



## M.P. TEXTBOOK CORPORATION

"Pustak Bhawan", Arera Hills, Bhopal-462011

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Website–mptbc.nic.in

OFFLINE SHORT TERM TENDER NO. PTG-19/2017-2018

TENDER DOCUMENT

DUE ON 10.07.2017

PRINTING OF NVE TEXTBOOKS FOR CLASS 9 to 12

WITH COVER ON WEB OFFSET MACHINES

FOR THE ACADEMIC YEAR 2017-2018

**Submission of Tender**

**As per key date**

**Date and time of opening of  
Technical Bids**

**As per key date**

**Date and Time of opening of  
Commercial Bids of technically  
qualified bidders**

**As per key date**

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## KEY DATES

1) DELETED

2) DELETED

3) DELETED

4) Last Date & time for submission  
of Technical Bid in Physical form  
(Envelope 'A') and Printout of  
Commercial Bid in (Envelope 'B')

14.30 Hrs on 10.07.2017

(Note :- Sealed envelopes of both bids should be sent separately by post or dropped in the respective tender boxes i. e. (i) BOX "A" – FOR TECHNICAL BID COVER-A & (ii) BOX "B" – FOR COMMERCIAL BID COVER-B kept at the office of M.P. Textbook Corporation, Arera Hills, Bhopal.)

5) Date and time of Opening of Technical Bids

15.00 Hrs on 10.07.2017

6) Date and time of Opening of Commercial Bids

15.30Hrs on 10.07.2017

**BID FOR PRINTING OF NVE TEXTBOOKS FOR CLASS - 9 TO 12  
WITH COVER F ON WEB OFFSET MACHINES OR THE  
ACADEMIC YEAR 2017-2018**

**INVITATION FOR BIDS**

On behalf of M.P. Textbook Corporation, Arera Hills, Bhopal (hereinafter called as Corporation) the Managing Director, M.P. Textbook Corporation, (hereinafter referred as 'Managing Director') invites tenders for **NVE Text Books for CLASS - 9 TO 12 ON WEB OFFSET MACHINES for the Academic Year 2017-2018, as per the details given in Annexure.- III.**

**2. The bid is open to all eligible Registered Printing Presses (hereinafter called as 'bidder') who qualify for bidding in accordance with the terms and conditions prescribed in the tender document.**

**GENERAL INSTRUCTION/INFORMATION AND TERMS & CONDITION**

**SECTION- 1**

**3. DELETED**

**4. DELETED**

**5. DELETED**

**6. Publication of N.I.T.**

**6.1 The bidder can view the detailed notice terms and conditions of tender documents and the time scheduled for the tender, on the website [www.mptbc.nic.in](http://www.mptbc.nic.in)**

**6.2 All Corrigendum/Amendments/ Changes, if any, will be issued and made available only on website [www.mptbc.nic.in](http://www.mptbc.nic.in) Hence prospective bidders are advised to keep visiting the website [www.mptbc.nic.in](http://www.mptbc.nic.in) on regular basis.**

**7.Key Dates**

Bidders are advised to strictly follow the time schedule prescribed as per Key Dates for different tasks and responsibilities to participate in the tendering process.

**8. Downloading of the Bidding Documents**

**8.1 The bidding documents can be downloaded from the website [www.mptbc.nic.in](http://www.mptbc.nic.in) The bidding documents will be available for downloading up to the scheduled date and time as set in key dates.**

8.2 Cost of bidding document (non-refundable) is **Rs. 500 + VAT Rs 70 (presently VAT is 14%) = Rs. 570/- (Rs. five hundred seventy only)**, which shall be paid by way of a Demand Draft of Scheduled Bank in favour of, M.P. Text Book Corporation, payable at BHOPAL (M.P.).

8.3 Non submission of demand draft of requisite amount of cost of bid document fee shall result in **rejection of bid**.

8.4 The bidder may contact and get help regarding tendering process:

1. Nodal Officer–M.P. TEXTBOOK CORPORATION, Bhopal–462011,  
Tel.No. 0755–2551294/ 2557640//8989989254.

2. DELETED

**SECTION - II**  
**TERMS AND CONDITION**

**9. Eligible Bidders**

This Invitation for Bids is open to all the eligible registered Printing Presses as per Qualification Criteria given in the bidding document.

**10. Cost of Bidding :**

The bidder shall bear all the costs associated with preparation and submission of his Bid and in no case the Corporation will be responsible or liable for that cost, regardless of the conduct or outcome of the bidding process.

**BIDDING DOCUMENT**

**11. Sections of the Bidding Documents**

11.1 The Bidding Documents consist of all Sections and annexure indicated below and should be read in conjunction with any addendum issued in accordance with Clause 12.

<b>S.No.</b>	<b>Name of document</b>
<b>1</b>	<b>2</b>
1.	Key Dates
2.	Invitation for Bids
3.	<u>General Instructions, Information, Terms &amp; Conditions,</u> Section I: Tendering Process Section II : Terms and conditions Section III : Eligibility & Qualification requirements Section IV : Supply of Printed books and payment etc.
4.	Format of Agreement (Annexure - I)
5.	Specification of Printing Paper & Cover Paper (Annexure - II)
6.	Schedule of Specifications (Annexure - III)
7.	Technical Bid Form (Annexure - IV)
8.	Commercial Bid Form (Annexure - VI)

11.2 The Corporation is not responsible for the completeness of the Bidding Document and their addendum, if they were not obtained physically.

11.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all

information or documentation required by the Bidding Document may result in the **rejection of the bid**.

**12. Amendment of Bidding documents**

12.1 The Managing Director reserves the right to Correct /Change/Alter/Amend/Modify the bidding document before the last date and time for submission of bids.

12.2 All Corrigendum/Amendments/ Changes, if any will only be issued and made available on website [www.mptbc.nic.in](http://www.mptbc.nic.in) Hence prospective bidders are advised to keep visiting the [www.mptbc.nic.in](http://www.mptbc.nic.in) on regular basis.

**PREPARATION OF BID**

**13. Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Corporation, shall be written in English or Hindi language, provided that any printed literature furnished by the Bidder may be in another language so long as it is accompanied by an accurate translation in English/Hindi of its pertinent passages.

**14. Documents Comprising the Bid**

14.1 The Bid submitted by the Bidder shall be in two separate parts:

Part I : This shall be named **Technical Bid** and shall consist of:

I. DELETED

II. Technical bid in physical form (Annexure-IV) and as prescribed in clause 14.5 & 21 along with original document(s), Bidding Document Fee and Earnest Money Deposit in **Envelope A**.

Part II: This shall be named **Commercial Bid** and shall consist of:

(i) DELETED

(ii) Print out of commercial bid kept in **Envelope B**.

