

## **DELHI BUREAU OF TEXT BOOKS**

**25/2, INSTITUTIONAL AREA, PANKHA ROAD,  
"D" BLOCK, JANAHPURI, NEW DELHI-110058  
Phones-2852-2049, 28525936 FAX 2852-0901  
Email delhibureauoftextbooks@gmail.com**

### **TENDER NOTICE**

On line tenders are invited from reputed dealers/firms within GNCT of Delhi engaged in stationery printing for supply of 1,500 Executive Diaries. The tender must be submitted on line on the website <https://govtprocurement.delhi.gov.in> by 24-11-2014 up to 2.00 p.m.

The dealer/firm will have to arrange for transportation and labour for supply of Executive Diaries. The entire work of supplying the Executive Diaries is to be completed within 15 days positively from the date of the award of contract/supply of production material. The earnest money of Rs. 8,000/- in the form of account payee demand draft/FDR/banker's cheque/bank guarantee issued from any of the Commercial Banks valid upto 31-12-2014 in favour of Managing Director of Delhi Bureau of Text Books should be furnished physically along with affidavits and samples in the office of the Bureau on or before the date of the opening of Technical Bid upto 2:00 p.m. Interested dealer/firm must have: -

- i) At least 5 Year experience in the trade of stationery printing.
- ii) The Dealer/firm blacklisted by any Govt. Department or by any other agency shall not be eligible for bidding.

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

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

- i) Date of release of tender through e-procurement: 17-11-2014.
- ii) Last date of submission of tender on line 24-11-2014 at 2.00 p.m.
- iii) On line opening of technical bid : 24-11-2014 at 3.00 p.m. in the conference room of Delhi Bureau of Text Books.
- iv) On line opening of financial bid : Will be declared after the evaluation of technical bid.

**The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC Help Desk, C Wing, 6th 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**  
(An Autonomous Organisation of the Govt. of NCT of Delhi)  
25/2, Institutional Area, Pankha Road,  
"D" Block, Janakpuri, New Delhi-110058  
Phones 2852-2049, 28525936 FAX 2852-0901  
Email delhibureauoftextbooks@gmail.com

**GENERAL TERMS & CONDITIONS:**

**The Executive Diaries must be supplied as per specifications mentioned below in the office of Delhi Bureau of Text Books.**

S.No.	Item	Description
1	Size of the Diary	22 cms X 18.5 cms
2	Filler size	20 cms X 16 cms
3	Strap	Magnetic Button with strap
4	Quantity & Colour	1500 in Two colours (750 in black & 750 in brown colour)
5	No. of pages	184 including 16 pages to be composed & printed)
6	Style of binding	Perfect binding (Binding must be as per the one date on a page with a thread as book mark).
7	Design	As per sample (available in the office of Bureau)
8	Jacket	PU foam material with inner pockets and embossed block printing in golden colour on jacket.
9	Paper	Maplitho paper- 80 gsm as per BIS Specification 1848:2007
10	Packing	Every diary must be in transparent sheet and then put in card board box.

**1. Eligibility criteria: -**

**General Terms & Conditions:** - 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. The bidder must have: -

- i) At least 5 years experience in the trade of stationary printing.
- ii) The Dealer/firm blacklisted by any Govt. department or Govt. undertaking or any other agency shall not be eligible for bidding. **Every Dealer/firm would be required to submit an affidavit physically on or before the date of opening of Technical Bid upto 2:00 p.m. that the bidder has never been blacklisted by any Govt. department/ Govt. undertaking/any other agency.**

**Note:- Officers of Delhi Bureau of Textbooks/Inspection Team have all rights to enter in to the premises of the Dealer/firm at any time and day. The Dealer/firm shall extend full co-operation to the officers of the inspecting team visiting the premises to inspect the items and progress of supply of diaries and will answer the queries to their fullest satisfaction.**

**2. Due Date, time and mode of submission:** - E-tenders shall be uploaded on or before 24-11-2014 up to 2.00 p.m. It will be the responsibility of the bidder to ensure that the documents in accordance to the terms & conditions laid down in this tender are uploaded.

- 3. Earnest money deposit (EMD):** - EMD of Rs. 8,000/- in favour of Managing Director, Delhi Bureau of Text Books is to be submitted in the form of Demand Draft/FDR/Bankers cheque/Bank Guarantee issued from any of the Commercial Banks, on or before the date of opening of Technical Bid upto 2:00 p.m. and should be valid up to 31/12/2014 and scanned copy of the EMD must be uploaded with the technical bid. 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 in consonance with the rules and regulations in this behalf. Tenders (Technical Bids) not accompanied by EMD shall be summarily rejected.
- 4. Details to be furnished: -**
- a) All particulars must be furnished as asked for in the prescribed formats for technical and financial bids in the bid document.
  - b) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
  - c) All the information in the prescribed format as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
- 5. Opening and evaluation of tender:** - The tenders uploaded will be opened by a committee under the chairmanship of Managing Director, Delhi Bureau of Text Books on 24-11-2014 at 3.00 p.m. in the presence of bidder or their representative/s with a letter of authority who prefer to attend the opening. The technical bid will be evaluated in the light of the eligibility criteria and submission of documents required for the tender as per terms and conditions. The inspection of the Dealer/firms will be done by the inspection committee (if needed) at any time after the opening of the Technical Bid. After evaluation the list of the bidders will be short-listed by the Delhi Bureau of Text Books. The date for opening of financial bids will be declared after the evaluation of technical bid. The decision of Chairman, Delhi Bureau of Text Books shall be final regarding the evaluation of both technical and financial bids.
- 6. Agreement deed:** - The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 10/- non-judicial stamp paper within 3 days from the date of award of the contract. The Dealer/firm shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation found in the Agreement Deed, it 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 security at the following terms.
- i) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
  - ii) 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.

