

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, INSTITUTIONAL AREA, PANKHA ROAD,**  
**“D” BLOCK, JANAKPURI, NEW DELHI-110058**  
**PHONES 2852-2049, 28524202 FAX 2852-0901**  
**Email-[delhibureauoftextbooks@gmail.com](mailto:delhibureauoftextbooks@gmail.com)**

**SHORT TERM E-TENDER NOTICE**

Online open tender is invited from the reputed offset printers (Web offset/Sheet Offset), operating within NCR of Delhi and all printers across the India who are registered with NCERT, for the Printing and Supply of Executive Diaries at 13 Districts, Directorate of Education, Old Sectt. and Godown of DBTB for the calendar year 2018 and 2019 on 1+1 basis with mutual consent. The estimated cost of the job for the calendar year 2018 and 2019 is approx. Rs. 3.75 Lakhs.

**1.** Details of the tender are as below:

1	NIT No.	Tender No. F.1-P (2)/ED/DBTB/17-18/62
2	Type of tender	Online Open e-Tender –Two bid System
3.	Description	Printing and supply of Executive Diaries for the Calendar year 2018 and 2019.
4.	Scope of work	Described under the section ‘Scope of work’ in the tender document
5.	Closing date/time of submission of bids	09.01.2018 at 2:00 p.m.
6	Opening Date/time of Technical Bid	09.01.2018 at 3:00 p.m.
7.	EMD /Bid security	Rs. 11,250/- Valid up to 28.02.2018
8.	Bid Validity	90 days from the date of opening of Un-priced Techno-Commercial Bid.
9.	Financial bid opening	Opening of financial bid will be intimated later to the technically qualified bidders.
10.	Security Deposit / Performance Bank Guarantee (To be submitted by successful bidder/ Contractor)	07 % of order/contract value
11.	Address of Correspondence	<b>DELHI BUREAU OF TEXT BOOKS</b> <b>25/2, INSTITUTIONAL AREA, PANKHA ROAD, “D”</b> <b>BLOCK, JANAKPURI, NEW DELHI-110058</b>

**2 Terms and Conditions:**

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

- a) The bidder must be in existence in the field of books production for the last 5(five) years for which registration of the firm is required.
- b) Experience and past performance in book production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

**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.

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

#### **A) The Applicant Printer must have 3 (three) offset printing machines of the following specifications:-**

- (a) 1 (One) Machine- 4 (four) colours Sheet Fed Offset Printing machine of not less than 23"×36" size.
- (b) 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"×36" size.
- (c) 1 (One) Machine - single colour or multi colour machine of not less than size 23"×36" Or 1 (One) Web offset machine of 2 (two) colours or more colours of size 20" or 22.75" cut size.

#### **B) Binding Machinery and Equipment:**

- a. 1 (one) automatic Folding machines of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds.
- b. 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1".
- c. 1 (one) Perfect Binding machines of 3 (three) clamps or 2 (two) machines of 1 (one) clamp each.
- d. 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36"size or one 3 knife trimmer.
- e. Press should have one strip packing machine.

#### **C) Plate Making:**

Printers must have Full-fledged Plate making Unit with pasting table and Printing Down Frame at their premises. CTP or CTCP system is desirable.

#### **D) A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.**

#### **E) At least 100 sq.mts of covered space for storage of all the material to execute the work.**

### **3. Financial standing:**

**Requirement-** The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 3 years, ending 31<sup>st</sup> march 2017 of the previous Financial Year. 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 2017 duly (Assessment year ending 2017-18) attested by C.A and ITRs for the same period i. e. Assessment Year 2015-16, 2016-17 & 2017-18.
- c) Upload the Proof of Latest GSTR-3 B return for the month of October 2017 of respective state.

### **4. Scope of Work**

- A) There are about 1500 Executive Diaries to be printed and distributed. The print order, No. of pages or both may be increased or decreased by 30%.
- B) The text paper and cover paper shall be procured by the printer from their own sources for all the printing work. The specifications of the diary are as:

<b>S.No.</b>	<b>Item</b>	<b>Description</b>
1	Size of the Diary	26 cm X 21 cm
2	Filler Size	23 cm X 18 cm
3	Strap	Magnetic Button with strap
4	Quantity and Colour	1500 in Two colours (Brown and Dark Brown)
5	Number of Pages	394 including 16 pages to be composed and printed and 12 pages for planner or 198 leaves
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 in two colour with side stitching with inner pockets and embossed block printing in golden colour on jacket.
9	Paper	Maplitho Paper-80 gsm (NS Paper).
10	Packing	Every diary must be in transparent sheet and then put in card board box.

