).   | Qty. to be printed         | : | 17 Lakh (Approx.) |
| ii).  | No. of Pages to be printed | : | 176(Approx.)      |
| iii). | In Size                    | : | Demy Octavo       |
| iv).  | No. of Colours :-          |   |                   |
|       | <b>Text</b>                | : | In Single Colour  |
|       | <b>Cover</b>               | : | In Four 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.





- C. The printer shall have to provide the finished students Diaries in trimmed size of **5.25" x 8.5"** (Inch) at **the godown of DBTB 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.
- D. The printer shall have to carry out the corrections at their own cost.
- E. 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 pad duly signed and seal that the press is maintaining the labour laws as framed by the labour departments of the concerned states before opening the technical bid and should also be uploaded the same. (Form-10).**

### Certificate:

**Certified that the press/organization 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 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 **29.07.2022 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 both title in the BOQ, to be uploaded.
8. **Earnest money deposit (EMD):** - EMD of **Rs. 11.70 Lakhs** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 31-10-2022, 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 the successful bidders will be released only after signing of the Agreement by the bidder and after submission of Performance Guarantee which will got verified by the Bureau from the concerned bank. If the bidder fails to submit the EMD and other documents required **directly in the Tender Box to the office of the Bureau upto the last date and time of submission of bid**, the tenders of such bidders shall be summarily rejected.
  - 8.3 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 and also uploaded.

**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 the complete copy of exemption from submission of EMD issued by Competent Authority in sealed envelope, if they have, alongwith other document (in original) in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
- c) The documents required alongwith EMD in physical form (in original) should be dropped in the Tender Box in sealed envelope in the Chamber of Secretary within time prescribed in the tender and the same shall also be uploaded by the bidder.
- 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 along 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 **29.07.2022 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 Guarantee: -**

**A.** The successful bidders will have to deposit the Performance Guarantee at the rate of 3% 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 Guarantee within stipulated time: -

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

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

**B.** The performance Bank Guarantee can be forfeited in the following cases:-

- i) If the bidder fails to perform any contractual obligation(Clause 12(d) & (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.(C)).
- 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 Guarantee, 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 Guarantee 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 Guarantee of the previous year may be adjusted, however the validity of the PG 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 clear calendar days from the date of award of the work. 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 Guarantee at the following terms.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- c) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor.
- d) After signing the agreement, if successful bidder fails to perform any contractual obligation, his Performance Guarantee deposit can be forfeited or any other action as deem fit by Chairman,

DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

- e) If the printer back out after giving consent for next year, the Bureau will have the discretion to take any or all the following action.
1. Forfeited of the Performance Guarantee.
  2. Any other action as decided by the Chairman, DBTB.

**13. Payment:** - Payment will be made in two parts as under:-

- a) On 100% supply of books (work order/title wise), 75% of total value of actual supply of work order/title wise is to be released on return of production material and submission of any other documents which are required for payment after deducting delay and technical penalties.

Document to be submitted with first bill:

- i) Delivery Challans for supply of books to DBTB bearing receipt of Store Branch of DBTB.
  - ii) Copy of Supply order of paper issued to paper mill/s.
  - iii) Copy of Delivery Challans for supply of paper.
  - iv) Return of Production material.
- b) Remaining 25% of total work order (title wise) payment will be made after deducting remaining technical penalties related to paper quality, printing and binding of Text Books etc. if any, as per T&C of the tender.

Document\Undertaking to be submitted with the final bill:

- i) That the firm is fulfilling all the statutory conditions with regards to personal and labour Laws.
- ii) That the firm has not printed any extra copy without the permission of DBTB.

Printer will be required to raise separate title-wise invoices (alongwith documents in duplicate) at both the stages.

**Note :** The payment shall be made by the Bureau to the printer after deducting TDS as per the schedule rate at the time of payments. TDS applicable as per various status will be deducted from the bills submitted by the printer but the final payment of bills will be as per the terms & conditional of the work order i.e. deduction of TDS at the figure of bills will not confirm the claims.

- 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 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 30 days. Entire work of finalization of proof, printing and supply of printed material is to be completed within 40 days. The printer shall be required to supply the complete

class-wise lots of diaries at **the godown of Delhi Bureau of Text Books or any other place within the NCT of Delhi as specified by the Secretary, DBTB** within 40 days from the initial date of award of the work/last production material, 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 40(10+30) days from the date of award of the work/last Prod. Material 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. **(Form No. 6).**

- 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 40 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 41<sup>st</sup> day from the date of award of the Contract/last Prod. Material whichever is later. For any unexcused delay beyond 15 days after 40 days the Bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of its Performance Guarantee.
- 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 Bureau.

**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 Guarantee 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 Guarantee.
- v) For 8 or more failed parameters: Blacklisting from Delhi Government, termination of contract and forfeiture of Performance Guarantee.
- vi) For imposition of above penalty, the average of result of all test reports of the above samples will be considered.
- vii) It may be noted that the result of testing of samples will be binding on DBTB & Printers. Under no circumstances, the retest of the samples will be allowed except under exceptional condition with the approval of Chairman, DBTB.

