

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, INSTITUTIONAL AREA, PANKHA ROAD,**  
**“D” BLOCK, JANAKPURI, NEW DELHI-110058**  
**(PHONE-011-45534846, 45572649)**  
**Email-[delhibureauoftextbooks@gmail.com](mailto:delhibureauoftextbooks@gmail.com)**

**E-TENDER NOTICE**

Online open tender is invited from the reputed offset printers, operating within NCR of Delhi and all printers across the India who are registered with NCERT, for the Composing, Printing & Supply of Report Cards for the students of class Nursery, K.G. & Ist to Vth for the academic session 2022-23 and 2023-24 on 1+1 basis with mutual consent. The estimated cost of the job for the academic year 2021-22 is **approx. Rs.8.45 Lakhs.**

1. Details of the tender are as below:

1	NIT No.	Tender No. F.1-P (2)/RC/DBTB/22-23/42
2	Type of tender	On line open e-Tender – Two bid System
3.	Description	Composing, Printing & Supply of Report Cards for the students of class Nursery, K.G. & Ist to Vth for the academic session 2022-23 and 2023-24 on 1+1 basis with mutual consent.
4.	Scope of work	Described under the section ‘Scope of work’ in the tender document
6.	Closing date/time of submission of bids	03.03.2023 at 2:00 p.m.
7.	Opening Date/time of Technical Bid	03.03.2023 at 3:00 p.m.
8.	EMD /Bid security	<b>Rs. 25350/- Valid upto 31.05.23</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.	Address of Correspondence	<b>DELHI BUREAU OF TEXT BOOKS</b> <b>25/2, INSTITUTIONAL AREA, PANKHA ROAD, “D” BLOCK, JANAKPURI, NEW DELHI-110058</b>

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## **2 Terms and Conditions:**

### **2.1 Experience and past performance on similar work:**

- a) The bidder must be in existence in the field of report cards/Book 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 report card/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.

### **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:**

**The Applicant Printer must have 2 (two) offset printing machines of the following specifications:-**

- (a) 1 (One) Machine of 4 (four) colours Sheet Fed Offset Printing machine of size 20"×30" or 19" x 25"size or bigger size.

**OR**

2 (two) colours Sheet Fed Offset Printing machine of size 20"×30" or 19" x 25"size or bigger size

- (b) 1 (One) Machine- 1 (one) Single colour Sheet Fed Offset Printing machine of size 20"×30" or 19" x 25"size or bigger size.

**OR**

1 (One) Single Colour Web Offset Printing machine of size 22.75" or 20" cut size.

#### **B. Binding Machinery and Equipment: (As applicable)**

- 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. 1 (one) wire stitching machines out of which one machine should be capable of stitching spine of 1".
- c. 1 (one) Perfect Binding machines of 1 (one) clamp or more clamp.
- d. 1 cutting machines 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)** A valid license of printing/declaration under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890.

**E)** 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 2022. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31<sup>st</sup> March 2022 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 December, 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**

- A)** There are 7 types of report card of class Nursery, K.G. & Ist to Vth. There are about 199481 (approx.) report cards to be printed & supplied. Upto 40% of the print order quantity/ no. of pages or both may be increased or decreased by the DBTB.
- B)** The printer shall have to carry out the corrections/composing if directed in the printing material at his own cost.
- C)** The paper shall be procured by the printer from their own sources for all the printing work in the following specifications: -
  - a) Art Card Paper:-** Art Card Paper of 220 GSM conforming to BIS specification 4658:2019 with latest amendments shall be made from for Report Cards class Nursery, K.G. & Ist to Vth.
- D)** The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 4658:2019.
- E)** The successful bidder will submit 10 full sheet (folded) of the paper indicating name, address of the paper mill and specification of the paper 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.



- F) EMD to be submitted by the bidder physically alongwith other requisite documents before the closing time and date of technical bid.
- G) The L-1 bidder/s will submit an Undertaking/Self Declaration regarding use of same paper submitted as a sample (**Bid Form No. 16**).
- H) The paper of the finished report cards 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. 17B(ii)**).
- I) The report cards as per works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the report cards should have a GST Registration Number 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 report cards are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes/duties (**excluding GST**).
- J) The last date of up-loading the completed tender document would be 03.03.2023 **up to 2:00 p.m.** There shall be two types of bids namely **Technical and Financial bids**.
- K) The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for **Rs.25350/-** of any nationalized/Scheduled bank valid up to 31.05.2023 in favour of Managing Director, Delhi Bureau of Text Books is required to be dropped in the Tender Box in chamber of Secretary, DBTB upto the last date and time of uploading of the bid.