7. **Payment:** - Payment for supply of Executive Diaries will be made within 30 days after completion of the order and producing the bill.
8. **Implementation schedule:** - The Dealer/firm shall be required to supply the Executive Diaries within 15 days from the initial date of issue of order/production material (whichever is later).

**The date of issue of order/production material (whichever is later) shall be counted as day one of implementation schedule. The participating bidders should give their acceptance to the implementation schedule in the prescribed form with the technical bid.** No deviation in the implementation schedule shall be allowed in the tender and shall be counted as counter condition and the tender shall be liable for rejection.

9. **Further assigning of tender in whole or part:** - The Dealer/firm shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or corporate body. No under letting or subletting to any person or corporate body for the execution of the contract or any other part thereof is permitted under any circumstances.
10. **Penalty:** - If the entire quantity of executive diaries is not supplied within stipulated time from the date of issue of order/production material (whichever is later) by the Bureau, a penalty of 2% of the cost of diaries per week will be imposed on the cost of unsupplied diaries. The material of the diaries shall be of good quality and match the specifications. Any deviation from the sample diary &/or paper specification i.e BIS specification 1848:2007 will attract penalty @ 2% of the contract value per parameter.

**11. Power of acceptance, reject and withdrawal of the tender: -**

- a) The final acceptance of the tender would entirely vest with the Chairman, Delhi Bureau of Text Books who reserves the right to accept and reject any or all tender without assigning any reason whatsoever. There is no obligation on the Chairman, DBTB to communicate in any way with rejected bidder. After acceptance of the tender by Chairman, DBTB, the bidder shall have no right to withdraw his tender or claim higher price.
- 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.

12. **Performance Security:** - The successful bidders will have to deposit the performance security of 10% of the total value of the contract within 7 clear calendar days from the date of the award of the contract and should be valid up to 31-03-2015. The production material will be issued after submission of performance security. Further the required performance security will be accepted in the form of FDR/CDR/Irrevocable Bank Guarantee issued from any of the Commercial Banks, in favour of Managing Director, Delhi Bureau of Text Books. If the successful bidder fails to remit the performance security within prescribed time, the EMD remitted by him shall be forfeited. The performance security will be released only after the successful completion and final payment of the job.

**13. False Information: -**

- a) In the event of furnishing false/incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited & the contractor is liable to be blacklisted for a considerable period. 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 security and other payments due to the contractor shall be forfeited and depending upon the gravity of the false/incorrect information, the contractor is liable to be blacklisted for a considerable period.
- b) If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation, the EMD deposit mentioned above will be forfeited. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

**14. Submission of Affidavits: -** The bidder will have to submit the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner physically on or before the date of opening of Technical Bid upto 2:00 p.m.

- a) 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.
- b) That the firm has never been blacklisted in the past by any Govt. department/Agency.

**15. Quoting of rates: -** The rates should be quoted in Rupees on the basis of per diary which will be valid up to 31-01-2015.

**16. Delivery: -** The executive diaries shall be delivered in the office of Delhi Bureau of Text Books or anywhere in GNCT of Delhi.

**17. Registration with VAT Department of Delhi: -** The dealer/firm should be registered with the Value Added Tax Department in NCT of Delhi and will upload the documentary proof.

**18. Variation in purchase order: -** The purchase order may be increased/ decreased by 20% but no time extension will be allowed if order is placed during course of supply of main order however, in case of extended order given after supply of main order **the proportionate time will be given to the dealer/firm.**

**19. Taxes and Duties: -** The Dealer/firm shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the executive diaries.

**20. Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder will upload an undertaking in the prescribed proforma that he accepts all the terms & conditions of the tender and shall abide by the same fully.