14.2 The envelope of technical bid (**Envelope-A**) and commercial bid (**Envelope-B**) shall be separately sealed and marked in accordance with Sealing and Marking Instructions in Clause 21

14.3 DELETED

14.4 The bidder has to submit the original documents/printout along with the envelopes of technical bid (Envelope A) and commercial bid (Envelope B) in physical form, as per key dates. Details are given in the following Table-I, II of clause 14.5.3(a)/(b)

14.5 Technical Bid (Envelope-A)

14.5.1 The Printer who is registered with the Corporation has to submit technical bid in Annexure- IV.

14.5.2 DELETED

14.5.3 The bidder has to submit the following documents in the manner prescribed -

(a) DELETED

(b) Bidder registered with the Corporation has to submit documents/instruments as described in Table -1.

**TABLE - I**

<b>Sr. No.</b>	<b>Document/instrument</b>	<b>Original to be submitted with technical bid physical form</b>
1	2	3
1	Original money receipt of Cash Deposited with the 'Corporation" or Demand Draft of Tender document fee.	Yes
2	Information regarding deposit of Earnest Money Deposit in prescribed form ;	Yes
3	Undertaking of the Printer to execute the work within the stipulated time period;	Yes
4	Declaration that the Press is currently not debarred by NCERT, any State Textbook Corporation or department of the Central Government or any State Government/PSU;.	Yes
5	Proof of authorization by way of Notarized Power of Attorney executed by the bidder clearly stating that the signatory has been authorized to sign and submit the bid.	Yes
6	A declaration regarding none of near relative(s) of any owner/authority of bidder is employed with M.P.Textbook Corporation or if any relative is employed with M.P.Textbook Corporation then the detail of thereof. should be submitted in the prescribed form ( <b>Annexure- IV</b> ).	Yes
7	A Self attested Photocopy of Active Insurance Policy Certificate of the Press.	Yes

**TABLE - II DELETED**



#### 14.5.4 DELETED

#### 14.6 COMMERCIAL BID

14.6.1 The Commercial Bid shall contain the financial offer, to be filled as per Annexure-VI.

14.6.2 The Envelope 'B', containing Commercial bid will be opened, in the presence of the bidders who wish to remain present.

14.7 The following documents (1 to 6), not submitted with the Bid will be deemed to be part of the Bid.

S.No.	Name of document
1	2
1.	Key Dates
2.	Invitation for Bids
3.	<u>General Instructions, Information and Terms &amp; Conditions,</u> Section I: Tendering process Section II : Terms and Conditions Section III : Eligibility & Qualification requirements Section IV : Supply of Printed books and payment etc.
4.	Format of Agreement (Annexure I)
5.	Specification of Printing Paper & Cover Paper (Annexure - II)
6.	Schedule of Specifications (Annexure III)
7.	Technical Bid Form (Annexure - IV)
8.	Commercial Bid Form (Annexure - VI)

#### 15. Bid Submission Format and signing of Bid

15.1 Alteration to the format provided for bid submission shall not be allowed and no substitute shall be accepted. All blank spaces shall be filled in with the required information.

15.2 The bidder is expected to read carefully all instructions, conditions, tender form, appendix to tender form, agreement format, specifications, annexures, schedules etc. in the bid document. Failure to comply with the requirements of bid submission shall strictly be at the bidder's risk. **Bid, which is not substantially responsive to the requirements of the bid documents, shall be rejected without assigning any reason to the bidder.**

15.3 The Bidder shall submit Technical & Commercial bid in the format provided on [www.mptbc.nic.in](http://www.mptbc.nic.in) with required documents in

original/true copy in physical form.

- 15.4 The rates in Commercial bid shall be quoted both in words and figures.
- 15.5 No rates shall be quoted in the technical bid '**Envelope A**'. Print out of commercial bid with seal and signature of the authorized person of the bidder, shall be submitted physically in '**Envelope B**' as per key dates.
- 15.6 The bid shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. The letter of authorization shall be indicated by written registered/notarized power-of-attorney accompanying the Bid. All pages of the Bid, shall be signed by the person or persons submitting the Bid.
- 15.7 The Bid shall not contain any interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be signed by the person submitting the Bid.

**15.8 DELETED**

- 15.9 The submission of the tender shall be deemed to be the acceptance of all the terms and condition contained in the tender document.
- 15.10 The bidder shall not impose any condition regarding the volume of work, which he would like to undertake, as long as the work allotted to him is on the basis of rate quoted by him and is within his assessed printing capacity.

16. Details of text books proposed to be printed with cover for the academic year 2017-2018 is annexed as Annexure-III with this document.

**17. PRINTING RATES**

- 17.1(a) The Corporation will make available paper for printing of textbook as per following details and the bidders shall keep in mind this while quoting the rates:

<b>Textbook Of Class</b>	<b>Specification Of Printing Paper</b>	<b>Specification Of Cover Paper</b>
Class-9 to Class 12	80 GSM Water Mark Maplitho (84 Cms Reel)	230 Gsm Coated MG (61x86.5 Cms Sheet)

17.1(b) Specification of Printing Paper and Cover Paper is given in Annexure-II(A) and Annexure-II(C).

17.1(c) The Corporation may modify the above specifications wherever necessary and successful bidder is bound to accept the same.

17.2 The rate quoted for the printing of textbooks shall include the cost of following components, as applicable:-

(a) All taxes, duties, cess, service tax etc. payable by the Printer, according to provision of enactments, shall be born by him. The Corporation shall not be liable to pay any other new tax, duty, cess etc. levied by Central govt., State govt. or local bodies and/or any upward revision of existing taxes, duties, cess service tax etc. during the contract period,

(b) Preparation of Plates by COMPUTER TO PLATE TECHNOLOGY (CTP) from the Compact Disc (CD) provided by the Corporation,

**Note :-** Non compliance of the above conditions will result in withdrawal of the work from the Printer and the Corporation shall get the work executed at the risk & cost of the Printer.

(c) Composing (if required); Proof submission (Computer printout proof, machine print out proof);

(d) DELETED

(e) Numbering on the cover of books, as directed by the Corporation;

(f) Binding (folding, gathering, stitching, pasting of covers, Final trimming/finishing of the edges, bundling) and all other

operations necessary for production of the textbook in finished form; For detail see clause 48;

- (g) Transportation of paper (including loading and unloading) from godowns of the Corporation situated at Bhopal to the destination of Printing Press;
- (h) Packing, forwarding, transportation and unloading of books at the depots of the Corporation situated at Bhopal, Indore, Ujjain, Gwalior, Rewa, Sagar, Jabalpur, Khandwa or any other place as directed by the Managing Director;
- (i) Transit Insurance of printing paper and cover paper from godown of the Corporation to destination of the Printing Press, thereafter at the premises of Press and transit insurance of finished product i.e. printed books from the Printer's premises to the designated depot of the Corporation. The Printer shall submit copy of policy of transit insurance purchased by him to the Corporation, at the time of lifting of first consignment of the printing paper and cover paper.