**NOTE: The EMD, undertaking and other requisite documents in sealed envelope should be dropped in the Tender Box in chamber of Secretary, DBTB upto the last date and time of uploading of the bid. The details of the EMD and other requisite documents shall also be uploaded with the Tech. Bid.**

4. The bidders not conforming to the requirements mentioned above and as laid down in the terms and conditions/ scope of work or not accompanied by earnest money along with the required documents are liable to be rejected summarily.
5. The bid must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. 03.03.2023 **up to 2:00 p.m.**



6. The Tender form along with detailed terms and conditions is available at the website <https://govtprocurement.delhi.gov.in>. The details of the tender are as under: -

- A. Last date for uploading the bids online is 03.03.2023 **up to 2:00 p.m.** through e-procurement.
- B. Online opening of Technical Bid: 03.03.2023 **at 3:00 p.m.** in the Chamber of Managing Director, DBTB of Delhi Bureau of Text Books.
- C. Online opening of financial bid: The date, time will be declared after 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 the registration of bidders with application service provider i.e. NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at 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.

Sd/-

Secretary,  
Delhi Bureau of Text Books





## GENERAL TERMS & CONDITIONS

The delivery of printed Report Card shall be made at 29 Zonal Center of Directorate of Education, GNCT of Delhi or any other place as specified by the Secretary, DBTB. Delhi Bureau of Text Books has all rights to enter into the premises of the printer at any reasonable time for inspection.

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 Experience and past performance on similar work:

a. The bidder must be in existence in the field of report cards/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 report cards/books 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.

### 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:

A) **The Applicant Printer must have 2 (two) offset printing machines of the following specifications:-**

(a)1 (One) Machine of 4 (four) colours Sheet Fed Offset Printing machine of size 20"×30" or 19" x 25"size or bigger size.

**OR**

2 (two) colours Sheet Fed Offset Printing machine of size 20"×30" or 19" x 25"size or bigger size

(b) 1 (One) Machine- 1 (one) Single colour Sheet Fed Offset Printing machine of size 20"×30" or 19" x 25"size or bigger size.

**OR**

1 (One) Single Colour Web Offset Printing machine of size 22.75" or 20" cut size.

### B. Binding Machinery and Equipment: (As applicable)

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. 1 (one) wire stitching machines out of which one machine should be capable of stitching spine of 1”.
- c. 1 (one) Perfect Binding machines of 1 (one) clamp or more clamp.
- d. 1 cutting machines should be programmed cutting machine of not less than 36”size or one 3 knife trimmer.
- e. Press should have one strip packing machine.

**B) 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.

- i. A valid license of printing/declaration under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890.
- ii. 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 2022. The average annual turnover should be at least 30% of the estimated cost of the work.
- b. Trading and Profit & Loss A/c and Balance Sheet for last three previous Financial Years ending 31<sup>st</sup> March 2022 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 December, 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.**

- 2. The report cards, as per works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a sale invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the report cards should have a GST Registration Number 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 report cards are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes (**excluding GST**) and duties.



**Note: A.** All the printers should quote rates for the printing and supply of Report Cards as per their capacity and capability. While uploading the rates, it should be calculated that the quantum of work allotted to the respective printer should be completed within the stipulated time schedule for each work. No extension of time shall be allowed for any reason except 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 export or imports), floods, explosions, epidemics).

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

### 3. TECHNICAL SPECIFICATIONS / Scope of Work

#### 3.1. Paper Quality

a) **Art Card Paper :-** Art Card Paper of 220 GSM conforming to BIS specification 4658:2019 with latest amendments shall be made from for Report Cards class Nursery, K.G. & Ist to Vth.