- C) The successful bidder/s will submit 10 full sheet (folded) of the cover paper indicating name, address of the paper mill and specification of the paper and text paper bearing the watermark of the mill at every 8 inches to be used in the printing, duly signed and stamped by the firm indicating name, address of the paper mill and specification of the paper as laid down by BIS, Lab test report of the mill and ISI certificate of the mill.
- D) EMD to be submitted by the bidder physically alongwith other requisite documents before the closing time and date of technical bid.
- E) The L-1 bidder/s will submit an Undertaking/Self Declaration regarding use of same paper submitted as a sample (Bid Form No. 16).
- F) The paper of the finished diaries 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. 19)
- G) The entire work of printing, delivery and finalizing of proof of Executive diary, if any is to be completed within 21 days.
- H) The diaries shall be supplied by the bidder against an invoice/bill issued. The quoted bid price in the tender shall be inclusive of all taxes and duties.
- I) The diaries, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the diaries should be registered with the GST Department of the respective state and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/ guarantees, irrespective of the fact that the diaries are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

5. The last date of up-loading the completed tender document would be 09.01.2018 up to 2:00 p.m. There shall be two types of bids namely **Technical and Financial bid**.
6. The **Earnest Money Deposit** in the form of F.D.R./Bank Guarantee for **Rs. 11250/-** (Eleven Thousand and Two Hundred and Fifty only) of any scheduled/nationalised bank valid up to 28.02.2018 in favour of Managing Director, Delhi Bureau of Text Books, is to be submitted in the office of Bureau upto the last date & time of uploading of tender.
7. The bidders not conforming to the requirements mentioned above and 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. The tender must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of up-loading the Bid i.e. 09.01.2018 up to 2:00 p.m.
8. 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. All bidders should submit **the EMD and Self Declaration/Undertaking directly to the office of the Bureau upto the last date and time of uploading the technical bid**.
  - B. Last date for uploading the tender documents on line: 09.01.2018 up to 2:00 p.m. through e-procurement.
  - C. On line opening of Technical Bid: 09.01.2018 at 3:00 p.m. in the conference room of Delhi Bureau of Text Books.
  - D. On line opening of Financial Bid: The date, time 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, 6<sup>th</sup> floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 23813523**

Chairman, Delhi Bureau of Text Books reserves the right to accept or reject any or all or any part of the tender(s) without assigning any reason whatsoever.

**Secretary  
Delhi Bureau of Text Books**

## GENERAL TERMS & CONDITIONS

**The delivery of Executive Diaries should be made in the 13 Districts, Directorate of Education, Old Sectt and Godowon of DBTB or any other place/s in the NCR of Delhi specified by the Secretary, DBTB. Delhi Bureau of Textbooks has all rights to enter in to the premises of the printer at any reasonable hour for inspection purpose.**

**1. Eligibility criteria:** - The bidders must fulfill the following eligibility conditions and must also submit documentary 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 books production for the last 5(five) years for which registration of the firm is required.

**b.** Experience and past performance in book production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

**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.

**1.2.2 Equipment and Manufacturing facilities:**

**A)** The Applicant Printer must have 3 (three) offset printing machines of the following specifications

**a.** 1 (One) Machine- 4 (four) colours Sheet Fed Offset Printing machine of not less than 23"x36" size.

**b.** 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"x36" size.

**c.** 1 (One) Machine - single colour or multi colour machine of not less than size 23"x36" Or 1 (One) Web offset machine of 2 (two) colours or more colours of size 20" or 22.75" cut size.

**B) Binding Machinery and Equipment:**

**a.** 1 (one) automatic Folding machines of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi-automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds.

**b.** 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1".

**c.** 1 (one) Perfect Binding machines of 3 (three) clamps or 2 (two) machines of 1 (one) clamp each.

**d.** 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36"size or one 3 knife trimmer.

**e.** Press should have one strip packing machine.

**C) Plate Making:**

Printers must have Full-fledged Plate making Unit with pasting table and Printing Down Frame at their premises. CTP or CTCP system is desirable.

