

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, Institutional Area, Pankha Road,**  
**"D"Block,Janakpuri, New Delhi-110058**  
**Phone 28524202, 28522049 FAX 28520901**  
**E mail- delhibureauoftextbooks@gmail.com**

**TENDER NOTICE**

Item	Printing & Supply of Worksheets for the use of Special Education Teachers.
Size(Trimmed)	21.3 cm X 27.1 cm
Quantity	5500(Approx.) pages - 85 (Approx.)
Estimated cost	1,50,000/- (Approx.) (Exclusive of GST)
No. of colours	Four (Through Four Colour Sheet Fed Offset Machine not less than 25" x 36")
Paper	Text & cover 80 gsm virgin pulp paper will be procured by the printer from his own resources.
Binding	Perfect Binding in pad form with perforated sheets.
Date of Submission	16.08.2018 UPTO 2:00 P.M.
Date of Opening	16.08.2018 AT 3:00 P.M.
Schedule of supply	The supply of the Worksheets has to be made within 15 days from the final approval of proof from the office of the DDE(IEDS & IE-SSA)/competent authority. No time extension will be allowed for the supply of worksheets.

The soft copy of the manuscript will be provided by the Bureau. The printer will have to design the Worksheets in accordance to the dummy provided and get it approved from the office of DDE(IEDSS & IE-SSA), Dte. of Education, GNCT of Delhi, Amrita Shergil School Building, Lajpat Nagar-IV, New Delhi before printing. Worksheet should be printed in pad form with perforated sheets and printed on only one side. A good quality printing of Worksheets is required, if Worksheet is not printed as per specification a penalty of 2% will be imposed.

The paper shall be procured by the printer from its own sources and should be strictly as per BIS specification 1848:2007 with latest amendments. If paper is not found as per specification a penalty @2% will be imposed per failed parameter.

The supply of the Worksheets has to be made within 15 days from the final approval of the material from the office of the DDE (IEDSS & IE-SSA)/competent authority. The Bureau will impose the delay penalty @ 5% per week on pro-rata basis on the supplies made after the schedule date. The schedule date will be counted from the date of the final proofs.

Payment of the bill will be made within reasonable time after the receipt of supply subject to the verification of satisfactory supply as per terms and conditions and specifications. The copy of the approval is to be attached with the bill after completion of the entire work.

The supply will be made by the printer in the office of DDE(IEDSS & IE-SSA), Dte. of Education, GNCT of Delhi, Amrita Shergil School Building, Lajpat Nagar-IV, New Delhi as per the instructions of the Bureau later on. Pads of Worksheets should be packed in the bundles containing 25 pieces each. The list of distribution of quantity to be supplied in the office of DDE(IEDSS & IE-SSA) will be collected by the printer from the office of the Secretary DBTB.

**Earnest money deposit (EMD):** - EMD of **Rs.4500/-** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 30.09.2018, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.

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- (d) 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.
- (e) 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.
- (f) The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of performance Security which will 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 bid**, the tenders of such bidders shall be summarily rejected.

**Performance Security:** - The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 5 clear calendar days from the issue of Letter of Intent (LOI). The PG will remain valid upto 60 days after the completion of Academic Session. The work order will be provided only after the submission of performance Guarantee. Further, the required performance security will be accepted in the form of FDR/ Irrevocable Bank Guarantee of any Scheduled/nationalized bank in favour of Managing Director, Delhi Bureau of Text Books. The performance security will be released only after the successful completion of work, final payment of the job or 60 days after completion of Academic session whichever is later. No interest will be paid by DBTB.

**Agreement Deed:-**

- f) 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.
- g) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- h) 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.
- i) After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be forfeited or any other action as deem fit by Chairman, DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.
- j) 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.

The bidder has to give the rate in figure as well as in words. If any discrepancy between rates in figure & words, the rate in words will govern.

The work will be allotted to the L-1 bidder subject to fulfillment of all the terms and conditions of the tender. No counter condition will be allowed and tender will be summarily rejected.

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Any delay on the part of the Authority in finalizing the proof will be intimated by the printer with proof to the Bureau and if the delay in finalizing the proof is on the part of the Authority then the penalty will be imposed from the date of finalizing of proof.

The rates should be valid upto 31.03.2019 and including all charges like corrections, positive making, freight, loading, unloading, stacking and all Taxes except GST.

The bidder is required to submit an undertaking, as per Annexure-1, that the firm is not blacklisted or debarred for participating in Govt. tenders/work order by agency at the time of submission of bid.

In case of any dispute, the decision of Chairman, DBTB shall be final and binding. The Hon'ble High Court of Delhi/New Delhi shall have the jurisdiction on any legal dispute.

  
**(ANIL KAUSHAL)**  
**SECRETARY, DBTB**

### FORM OF QUOTATION

**(Worksheets for the use of Special Education Teachers)**

Name and Address of the firm with phone numbers: \_\_\_\_\_

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PAN No. \_\_\_\_\_

GST Registration No. \_\_\_\_\_

Rates per copy (Exclusive GST) Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ )

**NOTE:** EMD in original, copy of GST, PAN & self declaration in the given format to be submitted along with the bid.

I hereby accept all the terms and conditions of the tender and rates quoted inclusive all by me/undersigned.

Signatures with seal of the Prop./Partner

Phone Numbers  
Mobile Number





**DECLARATION**

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

Address \_\_\_\_\_

certified that my/our firm has never been blacklisted or debarred for participating in Govt. tenders/work order in the past by any Govt. Department/ Organization/ Undertaking.

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

**With rubber stamp**

**DECLARATION**

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

Address \_\_\_\_\_

has 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

**Note: To be submit along with the bid.**