#### 3.2. Size of the Publication: -

Size of the Report Card	Trimmed size of the Report Card
A-4	21.3 cm X 27.1 cm

#### A) No. of Colours: - Multicolour

There are 7 types report cards for Nursery, K.G. & Ist to Vth to be printed in Multicolour. The details of the Report cards, to be printed and supplied, is as under :-

S.No.	Printed Material/Classes	Print Order (Approx.)	Type of Paper	No. of pages (Approx.)
1	Report Card-Nursery	10479	Art Card	8
2	Report Card-K.G.	22450	Art Card	8
3	Report Card-I	31118	Art Card	8
4	Report Card-II	32195	Art Card	8
5	Report Card-III	33097	Art Card	8
6	Report Card-IV	34668	Art Card	8
7	Report Card-V	35474	Art Card	8

**NOTE :** The quantity/no. of pages or both may be increased/decreased by 40% each respectively.

**3.5 Printing Ink Quality:** - The ink to be used in printing of DBTB publications should bear the following qualities: -

- 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".



- c) The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
- d) The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- e) The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the report cards.

**3.6 Imposition of Pages and Printing Quality:** - While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the report cards, the following point should have to be strictly followed.

- i) The imposition of pages should be in accordance with the page area marks given on the positive.
- ii) Perfect registration of colours should be maintained throughout while printing the job.
- iii) There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- iv) There should be uniform/even inking throughout the report cards without patches of over/under inking and fluff traces/spots.
- v) There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- vi) There should be no "Set off" and or any scum and or any spot neither within the image area nor on the non-image area of any page of the report cards or on cover of the report card, whether printed on single side or on both the sides.
- vii) There should be no variation in any shades throughout the report card.
- viii) The printer shall have to carry out the composing/corrections if directed, at his own cost.

**3.7 Style of Binding** - All Report Cards should be center stitched.

- a) The folding of formes should be done in such a manner that the folio numbers on even pages (given either on top or at bottom of the page) fall exactly on the page having odd numbers on the other side.
- b) Before folding the formes it should be ensured that no such forme is folded which is torn or has spots, scum and or is not perfect in printing.
- c) While gathering the formes it should be ensured that only one forme from each pile of formes, (arranged in sequence) is lifted/gathered, so that no double or extra forme of the same number is found in the report cards or no forme is found missing in sequence.
- d) After gathering the sets of formes of the report cards it should be pressed properly to form a firm crease and get compact to facilitate the binding.
- e) The report cards to be centre or side stitched should have two wire staples of appropriate gauge (suited to the bulk of the report cards) and length to hold all the Sections of the report cards firmly. (a) The two staples in the centrally stitched report cards should be done



exactly on the folds of the cover and folded forms leaving equal space at the head and tail side of the report cards after trimming. ~ 9 ~ (b) While side-stitching the report cards, the two staples should be put (leaving equal space at the head and tail of the report cards after trimming) leaving 4-6 millimeters space (depending on thickness of the report cards) from the spine edge before properly creased cover is drawn on.

- f) While section sewing the report cards, it should be ensured that the thread and string/catgut are tough and the grooves for catguts are appropriate in depth.
- g) Before drawing on the cover on the side stitched or Section Sewn report cards, all the covers should be properly creased at the two edges of the spine and also on 1st and 4th cover leaving 6-8 millimetres space (depending on size of the report cards) from the spine edge to facilitate proper opening of the cover of the report cards.
- h) In Side Stitched/Section Sewn Report cards drawing on of cover and applying of glue on spine should be done on perfect binding machine. The glue applied on the spine of the report cards should be of a good quality and adhere with the spine firmly to sustain frequent opening of the report cards and seasonal effects leaving no possibility of separation of covers or any leaf of the report cards.
- i) While perfect binding a report cards, it should be ensured that the spine shaving knife and the groove making device of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the report cards and make appropriate groove for filling in the glue to hold firmly the spine and cover of the report cards.
- j)
  - i) The glue used in perfect binding should be fresh and of a high standard in quality, thickness.
  - ii) The glue used should be weather resistant, firm binder of all the leaves of the report cards with Cover and flexible to bear the frequent and flat opening of the report cards.
  - iii) No leaf or the cover of the report cards should come out while flat opening of the report cards or turning over the cover. The glue should not crack in any case.
- k) All the three sides of the report cards, to its full thickness should be trimmed smoothly at right angle.
- l) Each report card should be trimmed in the exact size pursuant to Clause II of Technical Specification.