17.3 No printing charges shall be paid for blank pages (if any) in the textbook.

17.4 For computing printing charges, a forme of less than 8 pages, will not be treated as a full forme and its charges will be allowed on proportionate basis i.e. actual number of pages printed vis-à-vis 8 pages, as the case may be.

17.5 RATES SHOULD BE QUOTED IN TERMS OF INDIAN RUPEES & PAISA UPTO TWO DECIMAL FIGURES @ Per One Thousand forme of 8 pages for finished book size of, 20x27cms/20x26cms/20x25.3cms including cover printing as specified in the tender document in, **Annexure.-VI.**

17.6 If the rates are quoted more than two decimal places by the bidder, the rates upto two decimal places shall only be taken into consideration for finalization of the Commercial Bid.

17.7 Rates for printing are to be quoted, in terms of Rupees per one thousand forme for each Group separately as per the **Annexure.-III on Web offset Machine,**

17.8 The Rates for groups under bidding are to be quoted in the prescribed column of the commercial bid **Annexure.VI on Web offset Machine,** The rate should be quoted in figures as well as in words [e.g. Rs. 80.50 (Rs. Eighty & Paise Fifty Only)].

**18. Documents Establishing Bidder's Eligibility and Qualifications**

The Bidder shall provide documentary evidence of his eligibility and qualifications to perform the contract to the Corporation's satisfaction, if his/her Bid is accepted, as per the Qualification Criteria specified in clause 36

**19. EARNEST MONEY DEPOSIT:**

19.1 The Demand Draft/money receipt of tender document fee and earnest money deposit should be submitted with technical bid.

19.2 The Earnest Money shall be in the forms of Demand Draft of a Scheduled Bank in favour of the M.P. Textbook Corporation, payable at Bhopal;

**19.3 The physical copy of technical bid shall be accompanied with tender document fee and Earnest Money Deposit as prescribed in Annexure.-III on Web offset Machine, For group whose bid is submitted;**

19.4 Any bid from a Bidder not secured in accordance with Clauses 19 will be summarily **rejected** by the Corporation as non-responsive, pursuant to Clause 26.

19.5 DELETED

19.6 Earnest money deposit of the unsuccessful bidders will be returned, as early as possible, after finalization of the tender.

19.7 The earnest money deposit of the successful bidders may be adjusted against the Printing Security Deposit at the time of execution of the agreement, on the written request of the bidder.

- 19.8 The earnest money deposit shall be forfeited if the bid is withdrawn within validity period.
- 19.9 The Earnest Money Deposit for the specific Group(s) shall be forfeited, if any of the following conditions arises:-
- (a) the successful bidder fails to furnish Printing Security Deposit within 5 (Five) days from the issue of the letter of acceptance;
  - (b) DELETED
  - (c) the successful bidder fails to execute an agreement within 5 days from the date of issuance of letter of acceptance.
- 19.10 No interest shall be paid on Earnest Money Deposit.

**20. Period of Validity of Bids**

- a Bids shall remain valid for 180 days from the date of bid opening prescribed by the Corporation, pursuant to Clause 24 Any Bid valid for a shorter period than the period specified **shall be rejected** by the Corporation as non-responsive.
- b. In exceptional circumstances, the Corporation may solicit Bidder's consent for an extension of the period of Bid validity. The request and the responses there to shall be made in writing or by fax. The Earnest Money provided under Clause 19 shall also be suitably extended in such case. A Bidder may refuse the request without forfeiting its Earnest Money. A Bidder accepting the request for extension of bid validity will neither be required nor permitted to modify his/her Bid.

**SUBMISSION OF PHYSICAL BIDS**

**21. Sealing and Marking of Physical Bids**

- 21.1 The Bidder shall place the two separate sealed envelopes superscribed with words "Envelope A : TECHNICAL BID FOR PRINTING OF NVE TEXTBOOKS FOR CLASS 9 TO 12 WITH COVER (ON WEB OFFSET MACHINE) FOR THE ACADEMIC YEAR 2017-18 DUE ON 10.07.2017 and "Envelope-B: COMMERCIAL BID FOR

PRINTING OF NVE TEXTBOOKS FOR CLASS 9 TO 12 WITH COVER ON WEB OFFSET MACHINE FOR THE ACADEMIC YEAR 2017-2018 due on 10.07.2017

**(a) Technical Bid: To be opened on time and date as specified in the tender document.**

(b) Commercial Bid: The physical commercial bid will be opened by the Corporation, in the presence of authorized representative bidder.

The contents of the Technical and Financial Bids shall be as specified in Clause 14.5 and clause 14.6

21.2 The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

21.3 If the envelopes are not sealed and marked as required by Clause 21, and or not submitted in accordance with the manner prescribed in clause 22.3 Corporation will assume no responsibility for the Bid's misplacement or premature opening.

21.4 Submission of the bid shall be deemed to be the acceptance by the bidder of all the terms and conditions contained herein.

21.5 The financial bid will not be opened till finalization/evaluation of Technical Bid.

**22. Deadline for Submission of Bids**

22.1 Bids must be received by the Corporation at the address specified under Clause 22.3 not later than the time and date specified in the key dates and time. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

22.2 The Corporation may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents in accordance with Clause 12, in which case all rights and obligations of the Corporation and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

22.3 (a) It shall be the responsibility of the Bidders to ensure that the completed Bidding Document in physical form, is dropped in the sealed

tender box kept at reception area of the M.P. Textbook Corporation, Arera Hills, if the Bid is to be delivered by hand. Alternatively Bidders may, send their Bids by post to the M.P. Textbook Corporation, Arera Hills, Bhopal by the time and date stipulated for receipt of Bids.

(b) Any delay, even postal delay in the receipt of Bids would be considered late submission of Bid and the Bid **would be rejected**. Mere handing over of the Bidding Documents at any counter or room or person shall not be considered as submission of Bid.

**23. Late Bids**

Any Bid (in physical form) received by the Corporation after the deadline for submission of Bids prescribed by the Corporation, pursuant to Clause 22, will be **rejected** and/or returned unopened to the Bidder.

**OPENING AND EVALUATION OF BIDS**

**24. Opening of Bids by the Corporation**

24.1 The TECHNICAL BIDS in physical form of all the bidders, received within the prescribed time limit of key date, will be opened in the presence of authorized representatives of bidders (maximum two persons of each bidder), who may wish to attend the opening of bids in the office of M.P. Text Book Corporation, Arera Hills, Bhopal as per key date and time. In the event of the specified date for the submission of Bids being declared a holiday for the Corporation, the Bids will be opened at the appointed time and location on the next working day.