**i.** A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.

**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 years, ending 31<sup>st</sup> march 2017 of the previous Financial Year duly attested by C.A. 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 31st March 2017 duly attested by C.A and ITRs for the same period (Assessment year 2015-16,2016-17 and 2017-18).
- c. Upload the Proof of Latest GSTR-3 B return for the month of October 2017 of respective state.
- d. The diaries, including for works contract, shall be supplied by the bidder or its authorized distributor in Delhi and against a invoice/bill. The bidder or its authorized distributor, as the case may be, who supplies the diaries should be registered with the GST Department of the respective state and carry a valid Tax Identification Number issued by it. GST will be deducted as per the guidelines of Delhi Value Added Tax Department. The bidder shall, however, be responsible for compliance with all conditions, warranties/ guarantees, irrespective of the fact that the diaries are supplied by him directly or through its authorized distributors. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.

- Note:**
- A. **All the printers should quote rates for the printing and supply of Executive Diaries 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 as decided by the Chairperson, DBTB after examining all the facts.**
  - B. **The printer shall have to carry out the conversion from MS word file to printable format and corrections in the printing material at his own cost.**

## 2. TECHNICAL SPECIFICATIONS / Scope of Work

S.No.	Item	Description
1	Size of the Diary	26 cm X 21 cm
2	Filler Size	23 cm X 18 cm
3	Strap	Magnetic Button with strap
4	Quantity and Colour	1500 in Two colours (Brown and Dark Brown)
5	Number of Pages	394 including 16 pages to be composed and printed and 12 pages for planner or 198 leaves
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 in two colour with side stitching with inner pockets and embossed block printing in golden colour on jacket.
9	Paper	Maplitho Paper-80 gsm of (NS paper).
10	Packing	Every diary must be in transparent sheet and then put in card board box.

- 3. Printing Ink Quality:** - The ink to be used in printing of DBTB publications should bear the following qualities: -
- 3.1 The ink should be of a good quality having sufficient quantity of finely grind pigments.
  - 3.2 The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".
  - 3.3 The ink should have good drying quality particularly on smooth or glaze paper to avoid "Set off".
  - 3.4 The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
  - 3.5 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 diaries.
- 4. Imposition of Pages and Printing Quality:** - While imposing the pages particularly the preliminary pages, the chapter opening pages and finally printing the diary, the following point should have to be strictly followed.
- 4.1 The imposition of pages should be in accordance with the page area marks given on the positive.
  - 4.2 Perfect registration of colours should be maintained throughout while printing the job.
  - 4.3 There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
  - 4.4 There should be uniform/even inking throughout the book without patches of over/under inking and fluff traces/spots.
  - 4.5 There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
  - 4.6 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 book or on cover of the book, whether printed on single side or on both the sides.
  - 4.7 There should be no variation in any shades throughout the book.

**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 including forfeiture of performance security.**

6. The bidder blacklisted by any Govt. department or by any other agency shall not be eligible for bidding. **Every bidder would be required to submit an Self Declaration/Undertaking that the bidder has never been blacklisted by any Govt. department/Govt. undertaking/any other agency, directly to the office of the Bureau upto the last date and time of submission of bids.**
7. The bidder is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities.
8. The press should follow the labour laws framed by the concerned authorities and concerned state. The printer shall submit a certificate on his pad duly signed and seal that the press is maintaining the labour laws as framed by the labour departments of the concerned states.  
**Certificate: Certified that the press/organization is following Rules and Regulations framed by the Labour Deptt., Govt. of NCT of Delhi/ concerned state authorities.**
9. **Due date and time:** - On line tender documents should be uploaded on or before 09.01.2018 up to 2:00 p.m.
10. **Uploading the tender containing Technical and Financial Bid:** - This tender document contains the following: -
  - I **Tender Terms and conditions-** A certificate regarding acceptance of all the terms & conditions of the tender will be uploaded by the bidder with the technical bid.
  - II **Technical Bid Forms** - To be uploaded after completion in all respect.
  - III **Financial Bid Forms** - To be uploaded quoting the rates of the diaries separately for each title in the BOQ.