## 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 cost of the work order will be levied.
- ii) In case of defective binding, a penalty of 2% will be levied on the cost of the Diary in the clause 2.

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

### C). Maximum Limit of Total penalty:

The maximum aggregate penalty on all possible issues, will not exceed 25% of total work order which will be besides the option of forfeiture of Performance Guarantee 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, the EMD in respect of such bidder shall be forfeited. 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 Guarantee 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 three 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 submission of 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. **(Form-12).**
- ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/Organizations. **(Form-13).**
- iii. That the firm has been registered with the labour department and fulfilling all the statutory conditions with regards to personal/labour laws. **(Form-10).**

**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 12<sup>th</sup> shall be made at the **godown of DBTB or any other place within the jurisdiction of NCT of Delhi as specified by the Secretary, DBTB** within 40 days from the initial date of award of work order/issue of production material, 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. **Packing:** -Finished Diaries shall be packed in bundles of 25 copies each and bundles will be tied with strip packing and delivered to the godown of the Bureau or any other place within the NCT of Delhi as specified by the Secretary, DBTB.
24. **Registration with GST Department:** - The bidder/authorized distributor should be registered with the GST Department of the concerned state and shall submit the documentary proof of registration of GST.
25. **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 **31.03.2024** for all extended orders up to **40%** of the main print order.
26. **Variation in print order:** - The print order and number of pages can be increased/decreased by **40%** but no extra plate making charges shall be allowed in case of increased quantity. However the rate of title will be adjusted on proportionate basis to the said variation. The extended orders shall be completed as per the time schedule given in the order.
27. **Printing of extra copies:-** The L-1 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.
28. **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.
29. **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.

30. **Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents and their addendum.
31. **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.
32. **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, 2021 authenticated by the chartered accountant with the technical bid.
33. **Submission of documents for the partnership firms and in other cases:** - The bidder should upload a partnership deed and list of Partners in case of partnership firm and certificate of registration/incorporation/ commencement of business and list of Directors in case of private/public limited company or registered society with the technical bid.
34. **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.
35. **IMPORTANT NOTES:** -
- a. 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.
  - b. The implementation schedule specified in the contract shall be strictly adhered to.
  - c. Secretary, Delhi Bureau of Text Books reserves the right to change the godowns/place of supplying the Diary within NCR region at his discretion.
  - d. 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.
  - e. Rates 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.
36. **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.

**37. 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 the earnest money of the firm will be forfeited besides any other action as deemed fit by the Bureau.

**38. Correction of Errors.**

**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:**

- a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- b) 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.
- c) 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, and the Earnest Money shall be forfeited in accordance with the rule.

**39. 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.

**40. Authority Letter:**

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

**41. More Instructions for Technical Bid: -**

1. The documents not uploaded in prescribed form and non submission of EMD, self declarations, and necessary documents, by the bidder 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 and forfeiture of EMD.
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 40 days in prescribed in tender bid form. The printer shall mention their capacity of printing of four & double colour Diary within a span of 40 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, and 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. **(Form-9)**.
8. The printer must upload the undertaking with the technical bid that the all the terms & conditions of the tender are acceptable to

them and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2024. **(Form-8).**

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”.  
(Form-7).**
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.

**42. More instructions for Financial bid: -**

1. The printer will have to fill financial bid of both the titles. 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 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. (Page 3 of tender documents).
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 entitled according to the possession of No./Size/Type of machines, his bid shall be rejected and EMD should be forfeited with immediate effect.
5. The allotment of a particular job shall be made to the lowest bidder for that job.
6. The printer shall quote the rate of both title separately per copy basis (**excluding GST**) and will have to quote the rates of both the titles in the prescribed format of BOQ.
7. The work will be allotted to the L-1 bidder who quote the consolidate item wise lowest rate of all the titles i.e. Nursery to 3<sup>rd</sup> and 4<sup>th</sup> to 12<sup>th</sup> Class. There will be (1) One or maximum (2) two L-1 bidder (title wise) in this tender.

**43. 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.

**44. 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.

**45. 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.

**46. 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.

**Sd/-**  
**Secretary,**  
**Delhi Bureau of Text Books**



**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

**TENDER NO. F.1-P (6)/SD/DBTB/22-23/29**

**TECHNICAL BID (FORM 1)**  
**TECHNICAL BID FOR THE PRINTING OF STUDENT DIARIES FOR THE**  
**YEAR 2022-23, 2023-24 (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 uploaded/Not uploaded  
in book printing  
(As per Clause No.1 of Eligibility Criteria of General Terms and  
Conditions)
- 1.6 Copy of the PAN Card Uploaded/Not uploaded
- 1.7 Copy of GST Registration No. Uploaded/Not uploaded  
(As per Clause No. 24)
- 1.8 Copy of the valid license of printing/  
declaration under section 4/5 of the Press Uploaded/Not uploaded  
and Registration of Books Act, 1867  
Amended by the Act V 1890. (As per clause 1.1(a)).
- 1.9 Details of Earnest Money Deposit (EMD) Uploaded/Not uploaded  
(Original EMD to be submitted directly in &  
the tender box) (**Scanned copy should be Submitted/Not Submitted**  
**uploaded**) Lying in the Chamber of  
Secretary, DBTB **Form-2**
- 1.10 Proof of average turnover during last Uploaded/Not uploaded  
3 years ending March 2021  
(**Authenticated by C.A.**) and ITR for  
the last three financial **years ending**  
**2020-21 (for the assessment year 2019-20, 2020-21 & 2021-**  
**22) Clause 1.3(a)(b) of T & C) Form-3**