24.2 The envelope containing the Technical Bid shall be opened. The inner envelope marked “Cost of downloaded Tender Document” will be opened first, and if the Demand Draft for the cost of the tender Documents is missing or incomplete, the remaining Bid Documents will not be opened and Bid **will be rejected**.

24.3 In all cases, the amount of Earnest Money and validity shall be announced. Thereafter, the Bidders names and such other details as the Corporation may consider appropriate, will be announced by the Corporation.

24.4 The evaluation of Technical Bids will be done after the opening of the



Technical Bids. Evaluation will be made with respect to Earnest Money, Qualification Criteria and other information furnished in pursuant to Clause 14.5 and clause 36 On the basis of such evaluation a list of the responsive Bids will be drawn up. The Financial Bids of only those Bidders who qualify in the evaluation of the Technical Bids will be considered.

24.5 The decision of Managing Director, M.P. Text Book Corporation regarding qualification of technical bid shall be final.

24.6 DELETED

24.7 The COMMERCIAL BIDS of only those bidders, whose technical bid qualifies under the terms and conditions of document will be opened in the presence of authorized representatives of bidder (maximum two persons of each bidder) who may wish to remain present during the opening of bids in the office of M.P. Text Book Corporation, Arera Hills, Bhopal as per key dates and time.

24.8 At the time of the opening of the 'Commercial Bid', the names of the Bidders whose Bids were found responsive in accordance with bid document will be announced and the Commercial Bids of only these Bidders will be opened. Any Bid Price which is not read out and recorded will not be taken into account in Bid Evaluation.

24.9 In first call of tender only single valid commercial bid shall not be opened and returned to the bidder unopened.

**25. Clarification of Bids and Contacting the Corporation**

25.1 After submission of bid, communication from the bidder in any form either in writing or oral in support of bid clarification, explanation supplement shall not be entertained. However to assist in the examination, evaluation and comparison of Bids, the Corporation may, at its discretion, ask the Bidder for a clarification of his Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted in any condition.

25.2 No Bidder shall contact any officer of the Corporation for any matter relating to his Bid from the time of the Bid opening to the time the contract is awarded. Any attempt by the Bidder to influence the

Corporation's Bid Evaluation, Bid Comparison or Contract Award decision may result in the **rejection of his Bid.**

- 25.3 The process of interpretation, and comparison of bids and recommendations concerning the award of the contract shall not be disclosed to the bidders or any other person. CANVASING IN ANY FORM MAY RESULT IN CANCELLATION OF THE BID.

**26. Responsiveness of Bids**

- 26.1 During the detailed evaluation of "Technical Bids", the Corporation shall determine whether each Bid

(a) meets the eligibility criteria defined in Clauses 14 and 36;

(b) has been properly signed;

(c) is accompanied by the full required securities;

(d) is substantially responsive to the requirements of the Bidding Documents.

- 26.2 During the detailed evaluation of the "Commercial Bids", the responsiveness of the Bids will be further determined. A substantially responsive "Commercial Bid" is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation means (a) which affects in any substantial way the scope, quality or performance of the work; (b) which limits in any substantial way, inconsistent with the Bidding Documents, the Corporation's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

**27. Assessment Of Printing Capacity**

Printing capacity of the bidder for the academic year 2017-2018 shall be assessed (Hereinafter called "Assessed Capacity") by the Corporation on the basis of following principles.

- 27.1 'Assessed Capacity' of various printing machines for 20 (Twenty) days (in two shifts of 8 hours) shall be determined as given in Table below:-

**Table**

<b>S. No.</b>	<b>Type of printing Machine</b>	<b>Capacity of printing in terms of tons of printing paper</b>	
		<b>Two colour</b>	<b>Single colour</b>
1	Web offset (single unit with folder)	Nil	63
2	Web offset (Double unit with folder)	63	126

27.2 Printing capacity of the Printer who has executed the printing work in academic year 2016-2017, shall be assessed by the Corporation for the purpose of academic year 2017-18, taking in account of all the deductions made in printing capacity under the following situation(s) of performance -

(a) The capacity equivalent to quantity of books and ABL material (in tons) supplied after stipulated time period in the academic year (2016-17) or 20% of the assessed capacity of the Printer for the year 2016-17, whichever is higher, shall be deducted from the **calculated capacity** of the Printer,

(b) The capacity equivalent to two times the quantity of books and ABL material (in tons) withdrawn from the Printer in the academic year (2016-17) or 20% of the assessed capacity of the Printer for the year 2016-17, whichever is higher, shall be deducted from the **calculated capacity** of the Printer,

(c) Surrender of any printing work allotted to Printer shall be deemed as work withdrawn by the Corporation and it shall attract same provision as for work withdrawn.

(d) Printing capacity of the Printer who has been allotted the printing work of those textbooks by the Corporation for the education year 2017-18 will be calculated on the basis of its Revised Assessed Capacity **{Total assessed capacity (-) capacity of unsupplied textbooks on 5.30 PM of 09.07.2017 = Revised Assessed Capacity}**

(e) Due to shortcomings/negligence in workmanship in printing work if a penalty is imposed on the Printer his printing capacity shall be deducted according to the percentage given in table below,

**Table**

<b>S. No</b>	<b>Penalty Imposed for shortcomings/ negligence</b>	<b>Capacity deduction in the assessed capacity of Printer for the academic session 2017-2018</b>
1	2	3
1	From 5 % to 5.50 %	20%
2	More than 5.50 to % 6.00 %	25%
3	More than 6.00 % to 6.50 %	30%
4	More than 6.50 % to 7.00 %	40%
5	More than 7.00 % to 7.50 %	50%
6	More than 7.50 % to 8.00 %	60%
7	More than 8.00 % to 8.50 %	80%
8	More than 8.50 %	100%

**Note :-** If the penalty is imposed for more than one book, then highest penalty slab will be applicable.

27.3 Calculation of printing capacity for the purpose of allotment of the printing work:-

<b>S No.</b>	<b>Category of Printer</b>	<b>Limit of assessed capacity for allotment of work.</b>
1.	Printer who has done printing work with the Corporation. in previous academic year 2016-17	Subject to provision of clause 29.2(a), (b),(c) & (d)
2.	Printer who has not done printing work with the Corporation in academic year 2016-2017	Eighty percent capacity_indicated in table of clause 29.1

## **28. Bidding Capacity**

28.1 The Bidder can bid upto One & Half (1.5) times of his assessed printing capacity for group(s) which fall within his assessed printing capacity. (also see clause No.27 Bidder shall be allotted entire printing work for group(s), which he is capable of executing as per terms and conditions of the tender document, upto his capacity to do full allotted work within stipulated time period for the academic year.

