

TENDER SUBMISSION FORM

The Director
National Book Trust, India
Nehru Bhawan
5 Institutional Area
Vasant Kunj, Phase II
New Delhi 110 070

Sir

I/We have read and understood the terms and conditions of the Tender and enclosed Annexures. I/We agree to abide to the conditions laid down in the Tender Form.

If our press is enlisted on the panel of Offset Printers, I/We undertake to accept and to execute all the printing jobs assigned by the National Book Trust, India on the basis of formulated schedule of offset printing and paper rates. I/We undertake to print and deliver the assigned printing jobs with paper as per the deadline. We undertake that, we will strictly observe the laws against fraud and corruption in force in India i.e. "Prevention of Corruption Act 1988".

I /We agree that the following documents are deemed to be the part of the Tender.

- i) Tender : Terms and conditions
- ii) Annexure – A : Application Form
- iii) Annexure – B : Blank proforma to fill in the rates for printing.
- iv) Annexure – C : Blank proforma to fill in the rates for paper.
- v) Annexure – D : Format of Letter offering schedule of rates to the printers.
- vi) Annexure – E : Format of Letter confirming acceptance of rates offered by NBT.
- vii) Annexure – F : Agreement Form

I/We confirm that we will comply with the eligibility requirements and other procedures prescribed in the Tender Form.

I/We shall accept the decision of tender committee as final and binding without any demur or protest.

I/We accept that the tender process can be suspended / terminated by NBT at any time without assigning any reason.

Signature of Authorised Signatory
Name, Address & Stamp

Cost of Tender Form: Rs.2,000/-(non refundable)



NATIONAL BOOK TRUST, INDIA

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Enlistment of offset printers for printing of books with paper

Last date for submission of Tender **23 April 2018** by **2.00 p.m.**
Opening of Tender **23 April 2018** at **3.00 p.m.**
Venue: Office of NBT

NOTE

1. Please read and note each and every term and condition carefully before filling up of the Tender Documents.
2. Tenderers must sign on each page of the Tender Document alongwith the seal.
3. Tenderers must submit Sealed Technical Bid and Financial Bid in separate envelop. Both Technical and Financial Bid duly sealed individually should further be sealed in a separate cover (Third envelop)

TENDER: TERMS AND CONDITIONS

National Book Trust, India (NBT), an autonomous organisation under the Ministry of Human Resource Development, Government of India engaged in book promotion activities intends to enlist offset printers having professional and latest facilities of Pre-press, Printing, Post-press, situated in Delhi and NCR for the printing of NBT publication and miscellaneous jobs like Catalogues, Bulletins, Publicity material, etc. with paper within the given time schedule with good quality. Printers are supposed to print and supply the books and other jobs within a period of 30 to 60 days from the date of assignment of job. Certain jobs are required to be printed on priority basis working round the clock. NBT also gets bulk orders for supply of books from agents, distributors and government institutions with short deadline for supply of books. The enlisted printers shall be assigned the job of printing of books and miscellaneous work with paper. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers.

SCOPE OF WORK

1. NBT publishes tentatively 700-1400 books in English, Hindi and other regional languages in a year. The books are printed in size 26"x34"/16 (6"x8"), 23"x36"/16 (5½"x 8½"), 23"x36"/8 (8½"x11"), 20"x30"/8 (7¼"x9½"), 20"x30"/16 (4¾"x7") and 20"x26"/8 (6¼"x9½") with print run of 1100, 2100, 3100 and 5100 copies. Print run of books against orders may vary order to order and could be between 1100 copies to 10,100 copies or more. Generally, paper of size 20"x30"/130 GSM matt/gloss art paper, 23"x36"/130 GSM matt/gloss art paper, 23"x36"/70,80,90,110 GSM Maplitho, 20"x30"/70,80,90,110 GSM Maplitho, 26"x34"/80 GSM Maplitho and 20"x26"/80 GSM Maplitho are used for the printing of text of books. Matt/gloss art Card of 220 and 250GSM are used for the printing of covers of books. However, Size, GSM and quality of paper may vary depending on the requirement of the job. Other than books, Catalogues, Bulletins, Folder and many other miscellaneous jobs are printed in connection with the various activities of the NBT and required paper shall be arranged by the printers.