**As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed by the printer. The printers shall execute the work as entrusted. Refusal to accept and execute the main work orders/ extended order shall be viewed as violation of the provisions of the terms and conditions and action will be initiated against the press along with punitive action.**

- 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. (Form-13)

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. 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 concerned. **The printer shall submit following certificate on his letter head duly signed and seal that the press is maintaining the labour laws as framed by the labour departments of the concerned states.**

**Certificate:**

**“Certified that the press/organization is following Rules and Regulations framed by the Labour Deptt., Govt. of NCT of Delhi/ concerned state authorities.”**

7. **Due date and time:** - On line bid documents should be uploaded on or before 03.03.2023 **up to 2:00 p.m.**
8. **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. **(Form-8)**
  - II **Technical Bid Forms** - To be uploaded after completion in all respect.
  - III **Financial Bid Forms** - Rates of the report cards including all taxes should be quoted separately, for each title in the BOQ, to be uploaded.
7. **Earnest money deposit (EMD):** - EMD of **Rs.25350/-** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 31.05.2023, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
  - 9.1 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.
  - 9.2 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 got submitted along with other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.

- 9.3 The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of Performance Guarantee which will get verified by the Bureau from the concerned bank. If the bidder fails to submit the EMD and other documents required **directly in the Tender Box to the office of the Bureau upto the last date and time of opening of technical bid**, the tenders of such bidders shall be summarily rejected.

**10. 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, along with other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
- c) The documents required along with EMD in physical form should be dropped in the Tender Box in sealed envelope in the Chamber of Secretary within time prescribed in the tender.
- d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- e) The tenders not conforming to the requirements as laid down in the terms and conditions or not accompanied by earnest money 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.

- 11. 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 03.03.2023 **at 3:00 p.m.** in the Chamber of Secretary, DBTB in the presence of the bidders or representative/s of the bidders (who wish to be present) **with a letter of authority**. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of all the printers will be done by the inspection committee, if so required, at any time or at the time of the opening of the Tech. Bid. After evaluation, the list of the bidders will be short-listed by the Delhi Bureau of Text Books in the light of eligibility criteria of the tender. The financial bids in respect of the above short-listed bidders will only be opened on the date and time announced after the evaluation of the tech. bid. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of technical and financial bid.



## 12. Performance Guarantee: -

A. The successful bidders will have to deposit the Performance Guarantee at the rate of 3% of the total work awarded within 7 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 13(d)**).
- ii) For any unexcused delay in supply of report cards (**Clause 17**).
- iii) If the printed matter is bled on any side of the report cards. (**Clause No.17.B(I)3**).
- iv) For more than 6 failed parameters (**Clause No. 17.A(II)**).
- v) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order (**Clause No. 17.C**).
- vi) If the L-1 bidder fails to execute all the jobs.
- vii) In the event of furnishing false/incorrect information by the bidder (**Clause No. 20**).
- viii) If the printer back out after giving the consent of next year i.e. 2023-24. The Bureau will have the discretion to take any or all the following actions:-
  1. Forfeiture of Performance Guarantee
  2. Any other action as decided by Chairperson, DBTB.

**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.**



**13. Agreement deed: -**

- a) The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 5 clear calendar days from the date of award of the work. The press shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation is found in the Agreement Deed, the press will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor. Agreement/contract will be signed at the following terms.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- c) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor.
- d) After signing the agreement, if successful bidder fails to perform any contractual obligation, his Performance Guarantee deposit can be forfeited or any other action as deem fit by Chairman, DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.
- e) If the printer back out after giving the consent of next year i.e. 2023-24. The Bureau will have the discretion to take any or all the following actions:-
  1. Forfeiture of Performance Guarantee
  2. Any other action as decided by Chairperson, DBTB.

**14. Payment:-** The 75% payment will be made after the satisfactory supply of the complete consignment and the submission of bill along with production material. The CD and Positives composed/developed by the printer will be the property of the Bureau and the printer has to submit the same to the Bureau along with bills. No bill will be processed, if the press fails to submit the production material/composed CD/Positive etc. The balance 25% will be paid within reasonable time of supply of the consignment with no defects. The amount of defected/damaged report cards will be recovered from the final payment of the report cards. The payment will be made on the basis of the delivery challans. No separate intimation will be given to the printer for any defects/short comings.