28.2 If it is found that the bidder has quoted more than 1.5 times of his assessed capacity, then the group(s) which is/are more than 1.5 times of assessed capacity and come at higher serial number in order of the sequence mentioned in technical bid shall not be considered and shall be discarded.

**29. Selection of Successful Bidder**

29.1 Prior to opening of technical bid, for the purpose of allotment of printing work sequence of group shall be determined by draw of lots.

29.2 The bidder who has quoted responsive and acceptable evaluated lowest rate, in a group, will be considered for allotment of printing work of that group upto the limit of available capacity at the time of allotment within the assessed capacity. However the Corporation reserves the right to consider the allotment of a group to a bidder even if the available capacity of the bidder falls short of up to ten tons with respect to the group under consideration.

29.3 If lowest rate has been quoted by more than one bidder, the work will be allotted by draw of lot among them.

29.4 In case a bidder has quoted lowest in more than one group(s), the Corporation reserves the right to allot those groups in ascending orders of quoted rates up to his assessed capacity.

29.5 In first call of the tender, Commercial Bid of single valid bidder shall not be opened and returned to the bidder unopened.

29.6 Generally there will be no post tender negotiation with L-1, except in exceptional circumstances as deemed fit, by the Corporation.

29.7(a) As total printing work involved in the tender has been divided in various groups, and if in second call and subsequent calls the printing work of any group(s) cannot be allotted to the bidder quoting lowest rate, for want of sufficient capacity, the Corporation reserves the right to make offer to other qualified bidder in order of L-2, L-3 etc. of that group to accept the printing work of that group at the approved L-1 rate.

Such offer shall be displayed on notice board and the website of the Corporation. Interested L-2, L-3 and so on bidder of that group shall respond within the time limit specified in such notification. In such case, acceptance of approved L-1 rate by the bidder shall be treated as the rate quoted by him for execution of work in accordance with the same terms and conditions of the tender document.

(b) If more than one bidder accepts the offer to do the printing work of that group on approved L-1 rate, the printing work will be allotted in order of L-2, L-3, and so on. subject to fulfillment of other criteria, such as printing capacity etc.

(c) In case offer is placed for more than one group by the bidder, the allotment of work of group will be done in accordance with the sequence as determined earlier under clause-29.1 and adhering to the provision of clause-29.4

29.8 It would be binding on the successful bidder who is lowest in one or more groups to complete and execute the work of entire Group(s) for the academic year within the stipulated time, as per terms and conditions of this Tender Document.

**30. Corporation's right to accept any Bid and to Reject any or all Bids**

(a) The Managing Director reserves the right to accept or reject any or all the bids without assigning any reason whatsoever, at any time prior to the award of the contract without incurring any liability to the affected bidders and any obligation to inform the affected bidders of the grounds. He also does not bind himself to accept the lowest bid.

(b) The Managing Director reserves the right to accept the bid in full or in part and the Printer shall have no claim for revision of rates or other condition if his bid is accepted full or in part.

**31. Corporation's Right to Vary Quantities**

Managing Director, reserves the right to increase or decrease the quantity of printing work up to 50% within the period of the contract on the same terms and conditions and on the same rate as accepted for the tendered quantity during the contract period. The books printed against

the additional order shall have to be supplied within the time specified by the Managing Director.

**32. Notification of Award**

- a. Prior to the expiration of the period of Bid Validity, the Corporation will notify the successful Bidder in writing by speed post or fax (*fax to be confirmed in writing by speed post.*), that his Bid has been accepted.
- b. The notification of award will constitute the formation of the contract.
- c. Upon the successful Bidder's furnishing of Printing Security deposit pursuant to Clause 34, the Corporation will promptly discharge Earnest Money of unsuccessful bidder pursuant to Clause 19.

**33. Signing of contract**

- a. At the same time as the Corporation notifies the successful Bidder that his Bid has been accepted, the Corporation will send the Bidder the contract form provided in Annexure-I of the Bidding Documents, incorporating all agreements between the parties.
- b. The successful bidder shall execute an agreement within 5 days of the issue of letter of acceptance in prescribed form.

**34. Execution of agreement/printing performance security deposit:**

**34.1 The successful bidder Printer shall execute an agreement in the prescribed form within 5 (Five) days from the issue of the letter of acceptance. On request of the bidder 2 (Two) days additional time may be granted for executing the agreement. However this additional time will be included in the stipulated time period for printing work.**

34.2 While executing the agreement the successful bidder Printer shall deposit Printing Performance Security Deposit, equal to 10 (Ten) percent of the value of the printing charges of the allotted work. However, if the successful bidder Printer so requests in writing the

Earnest Money may be adjusted against the aforesaid Security Deposit. Agreement shall not be executed, unless the Printing Security has been deposited in full.

- 34.3 Any payments due to the Printer shall not be adjusted against the Printing Performance Security Deposit.
- 34.4 If the bidder fails to execute the agreement and/or furnish printing Performance security deposit in prescribed time as mentioned in clause 34.1& 34.2 above, the earnest money deposited for that specific group(s) mentioned in letter of acceptance shall be forfeited, and the Printer may be debarred for a period of three years from participation in any tender issued by the Corporation.
- 34.5 The successful bidder Printer, who is not registered with the Corporation, shall have to register himself with the Corporation, within ten days from the date of issuance of letter of acceptance.
- 34.6 The agreement shall be executed by the successful bidder at Bhopal on Non-Judicial Stamp Paper as notified by the state of Madhya Pradesh, witnessed by two persons. The successful bidder shall bear all expenses for execution of the agreement.
- 34.7 The Printing Performance Security Deposit will be refunded on the satisfactory performance of the complete contract, as early as possible. No interest shall be paid on Printing Performance Security Deposit.
- 34.8 The period of contract shall be valid for 365 days from the date of signing of the agreement.
- 34.9 Printer shall arrange the funds for making Printing Performance Security Deposit, Paper Security Deposit and execution of printing work on his own. The Corporation shall not be a party to his financial arrangements.