**11. Earnest money deposit (EMD): -**

- 11.1 EMD of **Rs. 11250** (3% of total cost) in shape of FDR/Bank Guarantee of any nationalized/scheduled bank valid up to 28.02.2018, in favour of Managing Director, Delhi Bureau of Text Books. No interest shall be payable on EMD.
- 11.2 The EMD of the unsuccessful bidder shall be returned after the finalization of the tender at the expense of such bidder within a reasonable time consistent with the rules and regulations in this behalf.
- 11.3 The EMD will be submitted by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The document with regard to claim of Exemption will be submitted along with other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
- 11.4 The EMD of the successful bidders will be released only after signing of the Agreement by the bidder and after submission of performance Security which will 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 uploading of bids**, the tenders of such bidders shall be summarily rejected.

**12. Special Instructions for Completing the Technical Bid:-**

- a) All particulars must be uploaded as asked for in the prescribed formats for technical and financial bids in the bid document.
- b) The bidder should drop the complete copy of exemption from submission of EMD issued by Competent Authority in sealed envelope, if they have, alongwith other document in the Tender Box in the Chamber of Secretary within time prescribed in the tender.
- c) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- d) 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.
- e) The factory premises of the bidders may be inspected at the time of qualifying the Technical bid, if so required by DBTB.

- 13. 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 09.01.2018 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.

**14. Performance Guarantee: -**

- A)** The successful bidders will have to deposit the performance security at the rate of 7% of the total work awarded within 5 clear calendar days from the issue of Letter of Intent (LOI). The PG will remain valid upto 60 days after the completion of Academic Session. The work order will be provided only after the submission of performance Guarantee. The Bureau will have the discretion to take any or all the following actions in case of non submission of performance security within stipulated time: -

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



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

- B) The performance Bank Guarantee can be forfeited in the following cases:-
- i) If the bidder fails to perform any contractual obligation(Clause 15(d)) .
  - ii) For any unexcused delay in supply of diaries(Clause 19.A.
  - iii) If the printed matter is bled on any side of the diary. (Clause No.19.B(1)).
  - iv) For more than 6 failed parameters(Clause No. 19.B(2).
  - v) If maximum aggregate penalty on all possible issues, will exceed 25% of total work order(Clause No. 19.C).
  - vi) If the L-1 bidder fails to execute all the allotted jobs.
  - vii) In the event of furnishing false/incorrect information by the bidder(Clause No. 21).

**Note :- Performance security, 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 security in the form of FDR/Irrevocable Bank Guarantee for the work awarded.**

**15. 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/s.
- c) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Delhi Bureau of Text Books and any consequential loss will be recovered from the contractor.
- d) After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be forfeited or any other action as deem fit by Chairman, DBTB may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

**16. Payment: -** The payment shall be made on the basis of the final setup of diary. If the pages increases or decreases, the proportionate payment shall be made. The 80% 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/Positives etc. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of defected/damaged diaries will be recovered from the final payment of the diaries. The random sampling of the diaries will be done at the preliminary stage of the delivery and the intimation of sizes will be given on the delivery challans to the press. The press should improve the size, if it is lesser than the required size of the diaries. The payment will be made on the basis of the verification of delivery challans/bills. No separate intimation will be given to the printer for any defects/short comings.

**17. Implementation schedule: -** The Printing, Finalisation of Proof and supply of printed material is to be completed within 21 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 diaries at the start of the week from 22<sup>nd</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 Directorate of Education, Old Sectt., Delhi or any other agency as specified by the Bureau within these 21 days. For any unexcused delay beyond 15 days the Bureau will have the discretion to take any or all of the following actions:-

- i) Forfeiture of its Performance Security.
- ii) Termination of the contract
- iii) Blacklisting of the firm.
- iv) Any other action as deemed fit by the Chairman (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  
21 Days.

The bidder should give their acceptance to the implementation schedule in the prescribed form enclosed with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

The production material shall be taken from the Bureau immediately after the issue of work order. The date of issue of work order will be counted as day one for the schedule time. The bidder should give their acceptance of 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.

If the printer fails to supply the diaries as per terms & conditions of the tender, the Bureau may get the work executed from other resources at the risk of cost of the defaulting printer.

The Manuscript shall be taken from the Bureau immediately after submission of performance guarantee. The bidder should give their acceptance of the implementation schedule in the prescribed form with sign and seal, with the technical bid. Any deviation in the implementation schedule shall make the bid liable for rejection.