**15. Implementation schedule: -** The supply of printed material is to be completed within 30 days from the date of issue of work order or handing over the production material whichever is later, failing which a penalty @ of 5% per week pro-rata basis will be imposed on the cost of the unsupplied report cards. at the start of the week from 31<sup>th</sup> day of issue of work order or handing over of the production material whichever is later. The printer has to finalise the proof, if required from Exam branch/Bureau or any other agency as specified by the Bureau within these 30 days. For any unexcused delay beyond 15



days after 30 days, the Bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of 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 Chairperson, DBTB.

The date of issue of work order/handing over of the production material whichever is later, will be counted as day one of the implementation schedule.

- a) Date of issue of work order/handing over of the production material  
whichever is later Day one (1)
- b) Completion schedule 30 Days

**16. 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. In case of subletting the work, the contractor/firm shall be blacklisted apart from taking other appropriate actions as per terms & conditions of the tender.

**17. Penalties :**

**A. Delay Penalty :** The entire order to be completed within 30 days from the date of issue of work order or handing over of the production material whichever is later, failing which a penalty @ of 5% per week pro-rata basis of the total value of the unsupplied lot will be imposed for delay supplies from 31<sup>th</sup> day from the issue of work order or handing over of the production material whichever is later. For any unexcused delay beyond 15 days after 30 days, the Bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of 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 Chairperson, DBTB.

**NOTE: 31<sup>th</sup> day will be considered taking the first day as per the provisions of clause 17.**



## B. Technical penalty:

### I. For Trimmed Size:-

1.	If the report cards is short in size upto 5mm in width and or in length.	The report cards 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 report cards is short in size by more than 5 mm in width and or in length.	If the report cards 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 report cards.	If the matter is bled on any side of the report cards, the report cards shall be forfeited for the purpose of destruction at the cost of Printer and the Printer will be directed to print and supply the report cards 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 cost.
- ii) Upto 4 failed parameters: Penalty will be deducted @ 3% per parameter on total value of the cost.
- iii) Upto 6 failed parameters: Penalty @ 4.5% per parameter will be deducted on total value of the cost.
- 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.

**Please note that the test report of the lab is binding as DBTB and the printers equally and is no case the samples will be retested except under exceptional condition with the approval of the Chairperson (DBTB).**

### III. Penalty for Non Registration of Colour and Defective Binding (As applicable)

- i) In case of non-registration of colours in perfect form, the penalty of 2% of the total cost of the work will be levied.
- ii) In case of defective binding, a penalty of 2% will be levied on the total cost of the work as defined in the clause 3.7.

IV. In case of short supply, the penalty will be deducted at the cost of the Report Card. (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.



## 18. Paper Quality :

- a. The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 4658:2019 for Art Card Paper.
- b. On declaring the bidder as L-1, bidder shall submit the 10 folded 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. Further, for testing of printed report cards the sample will be randomly collected. If the supply is upto 10 thousand there will be one test for randomly selected sample.
- e. The samples will be lifted in the presence of printer or his authorized representative (if the printer desires).

## 19. 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 tenders without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with the bidder whose bid is rejected. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.

- a) Tender with incomplete information is liable for rejection.
- b) Any dispute and or difference arising out will be resolved by the arbitrator appointed by the Chairman, DBTB.

## 20. 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 printer in r/o this work order shall be forfeited and depending upon the gravity of the false/incorrect information, the printer is liable to be blacklisted for a period or forever as may be considered appropriate by the competent authority.

## 21. Submission of Self declarations/Undertaking: -

The bidder will have to furnish the following two self declarations/Undertaking with other documents **directly to be dropped in the tender box placed in the chamber of Secretary, DBTB upto the last date and time of opening of technical bid.**

- i. That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender. **(Form-12)**



ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations. **(Form-13)**

**22. Submission of Self Declaration/Undertaking regarding use of same 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 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)

**23. Delivery: -**

The printer shall be required to supply the entire supply of the total print runs to be delivered within 30 days from the initial date of award of the contract/issue of production material whichever is later.

Delivery of the report cards shall be made at 29 Zones of Directorate of Education, GNCT of Delhi or any other place as specified by the Secretary, DBTB. Delhi Bureau of Text Books has all rights to enter into the premises of the printer at any time and day. Before the bulk supply of report cards is made in godowns, 5 advance copies of report cards have to be supplied in the Production Branch of Delhi Bureau of Text Books.