## **21. IMPORTANT NOTES: -**

1. The rates for the supply of executive diaries should be quoted on per diary basis.
2. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Chairman, Delhi Bureau of Text Books reserves the right to negotiate for further reduction of rates.
3. 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.
4. **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.**
5. **In case of any dispute, the Bureau may appoint an arbitrator to settle the dispute.**

## **22. More Instructions for Technical Bid**

1. The tender documents not submitted/uploaded in prescribed form and not accompanied with EMD shall be disqualified.
2. The sample of the diary can be seen in the office of the Bureau on any working day from 11.00 a.m. to 4.00 p.m. up to 21/11/2014.
3. The details as required in the Technical bid form shall be provided by the Dealer/firm to the Bureau and no self-made condition or counter conditions shall be written by the bidder.
4. The owner/partner/Director of the firm should upload a declaration in the Technical Bid of the tender that "the supply of executive diaries shall be made in accordance with the time schedule mentioned in the tender". In the event of such document not uploaded, the tender will be rejected.
5. The Dealer/firm must upload the undertaking that the rates (all inclusive) quoted shall remain effective up to 31.01.2015.
6. Any other information as may be specified in the Technical Bid Form shall be uploaded.
7. Technical Bid Form No. 1 must be uploaded by the bidder with the technical bid.

Sd/-  
Secretary

## Technical Bid Form - 1

### **TECHNICAL BID FOR THE SUPPLY OF EXECUTIVE DIARIES FOR THE YEAR 2015**

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

#### **1. GENERAL INFORMATION: -**

The bidder 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 Address \_\_\_\_\_
- 1.4 Technical Bid Form 1 Uploaded/Not uploaded
- 1.5 Proof of 5 years experience Uploaded/Not uploaded  
in stationery printing (proof should be furnished)
- 1.6 Copy of the PAN Card Uploaded/Not uploaded
- 1.7 Copy of DVAT Registration No. Uploaded/Not uploaded  
(Whichever is applicable)
- 1.8 Details of Earnest Money Deposit (EMD) Uploaded/Not uploaded  
**(Submit Directly to the office of the Bureau)** **(Scanned copy should be uploaded)**  
Submitted/Not Submitted
- 1.9 Certificate of reading/understanding of Uploaded/Not uploaded  
Technical specifications
- 1.10 Acceptance of Implementation schedule Uploaded/Not uploaded
- 1.11 Declaration regarding commercial bid Uploaded/Not uploaded
- 1.12 Undertaking regarding acceptance of Uploaded/Not uploaded  
all terms & conditions or any changed  
condition.
- 1.13 Validity of quoted rates upto 31-01-2015 Uploaded/Not uploaded
- 1.14 Declaration from the concerned bidder Uploaded/Not uploaded  
regarding supply of diaries as per  
specifications & schedule

- |   |  |
|---|--|
| 1.15 Affidavit regarding incorrect/false Information on Non-Judicial Stamp Paper of Rs. 10/- as per sample. | Submitted/Not Submitted<br><b>(Directly to be submitted in the Bureau)</b> |
| 1.16 Affidavit regarding never blacklisting on Non- Judicial Stamp Paper of Rs. 10/- as Per sample given.   | Submitted/Not Submitted<br><b>(Directly to be submitted in the Bureau)</b> |
| 1.17 Whether all documents signed with seal by the Owner/Partner/Director of the press.                     | Yes/No.  |

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

**Place:**

**Dated:**

**Note: -**

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

## TECHNICAL BID FORM-2

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

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

**Note: Please Submit the EMD of the above mentioned amount and valid upto 31-12-2014, directly to the office of the Bureau and scanned copy of the same be uploaded with the Tech. Bid 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

### CERTIFICATE

It is certified that I/We, the authorized signatory of the firm M/s \_\_\_\_\_ have read and understood the above technical specifications and have quoted the rates accordingly. The diary will match the above specifications and sample. If any deviation is found in the diary, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

**Signature of the Authorized person with seal of the Firm/Partner of the Firm/ Director/ Proprietor. With rubber stamp**

**Place & Date**

#### **TECHNICAL BID FORM-4**

##### **IMPLEMENTATION SCHEDULE: -**

The entire supply for Executive Diaries will be completed within 15 days from the date of the issue of the order/production material in the office of Delhi Bureau of Text Books. The date of issue of print order/CD/final proof whichever is later will be counted as day one of the implementation schedule.

- |  |              |
|--|--------------|
| a) Issue of print order/CD/Final Proof | Day one (01) |
| b) Completion of schedule              | 15 Days.     |

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

**Place & Date:**

#### **TECHNICAL BID FORM-5**

##### **DECLARATION REGARDING COMMERCIAL BID**

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

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

#### **TECHNICAL BID FORM-6**

##### **UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER**

I/We hereby undertake that all the terms & conditions of the tender 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.

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

**Place:**  
**Date:**

**TECHNICAL BID FORM-7**

**UNDERTAKING REGARDING VALIDITY OF QUOTED RATES: -**

I/We hereby undertake that the rates quoted in commercial bid shall remain valid upto 31-01-2015 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-8**

**DECLARATION REGARDING SUPPLY OF EXECUTIVE DARIES 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 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-9 (Sample)**

**SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER**

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-10 (Sample)**

**SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON-JUDICIAL PAPER OF  
RS. 10/- DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER**

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

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

**Place & Date:**