**18. 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. If outsourcing of work is found to be done by any tenderer than that firm may be blacklisted apart from taking other appropriate action as per terms & conditions of the tender.

**19. Penalty:** -

- A) The entire order is to be completed within 21 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 on pro-rata basis of the total value of the unsupplied lot will be imposed for delay supplies from 22<sup>nd</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 the Bureau will have the discretion to take any or all of the following actions:-
  - i) Forfeiture of its Performance Security.
  - ii) Termination of the contract
  - iii) Blacklisting of the firm
  - iv) Any other action as deemed fit by the Chairman, DBTB.

**B.) Technical penalty:**

**1. For Trimmed Size:-**

1.	If the diaries is short in size upto 5mm in width and or in length.	The diaries 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 diaries is short in size by more than 5 mm in width and or in length.	If the diaries 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 book.	If the matter is bled on any side of the book, the diaries shall be forfeited for the purpose of destruction at the cost of Printer and the Printer will be directed to print and supply the diaries again within specified period, failing which the performance security is liable for forfeiture.

**2. Paper Penalty**

- i) Upto 2 failed parameters: Penalty will be deducted @ 2% per failed parameter on total value of the work order.
- ii) Upto 4 failed parameters: Penalty will be deducted @ 3% per parameter on total value of the work order.
- iii) Upto 6 failed parameters: Penalty @ 4.5% per parameter will be deducted on total value of the work order.
- iv) For more than 6 failed parameters: Debarring from Bureau, termination of contract and forfeiture of performance security.
- v) For 8 or more failed parameters: Blacklisting from Delhi Government, termination of contract and forfeiture of performance security.
- vi) For imposition of above penalty, the average of result of all test reports of the above samples will be considered.

**3. Penalty for Non Registration of Colour and Defective Binding**

- i) In case of non-registration of colours in perfect form, the penalty of 2% of the total printing cost of the work order will be levied. The printing cost will be considered as 20% of the total work order.
- ii) In case of defective binding, a penalty of 2% will be levied on the printing cost of the book as defined in the clause 19(B) 3 (i).
- iii) In case of short supply the cost of per diary will be recovered from the bill.

**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 Security submitted by the printers. Other penal action would also remain available to DBTB as per the Terms & conditions of the Tender.

**20. Paper Quality :**

- a. The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848:2007 of text paper & 4658:1988 of cover paper.
- b. On declaring the bidder as L-1, bidder shall submit the 10 sample folded 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 for sending the same for testing by the Bureau.
- d. Further, the samples of printed material will be sent for testing in laboratories.

- 21. 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 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.

- 22. Submission of Self declarations/Undertaking:** - The bidder will have to furnish the following three self declarations/Undertaking with the tender documents **directly to be dropped in the tender box placed in the chamber of Secretary, DBTB upto the last date and time of submission of bid.**
- i. That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender.
  - ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations.
- 23. Delivery:** - The entire order is to be completed (Printed, Finalised & supplied in the 13 Districts, Directorate of Education, Old Sectt and Godown of DBTB or any other place/s in the NCR of Delhi specified by the Secretary, DBTB or at any other place in NCT of Delhi as prescribed by the Bureau within 21 days from the date of issue of work order or handing over of the production material whichever is later. Five advance copies of diaries have to be supplied in the Production Deptt., Delhi Bureau of Text Books for verification for size and other defects.
- 24. Packing:** - Finished diaries shall be packed in bundles of 10 copies each and bundles will be first tied with `Sutlee` and then wrapped with Brown paper sheet and delivered in the Godown/s of the Bureau or any other place/s in the NCR of Delhi specified by the Secretary, DBTB.
- 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 registration of GST. The GST shall be deducted at the specified rates by the VAT Department of Delhi at the time of making payment.
- 26. Quoting of rates:** - The rates of the diary should be quoted on per copy basis of the job (including all charges like composing, corrections, positive making, printing, taxes/GST, freight, loading, unloading, stacking etc.). However, the payment shall be made by the Bureau to the bidder after deducting TDS.
- 27. Validity of Rates:** The rates should be valid up to 31.12.2019 for the printing and supply of Material.
- 28. Variation in print order:** - Each print order, No. of pages or both may be increased/decreased by 30% but no extra plate making charges shall be allowed in case of increased quantity of no. of copies/pages. However the cost of printing will be payable on proportionate basis, for number of pages increased/decreased, as per rates approved for each title. The extended orders shall be completed as per the time schedule given on the order.
- 29. Printing of extra copies:-** The printer will not print any extra copies 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. Amendment of 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.