**35. PAPER SECURITY DEPOSIT AND LIFTING OF PAPER FROM GODOWN**

- 35.1 At the time of execution of agreement, the successful bidder Printer shall have to deposit with the Corporation, a minimum of 5% (five percent) amount of estimated total cost of printing paper and cover paper to be required for execution of allotted printing work, as Paper Security Deposit in cash or in form of Bank Draft of a Scheduled Bank in favour of M.P. Text Book Corporation payable at Bhopal. The actual rate of paper per metric ton will be communicated to the Printer and the Printer is bound to submit paper security accordingly. **Paper security deposit, cost of 80 GSM paper was Rs. 59976/- (Rs Fifty nine Thousand nine hundred seventy six Only) per metric and cover paper of 230 GSM Rs 61200/- (Rs sixty one thousand two hundred only) per metric ton in the academic year 2016-2017.**
- 35.1.1 No interest shall be paid on Printing Security or Paper Security Deposited with the Corporation.
- 35.2 If successful bidder is unable to deposit Paper Security Deposit in cash or in the form of Demand Draft as mentioned in above clause, the Managing Director may give him option to submit a Bank guarantee or Fixed Deposit Receipt of a Scheduled Bank pledged in the favour of M.P. Textbook Corporation, for the minimum of 5% (Five percent) amount of total cost of printing paper and cover paper to be required for execution of allotted printing work of the academic year. **Such a Bank guarantee or Fixed Deposit Receipt shall remain valid for a period of Ten months.** It shall be the binding on the successful bidder to extend the validity period of Bank guarantee or Fixed Deposit Receipt as directed by the Corporation. Bank guarantee or Fixed Deposit Receipt of M.P. State Co-Operative Bank Ltd. (Apex Bank) can also be accepted.
- 35.3 In case of above clause 35.2 the successful bidder has to submit a letter of assurance for execution of work in time and shall also have to pay a sum of @ Rs. 6/- (Rupees Six) per day per tonne on the volume of printing paper (Excluding cover) which remains with the Printer from

the date of lifting of printing paper till delivery is made in the form of books to the designated depot of the Corporation. This amount shall be recovered from Every running bill.

- 35.4 Any dues payable to the Printer by the Corporation shall not be adjusted against the Paper Security Deposit.
- 35.5 In case the Printer fails to furnish Paper Security Deposit to the satisfaction of Managing Director he may at his discretion reduce or cancel the work order and assign the work to any other Printer and recover the additional liability incurred by the Corporation from the defaulting Printer.
- 35.6 In order to execute the work efficiently and timely it shall be the responsibility of the Printer to lift paper in such a way that he is in possession of the required quantity of paper to execute the allotted work in stipulated time. If the paper is not lifted promptly and in due time, the Managing Director may at its discretion either cancel the contract or reduce the print order and allot the printing work to any other Printer and recover the additional liability incurred by the Corporation from the defaulting Printer.
- 35.7 Printer shall not be allowed to take the delivery of such quantity of printing paper and cover paper whose value is more than double of Paper Security Deposited by him. Hence the Printer is advised to submit Paper Security Deposit of proper amount suitable to complete the job in stipulated time.
- 35.8 Successful bidder Printer shall have to lift the paper from the godowns of the Corporation at Bhopal and shall bear the freight charges including loading and unloading for transportation of paper from Bhopal to the place of printing.
- 35.9 The Printer shall satisfy himself about the quality and quantity of the paper before accepting the delivery of paper. If the Printer fails to do so it shall imply that paper delivered to him was in order and to his full satisfaction. Later on no complaint shall be entertained.

35.10 It shall be responsibility of the Printer to communicate to the Corporation, the manufacturing defects (if any) detected in the paper supplied to him within 7 (Seven) days from the date of lifting of paper, failing which no complaint shall be entertained in this regard.

35.11 The procedure mentioned hereunder will be followed to obtain paper from Central Depot of the Corporation –

(a) The Printer shall submit a authority letter addressed to the Manager, Central Depot, through the Corporation head-office intimating the name of authorized representative to obtain paper on behalf of the Printer along with his photo identity document, address proof, signature, duly counter signed by the Printer.

(b) No Paper shall be supplied in absence of proper authorization and non submission of required documents mentioned in sub clause (a).

35.12 All taxes, octroi duty and demurrage etc., incurred in respect of lifting of paper, from godown of the Corporation to destination of the press, thereafter supply of final product i.e. printed books from the Printer's place to the designated depot of the Corporation, shall be borne by the Printer himself.

35.13 For printing of Textbooks the wastage of paper will be calculated at the following scale :-

- |                                       |                       |
|---------------------------------------|-----------------------|
| (a) Printing in Single Colour         | 2% (two)              |
| (b) Printing in two Colour            | 2.5% (two point five) |
| (c) Printing in Three and Four Colour | 3% (Three)            |
| (d) For cover printing                | 2% (Two)              |

35.14 In case the Printer requires extra paper due to spoilage/ misprinting of paper over and above the permissible wastage, the extra paper so required may be issued to the Printer on his written request @ 1.5 time of actual cost of paper, as determined by the Corporation payable in

cash/Bank Draft. In this regard Corporation shall allow no financial adjustment against any dues payable to the Printer.

- 35.15 If any excess paper beyond the permissible wastage or otherwise remains with the Printer, it shall have to be returned by him in good condition to the Corporation immediately. In case of failure to do so, the successful bidder shall be saddled with penalty at the rate of 1.5 times the actual cost of paper as determined by the Corporation. In case any excess paper is not returned by Printer, he shall not be entitled to claim any storage charges or any other expenses incurred by him on that account.
- 35.16 Printing Paper and Cover Paper will be issued to the Printer in one or more installments and the Printer shall be bound to accept the same.
- 35.17 In case the Corporation reduces the print order of any book, Printer will have to immediately inform the position of actual forms printed out of the print order. He has to return the printing and cover paper in good condition immediately and non-return of the balance paper shall attract the provision of above sub Clause-35.15
- 35.18 The Printer shall use the same paper for printing of books as supplied by the Corporation. If it is found that any other paper has been used by the Printer, such copies of the books shall be confiscated and such books shall not be returned to the Printer and the order for printing the books in question may be given to the other Printer at the risk and cost of defaulting Printer. The defaulting Printer has to return at his cost the full quantity of paper supplied to him by the Corporation. In addition to this, other suitable penalty may also be imposed upon him by the Managing Director.
- 35.19 If any recovery on account of paper remains unrecovered through Paper Security Deposit, it shall be recovered from the dues payable to the Printer by the Corporation.
- 35.20 The Printer should not print any other matter on the paper which is supplied to him by the Corporation.

- 35.21 The Printer can only sell the paper wastage for making the paper pulp and the Printer shall submit about it a notarized affidavit during the final settlement of dues. In case of failure to do so, legal action can also be taken against the defaulting Printer, in addition to it a suitable penalty can be imposed by the Managing Director, as he deems fit.
- 35.22 The proprietary right of the usable paper except the permissible wastage shall always remain with the Corporation.