**24. Packing: -** Finished report cards shall be packed in bundles of 25 each separately for each class and bundles will be first tied with strip packing. Bundles of two or more classes will not be packed together.

**25. 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 GSTR-3B Return for the month of December, 2022.

**26. Quoting of rates: -** The rates of the report cards should be quoted as per report cards copy basis of the job (including all Composing charges like corrections, Cover, freight, loading, unloading, stacking in the godown etc.). **The rate quoted by the bidder should be exclusive of GST.** However, the payment shall be made by the Bureau to the bidder after deducting TDS as per the scheduled rate at time of payments. GST will be paid as per Govt. norms.

**27. Validity of Rates:** Since the tender is for 1+1 year basis (with mutual consent), the rates should be valid up to 31.03.2024 for the printing and supply of the Report Card.

**28. Variation in print order: -** Each print order/No. of pages or both may be increased/decreased by 40% but no extra plate making charges shall be allowed in case of increased quantity of no. of copies/pages. 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.

29. **Printing of extra copies:-**The printer **will upload an undertaking** that he will not print any extra copy without the permission of the Bureau. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.
30. **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.
31. **Amendment in tender documents:** - At any time prior to the deadline for uploading of bids, DBTB may amend the tender document by issuing an addendum. The amendment will be displayed on the website of the Delhi Govt. i.e. **https://govtprocurement.delhi.gov.in**. The amendment will be binding on all the bidders.

In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid, the DBTB may, at its discretion, extend the deadline for the submission of bids.

32. **Completeness of the tender document:** - The Bureau is not responsible for the completeness of the tender documents of the bidder, if bidder does not upload the documents correctly on the site.
33. **Power to reject the tender:-** The Chairperson, 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 at any time.
34. **Submission of documents for the required turnover:** - The bidder should upload Trading Account, Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2022 authenticated by the chartered accountant with the technical bid.
35. **Submission of documents for the partnership firms and in other cases:** - The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of registration in case of private/public limited company or registered society.
36. **Taxes and Duties:** - The Printer shall be entirely responsible for all taxes, duties, license fees, road permits any compensation under wage act etc. Printing and supply incurred in supplying the finished report cards as per the directions given by the Bureau.
37. **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 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 report cards 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.

**38. 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.

**39. 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.

**40. Correction of Errors.**

- a) Bids determined to be substantially responsive will be checked by the Bureau for any arithmetical error/s will be corrected by the Bureau as follows:



- b) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- c) Where there is a discrepancy between the unit title rate and the total cost resulting from multiplying the unit title rate by the quantity, the lower will govern.
- d). The amount stated in the Bid will be corrected by the bureau in accordance with the above procedure for removal of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest Money shall be forfeited in accordance with the rule.

#### **41. Sample of Paper**

- A) The successful bidder(s) will be required to submit 10 (ten) full sheets (folded) samples of Paper, along with lab test report of the Mill (and also ISI certificate of the Mill) along with 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 paper of any other mill/s other than the mill/s whose sample, name and address were submitted by the bidder otherwise a very serious view by treating the matter under fraudulent practices will be taken.
- F) The bureau reserves the right to inspect the printing press at any time to ensure the quality of report cards. It is the responsibility of the printer to intimate the Bureau once the printing of report cards is start and over.

#### **42. Authority Letter:**

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



**43. More Instructions for Technical Bid.**

1. The tenders not uploaded in prescribed form and non submission of EMD, self declarations, and necessary documents, upto the last date of uploading the tender shall be disqualified.
2. The quotations should be strictly in accordance with the specifications at clause 3 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 30 days as prescribed in tender bid form. The printer shall mention their capacity of printing of Multicolour report cards within a span of 30 days as the case may be, in the Technical Bid in the prescribed form.
6. **If the printer does not supply report cards 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 of the defaulting printer 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.
8. The printer must upload the undertaking with the technical bid that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2024.
9. A self declaration confirming that the information furnished in the tender document is correct to the best of knowledge and belief.
10. A declaration regarding financial bid has to be signed and submitted with the technical bid as given below: -





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

11. A certificate of reading/understanding of technical specifications and quoting of rates accordingly as mentioned in the tender document has to be signed.