- 31. 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.
- 32. Power to reject the tender:**-The Chairman, DBTB does not bind himself to accept the lowest or any other tender and reserves the right to accept the tender in whole or in part or reject it entirely, without assigning any reasons at any time.
- 33. Submission of documents for the required turnover:** - The bidder should upload Trading , Profit and Loss Account & Balance Sheet for the last three financial years ending 31st March 2017 authenticated by the chartered accountant with the technical bid.
- 34. 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.
- 35. Taxes and Duties:** - The bidder shall be entirely responsible for all taxes, duties, license fees, road permits etc incurred in supplying the finished diaries as per the directions given by the Bureau.
- 36. 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. If the L-1 bidder does not have the capacity to execute all the jobs, the Bureau with the permission of competent authority may allot the balance work to the next lower printers at L-1 rates.
  - c. The implementation schedule specified in the contract shall be strictly adhered to.
  - d. Secretary, Delhi Bureau of Text Books reserves the right to change the godowns/place of supplying the diaries within NCR region at his discretion.
  - e. 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.
  - f. Prices 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.
- 37. 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 2 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 in prescribed in tender bid form. The printer shall mention their capacity of printing of single, four & double colour diaries within a span of 21 days as the case may be, in the Technical Bid in the prescribed form.
  6. If the printer does not supply diaries as per terms and conditions of the tender and as per schedule mentioned in the main print order/extended print order or the printer backs out after the print order is issued by the Bureau, the Bureau may get the work executed from other resources at the risk of cost 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 31.03.2020.
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.

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

1. The printer will have to fill financial bid for all the titles for all the classes. The rates of the book/booklet shall be for per copy basis in Indian Rupees (including all charges like corrections, taxes, GST, Cover, freight, loading, unloading, stacking etc.) and also include cartage/ packing/ transportation/ stacking charges in the godwons of Delhi Bureau of Text Books or any other place/s in NCR of Delhi.
2. The printer shall print each title allotted to him as per the Tech. specifications mentioned at clause 2 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 title, 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 each title separately per copy basis (including all taxes) and will have to quote the rates of all the titles 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 the diaries. There will/may be (1) One L-1 bidder in this tender.

**39. SAMPLE OF PAPER:**

- a. The successful bidder(s) will be required to submit 10 (ten) full sheets (folded) samples of Text Paper & Cover Paper, alongwith lab test report of the Mill (and also ISI certificate of the Mill) and bearing watermark of the mill at every 8 inches to be used in the printing of diaries alongwith all the relevant documents at the time of declaring him L-1 bidder. Each sample of paper must be duly signed and stamped by the firm indicating the name and address of the Paper Mills with specification of paper as laid down by the Bureau of Indian Standards.
- b. The printer will submit photocopy of supply orders of paper issued to paper mill/s and copy of delivery challans issued for supply of paper.

- c. Further, the bidder shall be required to submit an undertaking to execute the work at a pre determined quality of the paper as specified by the DBTB in this tender document and sample submitted by the bidder.
  - d. Before making the final payment Bureau may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Text and Cover Paper by the printer.
  - e. No printer in any case will use the text and cover paper of any other 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 diaries. It is the responsibility of the printer to intimate the Bureau once the printing diaries is start and over.
- 40. BOQ Format:** - The rate should be quoted as per BOQ format given in Bid Form No.17.
- 41. 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.
- 42. 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.
- 43. 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 31.03.2020.**