### **SECTION-III**

#### **36. ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

A bid shall not be considered valid if:

- (a) it is not received on or before the date and time or at the place prescribed for the purpose: (See Clause 22.3 of this document and as per key dates and time);
- (b) DELETED
- (c) the bidder has not submitted technical bid as well as commercial bid, as per key dates and procedure mentioned in the tender document;
- (d) it is submitted without the prescribed amount of Earnest Money Deposit for the group, as prescribed in Annexure-III;
- (e) the earnest money deposit is made in the manner other than those prescribed in the tender document;
- (f) more than one rate is quoted for a Group;
- (g) rates of more than one Printing Press are quoted;
- (h) a Printer submits more than one bid or authorizes more than one person for the submission of the tender on his behalf;
- (i) on behalf of bidder firm authorization for submission of bid is not duly Notarized Power of Attorney or it is not submitted;
- (j) physical copies of Technical Bid has not been signed with date by the same authorized person and seal of the Printing Press is not

- affixed thereon and the printout of Commercial if opened and it is found that it has not been signed by the same authorized person;
- (k) the bid is conditional and inconsistent with the terms and conditions of the Tender Document;
  - (l) the declaration of technical competency of the Printing Press about printing of books of the group(s) for which rates have been quoted, is not enclosed. (Annexure-IV);
  - (m) it is submitted without a declaration regarding none of near relative(s) of any owner/authority of bidder is employed with the Corporation or if any relative is employed with the Corporation then the detail of thereof. (The information in this regard shall be submitted in the format of Annexure - IV).
  - (n) the documents mentioned in clause-14.5 have not been submitted along with the technical bid.

#### **SECTION-IV**

##### **Supply of Books and Payment etc.**

#### **37. SUBMISSION OF PROOFS**

- 37.1 The Corporation, will provide the Compact Disc (CD) of textbook. The Printers shall prepare good quality plates by using Computer to Plate Technology(CTP). It shall be responsibility of the Printer to check and satisfy himself about its suitability before giving the receipt of the CD. Afterwards no complaint regarding defects or malfunctioning of CD shall be entertained.
- 37.2 To ensure required colour combination/printing quality of allotted textbook
- (a) **the Printer shall be asked to make available the computer proof of complete book along with cover within 5 (Five) days from the date of execution of the agreement, or date of supply of CD, whichever is later.** If Printer fails to do so a penalty will be imposed @ 0.5% (Zero point five percent) per

day of the total printing charges of the concerned book till the actual date of submission of computer proof. The Printer shall also submit machine proof of cover page and second and third forms. No extra time or charges will be allowed to the Printer for machine proofs. In case of defective colour combination or misregistration or defective quality of printing is found, it shall be the responsibility of the Printer to rectify such defects at his cost.

OR

(b) the Printer shall be asked to make available the computer proof and machine proof of complete book along with cover within 7 (seven) days from the date of execution of the agreement, or date of supply of CD, whichever is later. If Printer fails to do so a penalty will be imposed @ 0.5% (Zero point five percent) per day of the total printing charges of the concerned book till the actual date of submission of proof.

37.3 The Corporation will return the approved proof, as far as possible, within 7 (seven) days of receipt of same. In case mistakes are detected, the Corporation, after making necessary corrections will ask the Printer to submit the corrected proof. In such case no extra time will be admissible to Printer for submission of corrected proof(s).

37.4 It shall be the responsibility of Printer to collect approved proof from the Corporation by hand without loss of any time. If the approved proofs are collected by any other means, the Printer shall not be entitled for any extra time.

37.5 The Printer shall have to incorporate all the authorized corrections / deletions in the proof(s).

37.6 THE PRINTER SHALL COMMENCE PRINTING OF THE BOOK ONLY ON RECEIPT OF THE PRINT ORDER IN WRITING FROM THE Corporation. The Printer shall print the book strictly in accordance with the Computer/Machine proof approved by the

Corporation and shall also follow all instructions given in the print order.

- 37.7 The CD and approved proof shall be returned to the Corporation after printing work of the book is over within time limit prescribed by the Corporation.

**38. TO MAKE GOOD OF MISTAKES**

The printing work of the book should be error free (Zero error) and if mistake(s) is/are detected, the Printed book(s) shall be rejected and the Printer will have to make good of the mistake(s) at his own cost, otherwise the Corporation will do the same at the risk and cost of the Printer.

**39. SUPPLY OF BOOKS**

- 39.1 The execution time will commence from the date of issuance of print order or distribution order, whichever is issued later. The Print Order or Distribution Order shall be sent by email followed by postal confirmation copy.

- 39.2 The Printer shall have to submit online daily progress report to the Corporation in the prescribed proforma, failing which he will be liable to pay penalty of Rs. 100 per day at the discretion of Managing Director. The Printer has to strictly follow the printing management protocol as directed by the Corporation.

- 39.3 No extra time will be given to the Printer for printing of covers.

- 39.4 The Printer shall deliver 100% (Hundred percent) of printed books at the depots of the Corporation within 20 (Twenty) days..

- 39.5 The printer will be allowed 02 (two) additional days in the case of clause 37.2 (a) or 02 (two) additional days in case of clause 37.2(b) as the case may be, time for submission of proof.

- 39.6 If the printing works is affected due to non supply or delay in supply of any of required essential inputs, by the Corporation, such time period will be excluded from the total time period allotted for printing. Such



period shall be determined by the Managing Director and his decision in this regard shall be final and binding on the Printer. No further representation shall be entertained.

- 39.7 The Managing Director may extend the time limit for the supply of any installment of books if he is satisfied that the delay was caused or is likely to be caused by the circumstances beyond the control of the Printer.

#### **40. Penalty for Delay/Non Compliance**

- 40.1 In case of delay in supply of books at the designated depot, the Printer shall be liable to pay penalty @ 1.0% (One Percent) per day of the printing charges of books remaining unsupplied for first 5(five) days, thereafter @ 1.5% (One & half percent) per day upto 10th day and 2% (Two Percent) per day thereafter.
- 40.2 If the delay is more than 20 days, apart from delay penalty mentioned in clause 40.1, the printing security deposit of the Printer may be forfeited & the Printer may also be debarred from participation in the tender issued by the Corporation for the period of 3 (Three) years.
- 40.3 The penalty may be imposed even if the delay in supply has not resulted into any financial loss to the Corporation. However, Managing Director at his discretion may condone the delay.
- 40.4 The Managing Director or the officer authorized by him to do so, will review the progress of allotted work on regular basis. If the Managing Director is of the view that the progress of the work at any of stage is so slow and the Printer will not be able to do the work within the stipulated time period or/and the printing is not being done in accordance with the specifications laid down or/and if the Printer commits breach of any clause/clauses of the agreement, or/ and if it is found that the Printer has sublet whole or any part of the work to any other Printing Press (excluding binding and CTP), he may withdraw such quantity of printing work, as deemed fit or by canceling the contract in full or in part and allot it to the another Printer in the manner he deems fit at the

risk and cost of the defaulting Printer. In such cancellation, the printing security of the Printer may be forfeited and the Printer will not be entitled to claim any losses, compensation on account of this cancellation. The Corporation shall not be liable to issue any prior notice or hearing of the Printer in such an event.