12. Such other information as may be specified in the technical bid Form.

**44. More instructions for financial bid: -**

1. The printer will have to fill financial bid for all the titles. The rates of the report cards 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 report card allotted to him as per the Tech. specifications mentioned at clause 3 of the tender.

3. The printer shall at his own cost submit the Ferro proofs (Prints), ammonia prints (proofs), machine proofs in colour to the Bureau 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 report card, for which he is not entitle 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 on the basis of the printing capacity.

6. The printer shall quote the rate of report card separately per copy basis (including all taxes) and will have to quote the rates of all report card in the prescribed format of BOQ.

7. The work will be allotted to the L-1 bidder who quote the consolidate lowest rates of all report card. There will be (1) One L-1 bidder in this tender.

**45. 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.

**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.



47. **Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder must upload an undertaking with technical bid that the all the terms & conditions of the tender are acceptable to us and shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2024.

#### **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 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.

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

*CS*



**Technical Bid Form - 1**

**TECHNICAL BID FOR THE PRINTING & SUPPLY OF REPORT CARD CLASS Nursery, K.G. & Ist to Vth FOR THE ACADEMIC 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 \_\_\_\_\_
- 1.4 Proof of requisite experience in report card/books printing (As per Clause No.1 of Eligibility Criteria of General Terms and Conditions) uploaded/Not uploaded
- 1.5 Copy of the PAN Card uploaded/Not uploaded
- 1.6 Copy of GST Registration No. uploaded/Not uploaded
- 1.7 Copy of the valid license of printing/ declaration under section 4/5 of the Press and Registration of Books Act, 1867 Amended by the Act V 1890. uploaded/Not uploaded
- 1.8 Details of Earnest Money Deposit (EMD) (Original EMD to be submitted directly in the tender box) **(Scanned copy should be uploaded)** Lying in the Chamber of Secretary, DBTB **FORM-2** Submitted/Not Submitted
- 1.9 Proof of average turnover during last 3 financial years ending March 2022 (Authenticated by C.A.) and the ITR for the last 03 financial year ending 2021-22 (for the assessment year 2019-20, 2020-21 & 2021-22 (Clause No. 1.3) **FORM-3** Uploaded/Not uploaded



- 1.10 Details of Machines (Ownership documents to be uploaded) **FORM-4** uploaded/Not uploaded
- 1.11 Certificate of reading/understanding of Technical specifications **FORM-5** uploaded/Not uploaded
- 1.12 Acceptance of Implementation schedule **FORM-6** uploaded/Not uploaded
- 1.13 Declaration regarding financial bid **FORM-7** uploaded/Not uploaded
- 1.14 Undertaking regarding acceptance of all terms & conditions of the tender **FORM-8** uploaded/Not uploaded
- 1.15 Validity of rates upto 31-03-2024 **FORM-8** uploaded/Not uploaded
- 1.16 Declaration regarding supply of Report cards as per specification & schedule **FORM-9** uploaded/Not uploaded
- 1.17 Self declaration regarding incorrect/false Information. **FORM-12** Submitted/Not Submitted  
**(Directly to be submitted in Bureau in original)**
- 1.18 Self declaration regarding never blacklisting **FORM-13** Submitted/Not Submitted  
**(Directly to be submitted in Bureau in original)**
- 1.19 Documents for partnership of the Press/ Registration of Firm. uploaded/Not uploaded
- 1.20 Self Declaration/Undertakng regarding follow up of the Rules & Regulations of the Labour Deptt. of Govt. of NCT of Delhi/ State Govt. **FORM-10** uploaded/Not uploaded  
**(Directly to be submitted in Bureau in original)**
- 1.21 Certificate regarding capacity to handle the work in terms of Reams within 30 days. **FORM-11** uploaded/Not uploaded
- 1.22 Authority Letter **FORM-14** uploaded/Not uploaded
- 1.23 Whether all documents signed with seal By the Owner/Partner/Director of the Press Yes/No
- 1.23 Upload the proof of GSTR-3B Return for the month of December, 2022 (Technical Bid **Form No.15**) Uploaded/Not Uploaded
- 1.25 Proof of 02 years experience in the field of Report Card/Books Printing (as per Clause No. 1 of General Terms and conditions) Yes/No