2. The printers are expected to complete the jobs of printing of books and miscellaneous jobs with good quality within the given time schedule, strictly. The printed books etc. shall be supplied with proper packing at NBT office, Vasant Kunj. Printers shall use good quality paper and card free from specks, blemishes with proper brightness, opacity and smoothness.

3. The panel of printers shall be valid for the period of 3-years from the date of approval of panel by the Director, NBT extendable for additional one year with the mutual consent of NBT and the Printers. The approved printing rates shall be valid for a period of 3-years and approved rates of paper shall be valid for a period of 1-year or till the rates are revised by the NBT. The decision of NBT whether to revise the rates and to what extent shall be final and binding. Paper rates shall be revised after a period of 1-year (every year) by inviting rates from the printers enlisted on the panel. In case of requirement of paper/card of varieties other than mentioned in Annexure-C, the paper rates shall be invited from the enlisted printers.

4. Certain jobs are required to be printed on priority basis working round of clock. Appropriate penalties and costs as mentioned in the agreement form (Annexure-S) shall be recovered from the printers, in case of failure to meet the quality as well as deadline. The conditions stated in the agreement form shall be strictly adhered to.

5. Payment to the printers shall be released within a period of 60-90 days from the date of receipt of proper pre-receipted bill in duplicate complete in all respect alongwith the signed delivery challans and other supporting documents as demanded by NBT. No advance either for printing or paper would be paid to the printers for printing of books and miscellaneous jobs. The requisite quantity/quality of paper required for printing are to be arranged by the printer and under no circumstance the period of delivery shall be extended for want to requisite quantity / quality of paper.

6. Advance copies shall be submitted to the NBT for approval before binding and supply of bulk stocks at NBT godown. In case of any error or defects noticed in the finished books, the necessary rectification shall be carried out by the printers at their cost. The bulk stock received from the printers shall be verified randomly by the concerned Production officer and staff of the godown. If any shortcoming is found, NBT will decide whether to accept the stock after imposing penalty or to reject the whole stock. In case of rejection, the complete stock shall be reprinted by the printer at printer's own cost and the decision of NBT in this regard shall be final and binding on the printer.

7. **ELIGIBILITY CRITERIA**

- A. Copy of PAN number issued by the Income-tax department. (submit copy)
- B. Copy of GSTIN (submit copy).
- C. The press should be registered with the local Municipal Body/Police Commissioner, etc. (submit copy of supporting document).
- D. The printer should have average annual turnover of at least 1-crore during the last financial year (copy of balance sheet may be provided).
- E. The printer should fulfill the following essential minimum criteria of machinery (from S.no. 1 to 12):

S.No.	Machines/equipment	Minimum Size	Number
	ESSENTIAL CRITERIA		
1	Computers (DTP System)		2
2	Scanner (minimum A3 size)		1
3	Computer to Plate (CTP)		1
4	Colour printer or any other proofing machine		1
5	Offset Printing machines		
	4 - colour (CPC) (year 2000 or latest)	20X30 or bigger	1
	4 - colour (year 2000 or latest)	20X30 or bigger	1
	1 or 2 – colour (any)	23X36 or bigger	2
6	Folding machine		1
7	Section Sewing machine		1
8	Perfect Binding machine (6 clamps)		1
9	Paper cutting machine		1
10	Thermal lamination machine		1
11	Shrink packing machine		1
12	Generator		1
	(Optional)		
A	Image setter		
B	3-Knife trimmer machine		
C	Gathering machine		
D	Flow Line machine with facility of gathering, stitching and 3 side trimmer		
E	Case making machine		
F	Hard case line machine		

TERMS AND CONDITIONS OF THE TENDER

8. The Eligible printers may obtain the Tender Form from the Production section, National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Vasant Kunj, Phase-II, New Delhi 110 070 on any working day between 11.00 a.m. and 4.00 p.m. on payment of Rs.2000 by demand draft in favour of **National Book Trust, India** payable at **Delhi/New Delhi**. The tender form may also be downloaded from the website www.nbtindia.gov.in.