1.11	Details of Machines (Ownership documents to be uploaded) <b>Form-4</b>	Uploaded/Not uploaded
1.12	Certificate of reading/understanding of Technical specifications <b>Form-5</b>	Uploaded/Not uploaded
1.13	Acceptance of Implementation schedule <b>Form-6</b>	Uploaded/Not uploaded
1.14	Declaration regarding financial bid <b>Form-7</b>	Uploaded/Not uploaded
1.15	Undertaking regarding acceptance of all terms & conditions of Tender and Validity of rates upto 31-03-2024 <b>Form-8</b>	Uploaded/Not uploaded
1.16	Declaration from the concerned Bidder regarding supply of Student Diaries as per specification & schedule. <b>Form-9</b>	Uploaded/Not uploaded
1.17	Undertaking regarding validity of quoted Rates upto 31-03-2024. <b>Form-11</b>	Uploaded/Not uploaded
1.18	<b>Self Declaration/Undertaking regarding Registration with Labour Department. (As per Clause No.1.2.1 &amp; 3 of General Terms and Condition) Form-10 (Directly to be submitted in Bureau in original)</b>	Uploaded/Not uploaded
1.19	Self declaration regarding incorrect/false Information. <b>FORM-12 (Directly to be submitted in Bureau in original)</b>	Submitted/Not Submitted &
1.20	Self declaration regarding never blacklisting <b>FORM-13 (Directly to be submitted in Bureau in original)</b>	Uploaded/Not uploaded Uploaded/Not uploaded &
1.21	Documents for partnership/list of Directors (in case Pvt. Ltd./Ltd. Company) of the Press.	Submitted/Not Submitted Uploaded/Not uploaded
1.22	Certificate regarding capacity to handle <b>the work in terms of Reams within 40 days. Form-14.</b>	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, 2022 (Clause No. 1.3 (c) of T & C). <b>Form No.15</b>	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 use of same paper submitted as sample <b>Form No.16</b>	Uploaded/Not uploaded
1.27	Authority Letter as per <b>Clause 40. FORM-17</b>	Uploaded/Not uploaded

**Kindly note that all documents/undertakings which are to be submitted in original are also to be uploaded along with documents.**





**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 31-10-2022, directly to the office of the Bureau and details copy o be uploaded in above mentioned form.**

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

Place:

Date:



### 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 lakhs)	Profit & Loss Balance Sheet Authenticated by Chartered Accountant	ITR for the financial year 2018-19, 2019-20 and 2020-21. (Assessment year 2019-20, 20-21 and 21-22)
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 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 30 days. Entire work of finalization of proof, printing and supply of printed material is to be completed within 40 days. The printer shall be required to supply the complete class-wise lots of diaries at **the godown of Delhi Bureau of Text Books or any other place within the NCT of Delhi as specified by the Secretary, DBTB** within 40 days from the initial date of award of the work/last production material, 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 40(10+30) days from the date of award of the work/last Prod. Material 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.

**B.** I/We will supply the complete lot of diaries **at the godown of DBTB or any other place within the jurisdiction of NCT of Delhi as specified by the Secretary, DBTB** within 40 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 31.03.2024.

Place:

Date:

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

**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.

Place & Date

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



**TECHNICAL BID FORM-10**

**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-11**

**Undertaking of validity of quoted rates: -**

I/We hereby undertake that the rates quoted in Financial Bid shall remain valid upto **31-03-2024** 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-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/Organization/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 40 days.

- i) SC/DC/FC \_\_\_\_\_ Reams
- ii) Work in hand (as on date) SC/DC/FC \_\_\_\_\_ Reams  
of other organisation

**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 filing 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, 2022.

**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 Sh. \_\_\_\_\_  
\_\_\_\_\_ to sign the tender documents on my / own behalf.  
(please attach documents as per clause-40 of T&C).

**Signature of Sh. \_\_\_\_\_ attested  
(Authorised signatory of the Firm/Partner/Director/Proprietor)  
With rubber stamp**

**Name & signature of the authorized signatory of the Firm/Partners of the Firm/Directors/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 Printing & Supply of Student Diaries.						
Contract No: F.1-P (6)/SD/DBTB/22-23/29				TENDER ID:		
Bidder Name :						
<b>PRICE SCHEDULE</b>						
(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