**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:**

**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): -**

<b>S.No.</b>	<b>Name of the Bank</b>	<b>Amount</b>	<b>Details of the EMD</b>

**Note: Please Submit the EMD of the above mentioned amount and valid upto 31.05.2023, directly to the office of the Bureau and details copy to be uploaded in above mentioned form.**

**Place & Date:**

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





**TECHNICAL BID FORM-3**  
**PROFORMA FOR INFORMATION OF ANNUAL TURNOVER**

Name of the Firm \_\_\_\_\_  
Address \_\_\_\_\_

Annual turnover for the last three years \_\_\_\_\_  
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant	ITR for the financial year 2019-20, 2020-21 and 2021-22. (Assessment year 2019-20, 2020-21 and 2021-22)
2019-20		Uploaded/Not uploaded	Uploaded/Not uploaded
2020-21		Uploaded/Not uploaded	Uploaded/Not uploaded
2021-22		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: \_\_\_\_\_ Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.  
Date: \_\_\_\_\_ 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 2 of the tender and have quoted the rates accordingly. The finished product will match the specifications. If any deviation is found in the finished report cards, 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. The supply of printed material is to be completed within 30 days from the date of issue of work order or handing over the production material whichever is later, failing which a penalty @ of 5% per week on pro-rata basis will be imposed on the cost of the unsupplied report cards at the start of the week from 31<sup>th</sup> day of issue of work order or handing over of the production material whichever is later. The printer has to finalise the proof, if required from school branch/Bureau or any other agency as specified by the Bureau within these 30 days. For any unexcused delay beyond 15 days after 30 days, the Bureau will have the discretion to take any or all of the following actions:-
- i) Forfeiture of 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 Chairperson, DBTB.

The date of issue of work order/handling over of the production material whichever is later, will be counted as day one of the implementation schedule.

- a) Date of issue of work order/handling over of the production material  
whichever is later Day one (1)
- b) Completion schedule 30 Days



- B. I/we accept the implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection. If supply is not made as per the time schedule, it will be treated as Criminal Offence and action shall be taken against the bidder as per the law in this regard.

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 financial bid is liable to be rejected if it contains any other condition.

**Place: Name & signature of the authorized signatory of the  
Date: 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.

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

**Place:  
Date:**





**TECHNICAL BID FORM-9**

**DECLARATION REGARDING SUPPLY OF REPORT CARDS 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**

**(To be submitted in the Bureau)**

**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**

**CERTIFICATE REGARDING CAPACITY OF PRINTING IN TERMS OF REAMS**

- i) Certified that I/We can print following quantity of paper with in the premises of our press in terms of reams in different sizes/colours with in schedule time of 30 days.

Single/Double/Four Colour \_\_\_\_\_ Reams

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

**Place & Date**





**TECHNICAL BID FORM-12**

**SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_ has/have furnished the correct information in the tender and I/We shall be solely responsible for furnishing wrong/false information in the tender.

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

**Place & Date:**

**TECHNICAL BID FORM-13**

**SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID**

That I/We \_\_\_\_\_ M/s \_\_\_\_\_  
Address \_\_\_\_\_ certified

that our firm has never been blacklisted in the past by any Govt. Department/Organisation/Undertaking.

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

**Place & Date**

**TECHNICAL BID FORM-14**

**AUTHORITY LETTER**

Certified that I/We \_\_\_\_\_ proprietor/director/partner of M/s \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ hereby authorize to Sh. \_\_\_\_\_ to sign the tender documents on my / own behalf.

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

**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 GSTR-3B Return**

Certified that I/We \_\_\_\_\_ proprietor/director/partner of  
M/s \_\_\_\_\_ Address \_\_\_\_\_ hereby certify  
that I have filed the GSTR-3B for the month of December, 2022.

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

Place & Date

**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





### BOQ Performa (in Excel sheet)

Tender Inviting Authority: Secretary, Delhi Bureau of Text Books						
Name of Work: Tender for printing & supply of Report Cards						
Contract No: F.1-P (2)/RC/DBTB/22-23/42				TENDER ID:		
Bidder Name :						
<u>PRICE SCHEDULE</u>						
(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(Inclusive of all taxes) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	7	8

*Ch-m*