The other terms and conditions are given in the Tender Form. Tender complete in every respect may be submitted by 2.00 p.m. on 23 April 2018 and same will be opened at 3.00 p.m. on the same date.

9. The applicant printers are invited to provide the detail of establishment, printing machines, equipments and manpower in the prescribed application form (Annexure- A) for the enlistment of offset printers.

10. The applicant printers are supposed to submit the tender form in two parts:

PART A—Technical Bid

PART B—Financial Bid

PART A-Technical Bid shall be submitted in a sealed cover (first envelope) duly superscribed as **Technical Bid for the enlistment of offset printers for printing with paper 2018**. The Technical Bid shall consist of following:

- i) Tender: Terms and conditions: each and every page signed by the Printer along with the supporting documents i.e. copy of PAN, GSTIN, Press registration certificate and Balance sheet.
- ii) Application Form (Annexure–A) duly filled-in alongwith the supporting documents.
- iii) DD/Pay order of Rs.50,000 in favour of **National Book Trust, India** payable at **Delhi/New Delhi** towards earnest money.
- iv) DD/Pay order of Rs.2,000 in favour of **National Book Trust, India**, payable at **Delhi/New Delhi** towards the cost of Tender Form, if the tender form has been downloaded from the website.

PART B—Financial Bid shall be submitted in a separate sealed cover (second envelop) duly superscribed as **Financial Bid for the enlistment of offset printers for printing with paper 2018**. The Financial Bid shall consist of following:

- i) The proforma of schedule of rates for offset printing. (Annexure-B) duly filled in.
- ii) The proforma of schedule of rates for paper (Annexure-C) duly filled in.

Both Technical and Financial Bid duly sealed individually should further be sealed in a separate cover (Third envelop) and superscribed as **Technical Bid and Financial Bid for the enlistment of offset printers for printing with paper 2018**.

11. Duly sealed tenders must be sent either under registered post or drop in Tender box available at reception on ground floor, Nehru Bhawan, National Book Trust, India, 5 Institutional Area, Vasant Kunj, Phase – II, New Delhi 110 070 within the stipulated time and date. The NBT shall not be responsible for any postal/courier delay and any tender received after the last date and time of the tender, shall not be entertained.

12. Publication Production Committee (PPC) comprising internal members of NBT and outside technical experts will open the technical bids received in the presence of the printers or their representatives who choose to attend the opening of the Technical Bids on the given date and time. No separate communication / intimation shall be given in this regard. Any immediate shortcoming noticed on the spot shall be informed. However, complete list of shortcomings shall be prepared after minute screening of documents. PPC will examine and evaluate each application to determine that the printer:

- i) qualify the minimum criteria laid down in respect of the machinery and equipments;
- ii) has signed each and every page of terms and conditions;
- iii) has signed each and every page of the application form (Annexure – A);
- iv) has enclosed DD/Pay order for Rs.50,000 towards earnest money.
- iv) has enclosed DD/Pay order for Rs. 2000 towards cost of Tender, if the Tender Form downloaded from the NBT website;
- v) has attached all documentary evidence.

13. On the basis of evaluation, a tentative list of those printers who fulfil the requirement shall be prepared. A technical committee will inspect the printing units to verify if the machines are in working order, printing quality from samples and will also verify the other details mentioned in the application form. Thereafter, a list of printers shall be finalised who qualify in the technical bid. A list of qualified printers shall be finally examined by the PPC.

14. The financial bids of those printers shall be opened and considered who qualify in the technical bid. The financial bids will be opened at the appointed time and date in the presence of the printers or their authorized representatives who may wish to attend. The printers who qualify in the technical bids shall be informed in writing of the date and time of opening of financial bids.

15. PPC will prepare a comparative chart of the rates of paper, printing and related work offered by the printers. PPC will examine and finalise the rates for various items based on the comparative chart of rates quoted by the printers and the rates prevalent in the paper and printing industry. PPC will finalise the justified and realistic rates keeping in view that the reasonable number of printers are supposed to work for the NBT who could take the workload of printing jobs and bring out NBT publications within the given deadline with good quality. These rates will be offered and allowed to the enlisted printers for the printing of books and miscellaneous jobs.