SECRETARY  
**Delhi Bureau of Text Books**

**Technical Bid Form - 1**

**TECHNICAL BID FOR THE PRINTING AND SUPPLY OF EXECUTIVE DIARIES FOR THE CALANDER YEAR 2018 AND 2019 (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 uploaded/Not uploaded  
 (As per Clause No.1 of Eligibility Criteria of General Terms and Conditions)
- 1.5 Copy of the PAN Card uploaded/Not uploaded
- 1.6 Copy of GST Registration No. uploaded/Not uploaded  
 (As per clause no. 25 of T & C)
- 1.7 Copy of the valid license of printing/ declaration under Press & Registration Books Act, 1867, from/before Competent Authority uploaded/Not uploaded
- 1.8 Details of Earnest Money Deposit (EMD) uploaded/Not uploaded & Submitted/Not Submitted (Original EMD to be submitted directly in the tender box) **(Scanned copy should be uploaded)** Lying in the Chamber of Secretary, DBTB **FORM-2**
- 1.9 Proof of average turnover during last 3 years and ITR for the last three financial year uploaded/Not uploaded  
**ending 2016-17( for the assessment year 2015-16, 2016-17 & 2017-18) (Authenticated by C.A.) FORM-3 (clause 1.3 (a)(b) of T & C)**
- 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 31-12-2019 **FORM-8** uploaded/Not uploaded
- 1.16 Declaration regarding supply of diaries 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 the Bureau)**
- 1.18 Self declaration regarding never blacklisting **FORM-13** Submitted/Not Submitted **(Directly to be submitted in the Bureau)**
- 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
- 1.21 Certificate regarding capacity to handle the work in terms of Reams within 21 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 Latest GSTR-3B Return For the month of October 2017 Uploaded/Not Uploaded
- (Technical Bid **Form No.15**) (clause 1.3 (C) of T & C)
- 1.25 Proof of 02 years experience in the field of Book Printing (as per Clause No. 1 of General Terms and conditions) 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 28.02.2018, directly to the office of the Bureau and details copy o 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)

<b>Financial year</b>	<b>Turnover (Rs. in lacs)</b>	<b>Trading A/c, Profit &amp; Loss A/c, Balance Sheet Authenticated by Chartered Accountant</b>	<b>ITR for the financial year 2014-15, 15-16 and 16-17. (Assessment year 2015-16, 16-17 and 17-18)</b>
2014-15		Uploaded/Not uploaded	Uploaded/Not uploaded
2015-16		Uploaded/Not uploaded	Uploaded/Not uploaded
2016-17		Uploaded/Not uploaded	Uploaded/Not uploaded

**Note: Trading A/c, Profit and Loss A/c and Balance Sheet Authenticated by Chartered Accountant must be uploaded for the financial year 2014-15, 2015-16 and 2016-17.**

**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 book, 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) I/we shall print and supply the material within 21 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 diaries at the start of the week from 22<sup>ND</sup> day of issue of work order or handing over of the production material whichever is later. For any unexcused delay beyond 15 days the Bureau will have the discretion to take any or all of the following actions:-
- i) Forfeiture of its Performance Security.
  - ii) Termination of the contract
  - iii) Blacklisting of the firm.
  - iv) Any other action as deemed fit by the Chairman (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/ handing over of the production material whichever is later  
Day one (1)
- b) Completion schedule  
21 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 31.12.2019.

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

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

**TECHNICAL BID FORM-9**

**DECLARATION REGARDING SUPPLY OF DIARIES AS PER SPECIFICATION AND SCHEDULE**

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

**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 21 days.

FC/SC/DCColour \_\_\_\_\_ 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.

**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 filling of Latest GSTR-3 B return for the month of  
October 2017 of respective state.**

Certified that I/We \_\_\_\_\_ proprietor/director/partner of M/s \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ hereby certify that I have filed the  
Latest GSTR-3 B return for the month of October 2017 of respective state.

**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

**BID FORM-17**

**BOQ Performa (in Excel sheet)**

<b>Tender Inviting Authority: Secretary, Delhi Bureau of Text Books</b>						
<b>Name of Work: Short Term E-Tender for Printing &amp; Supply of Executive Diaries</b>						
<b>Contract No: F.1-P (2) /ED/DBT/17-18/62      TENDER ID:</b>						
<b>Bidder Name</b> :						
<b><u>PRICE SCHEDULE</u></b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
<b>NUMBER</b>	<b>TEXT</b>	<b>NUMBER</b>	<b>TEXT</b>	<b>NUMBER</b>	<b>NUMBER</b>	<b>TEXT</b>
<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Units</b>	<b>BASIC RATE In Figures To be entered by the Bidder PER UNIT (inclusive of all taxes) Rs.    P</b>	<b>TOTAL AMOUNT Without Taxes</b>	<b>TOTAL AMOUNT In Words</b>
<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>