16. NBT shall offers the printing and paper rates to the each printer qualifying in the financial bids, asking it to convey to NBT the unconditional acceptance. NBT will not consider any conditional acceptance of its offer, the format of the letter is at Annexure – D.

17. The printers accepting the NBT's rates will convey its acceptance through a letter, which shall be in the format given at Annexure–E alongwith the following documents. The security money will remain with the NBT till the printer remains enlisted on the panel of printers. No interest shall be payable.

- i) Security money in shape of a DD/Pay order of Rs. 1,00,000 in favour of **National Book Trust, India**, payable at **Delhi/New Delhi**.
- ii) Two copies of the contract agreement (Annexure – F) duly signed and witnessed.

18. On receipt of the contract agreement, the authorized officer of NBT will sign both the copies of the contract agreement. A copy of the agreement will be given to the printer. Earnest money of Rs 50,000 shall be returned to the printers.

19. The printers who submit the security money and sign the contract agreement will be placed on the panel of offset printers.

20. The following sizes of paper for text and cover shall be used for the NBT publications and cost of paper shall be allowed on the basis of these sizes only. Hence, the printers are supposed to procure the paper in the given sizes well in advance so that the printing of books can be executed as per the deadlines. The NBT shall not allow extra charges on paper cost, if printer uses paper of bigger size.

S.No.	Sizes of Publication	Text (sizes)	Cover (sizes)
1	20"X30"/8 pages [7 1/4" X 9 1/2"/ 7"X 9 1/2"]	20"X30"	22"X31"/ 4 covers
2	20"X30"/16 pages [4 3/4" X 7"]	20"X30"	22"X31"/ 8 covers
3	23"X36"/8 pages [8 1/2 " X 11"]	23"X36"	22"X28"/ 2 covers (for section sewing books) 26"X36"/ 4 covers (for center stich books)

4	23"X36"/16 pages [5 1/2"X 8 1/2"]	23"X36"	22"X28"/ 4 covers (for section sewing books) 26"X36"/ 8 covers (for center stich books)
5	26"X34"/16 pages [6"X8"]	26"X34"	26"X36"/ 8 covers
6	20"X26"/8 pages [6 1/4"X9 1/2"]	20"X26"	22"X31"/ 4 covers

*For any other size of books apart from the sizes mention above, the cost of paper shall be allowed taking the size of paper and card with minimum wastage.

21. Printers shall ensure to use good quality paper and card free from specks, blemishes with proper brightness, opacity and smoothness etc. Wastage allowance on actual consumption of paper for printing shall be allowed as under:

Range of Print Run	% of wastage (per colour)
1000 – 2000 copies	4%
3000 – 4000 copies	3%
5000 – 9000 copies	2%
10,000 copies and above	1%

22. Printers shall submit a paper consumption certificate along with the bill in the given format. The paper consumption statement shall be signed and stamped by the printer certifying the quality and quantity of paper and card used for the printing of book. NBT shall go for the paper testing of GSM of paper varieties used from a government laboratory for the 10% of total number of titles printed by each printer i.e. 1-book out of 10-books taken at random. In case of inferior quality of paper, the complete stock of books may be liable for rejection. In case of failure in GSM test, payment for paper cost shall be released accordingly taking actual weight with an additional penalty of 5% on paper cost. In case of minor variations of physical parameters of paper within the acceptable limit, NBT may consider to accept the stock after imposing appropriate penalties @ 1% per parameter or as decided by the Director, National Book Trust, India. In case of delay in completion of job, a penalty of 5% on printers bill shall be applicable for every 15 days beyond the deadline. The decision of NBT shall be final and binding.

23. For all printing jobs, approved schedule of rates for printing and approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by NBT. Only printing rates shall be applicable if paper is available and supplied by the NBT. At any point of time, NBT may take a decision to supply paper from their stock for any/all jobs.

24. NBT may discontinue the panel of printers or may remove any printer from the panel after giving one month's notice at any point of time. Any printer may withdraw their name from the panel after giving one month's notice at any time provided there is no pending job.

25. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed or handwritten in ink clearly readable. The printer with his signature, if any, should attest the corrections.

26. Incomplete, ambiguous and conditional tender and tenders not submitted in the prescribed format/manner or in the prescribed forms shall not be considered and to be rejected. The rates not quoted in the desired format shall not be considered. The decision of NBT shall be final and binding.

27. Canvassing in any form shall be a dis-qualification and the NBT reserves the right to reject the tender of such printers.

28. Secrecy of contract document

- a. The Printer shall not, without the prior written consent of the NBT, disclose the contents of the Tender, or any provision thereof or any specification, data, maps, or other information furnished by or on behalf of NBT in connection therewith to any person or third party other than a person employed and duly authorized by the Printer. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
- b. The Printer shall not without NBT's prior written consent make use of contract document or any information relating to the contract in any manner whatsoever.

29. Confidentiality of information

All data obtained by Printer from NBT during and after completion of its obligations contained herein shall remain the property of NBT and treated as confidential and should not be divulged by the Printer or his employees and affiliates to any third party other than the NBT's personnel. This obligation of Printer shall prevail even after termination of contract. The Printer shall keep NBT fully indemnified in this regard.

The Printer undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

30. The National Book Trust, India reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.

31. The land of the Printing Press/ Factory should be free from any encumbrances. The firm with regard to offset should have a generator for power backup in the unit.

32. Acceptance of offer will be communicated in writing by letter or by formal "Acceptance of Tender". In case, acceptance is communicated by Express Letter, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the Express Letter.

Award of contract shall be within the sole discretion of NBT. The NBT is not bound to award the contract on the basis of bids received. It shall be open to the NBT not to accept any bid and to abandon the contract without disclosing any reason. The NBT reserves the right to reject or accept whole or any part of the tender. The interest of the NBT shall be paramount. No bidder shall have any indefeasible right to the awarded to a contract even if his price is the lowest. The decision of the NBT on the tender contract shall be final and binding on the tenderer/contractor.

33. **Earnest Money:**

1. Earnest money of the unsuccessful tenderers shall be refunded at the earliest.
2. No interest shall be paid on Earnest money.
3. Earnest money shall stand forfeited, if the successful tenderer fails to execute the contract.

34. **Security Deposit:**

- a) The Security Deposit can be forfeited by the order of the Director, NBT on the recommendations of the Publication Production Committee in the event of any breach or non-observance of any of the conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Director, NBT sufficient to cover an incorrect or excess payment made on the bills of the printer, shall be retained by the NBT until the final settlement is made on the account of the bills.
- b) The security deposit shall be released by the NBT only after successful completion of the contract period.

The NBT reserves its right to take any such actions as deem fit against the Tenderer in the case of failure on the part of the tenderer for fulfilling the contract apart from forfeiture of Security Deposits.

35. **Other Conditions:**

1. The printer shall not entrust the work or any portion thereof to any other unauthorised party.
2. No extra charges for minor corrections/alterations will be allowed.
3. CD's and films of books shall be the property of NBT. The printer shall return them to the NBT at the time of delivery of printed books.
4. The printer shall required to submit the complete soft copy of final document of text, plate and cover to NBT.

36. **CHECK LIST- The tenderers should ensure the following before the submission of tender.**

S.No	Documents/information	Yes	NO
	TECHNICAL BID		
1	Fulfill the minimum criteria of machinery and equipment		
2	Signed each and every page of Tender: term and conditions		
3	Enclosed each and every page of Application form duly filled in (Annexure-A)		
4	Enclosed DD/pay order of Rs. 50,000/- (EMD)		
5	Enclosed DD/pay order of Rs.2000/- towards cost of tender, if the application is downloaded from the website		
6	Enclosed copy of PAN number		
7	Enclosed copy of GSTIN number		
8	Enclosed certificate of press registration		
9	Copy of Balance sheet		
	FINANCIAL BID		
1	Enclosed schedule of rates for offset printing duly filled in (Annexure-B)		
2	Enclosed schedule of rates for paper duly filled in (Annexure-C)		

Printers should fill-in the tender and provide the essential documents as shown above i.e. 9 in the technical bid and 2 in the financial bid. They should clearly mark either **YES** or **NO** for each item. Printers not fulfilling or not providing documents in respect of any of the above stated 11 items shall not be considered and their tender shall be rejected.