#### **41. MODE OF PACKING, DISPATCH AND DELIVERY OF BOOKS**

##### **41.1 PACKING**

- (a) Weight of a bundle of books should not be more than 40kg.
- (b) The Printer shall pack the books in stacks as instructed by the Corporation, each stack shall be packed by strapping machine with plastic strip of 12 mm width & wrapped in thick packing paper.
- (c) Stack of books as instructed by the Corporation, shall be packed in a bundles duly stitched in white New Gunny cloth/HDP. and the bundles shall be strapped with two strips (Minimum 12mm. width) in each direction (Horizontal & Vertical) by strapping machine. Books of Free Distribution Scheme should be marked by cross (x) in Red Ink. and be separately packed The number of books in a stack & in bundles will be indicated with the distribution/dispatch order. The Printer shall be bound to make bundles as per dispatch order, if bundles are not packed as per distribution/dispatch order, Printer shall be liable to repack the books as per distribution/dispatch order, otherwise the cost incurred in rebundling shall be recovered from his bill.

##### **41.2 DISPATCH**

- (a) The following details shall be pasted (self adhesive sticker) in BOLD LETTERS on each bundle (the outside of bundle):
  - 1. Academic year : 2017-2018
  - 2. Title of the Book & Size : .....
  - 3. Name of the scheme : Free distributions/General Sale

4. Bundle no. : .....
5. Number of books in the : From.....to.....  
bundle.
6. Name of the Printer : .....
7. Name of the Depot : .....
8. Date of Dispatch : .....

**Note:-**

- (i) The Printer shall attach a list of details indicating serial number of books.
  - (ii) The Corporation is intending to introduce the Bar coded self adhesive sticker pasted on each bundle, supplied by the Corporation. If these Bar coded self adhesive stickers are not supplied by the Corporation then the Printer himself has to arrange the self adhesive stickers without bar code as mentioned in sub clause (a).
- (b) BOOKS WILL NOT BE DISPATCHED "FREIGHT TO PAY", otherwise besides recovering the expenses which the depot may incur in accepting the delivery of the consignment, a penalty of Rs.1000/- (One thousand only) may be imposed for each consignment by the Managing Director.

**41.3 DELIVERY**

- (a) The delivery of consignment shall be at the godowns of the depots of the Corporation by using trucks as mode of transportation. If, the Printer delivers the books by any other means of transport, it shall be at his risk and cost. Any expenditure if made, by the Corporation in obtaining the delivery of the books and transportation thereof up to the depot, shall be debited to the dues of the Printer. However, in special cases books can be called for by the Corporation, by passenger train and no extra charges will be paid.

- (b) In case short supply of ordered books, the sale price of short supplied books or 1.5 times cost of paper and cover paper whichever is higher will be recovered from the Printer.
- (c) The date on which the books physically reached the depot shall be deemed to be the date of delivery of the books by the Printer at the depot.
- (d) All taxes, octroi duty and demurrage etc., incurred in respect of delivery of books, for whatever reason shall be borne by the Printer.
- (e) Packing, forwarding and transportation charges (including loading, unloading) of books to be delivered to the depot of the Corporation as directed, shall be borne by the Printer.
- (f) The losses, damages and shortages in transit or otherwise, shall be borne by the Printer, however, the Printer shall have to make good of the loss in case any such expenses are incurred by the Corporation.

41.4 In case of violation of any of the above condition/conditions, the Printer shall be liable to pay Rs. 100/- (Rupees One Hundred only) per bundle as penalty.

42.1 The books shall be delivered at the indicated depot within prescribed time limit given in dispatch instructions / distribution order issued by the Corporation. If the consignment is not delivered at prescribed destination, the actual date on which books reach to the prescribed destination shall be the date of delivery and all the expenses incurred in dispatching such books shall also be recovered from the Printer. In case of such default a penalty upto a maximum of Rs. 1000/- (Rupees one thousand only) may be imposed on each such consignment by the Corporation.

42.2 The Printer shall send 10 (ten) copies of books of the first lot of printing to the Corporation's library and furnish the acknowledgement along with the first running bill.

- 42.3 The Printer shall not print more than the ordered number of copies of the books. If it comes to the knowledge of the Corporation that the Printer has printed more number of copies, the Corporation shall confiscate such copies and shall also impose such penalty, as it may deem fit and in addition take any action in accordance with law.
43. The Printer shall return original CD(s) and approved proof(s) supplied by the Corporation within 30 (Thirty) days from the date of dispatch of the last lot of the books. In the event of any loss, damage or non-return of aforesaid, the Printer shall be liable to pay penalty @ Rs. 1000/- (Rupees One Thousand Only) per CD, and @ Rs. 1000/- (Rupees One Thousand Only) per approved proof. Final payment shall not be made till the above materials are received by the Corporation in satisfactory condition.
44. The form shall be printed from each lot of paper lifted, in such a manner that maximum number of copies of books are prepared failing which a penalty to the extent of Rs. 10,000/- (Rupees Ten Thousand) may be imposed by the Managing Director.
- 45.1 The printing should be of standard quality. The ink used for printing should have good print characteristics, low dot gain, stable ink-water balance, consistent density, high gloss, very low water pick-up, high rub resistance and good machine runnability. Only BRANDED QUALITY of Ink should be used such as Micro/Dic/United/Coats/Oc and any other branded inks as notified by the Corporation from time to time.
- 45.2 The Bills/ invoice/receipt of the purchase of ink shall be enclosed with the final bills submitted by the Printer for verification.
- 45.3 Empty containers of used ink shall also be verified by the inspecting authorized officer of the Corporation during his visit to the press. If it is found that the press has not used the prescribed ink or not submitted the Bills/ invoice/receipt of purchase of ink or not produced the empty container for inspection, a penalty up to 5% (Five Percent) of total cost

of printing work, may be imposed by the Managing Director, in addition to other penalties provided under other clauses of the contract.

46. The face of the printed type must be sharp. Half-tone reproduction should contain all total details. There should be no scum/tint on the printed page and in multicolor printing perfect registration of colour combination and original colour scheme should be maintained.
47. In case substandard quality of printing and binding of the books are detected, the Printer is bound to correct that substandard lot at his own cost, otherwise double the cost of the sale price of such books shall be recovered from the Printer out of the paper security deposit. Such substandard printed books shall be deposited in Corporation's depot. The Corporation reserve the right to withdraw the work and get the printing work executed at the risk and cost of the Printer.
- 48.1 Stitching or perfect binding of books and pasting of cover shall be done in such a manner that ensures the illustrations, or other matter printed on the cover is exactly in the center of the page.
- 48.2 While wire stitching the Printer shall take particular care that the stitch is as close to the spine as possible so that it may not conceal the reading matter of the page and the staple is of proper size and gauge so that both ends of the staple meet together.
- 48.3 Binding of Books shall be as per the following directions;

<b>S.No.</b>	<b>Description</b>	<b>Binding Process</b>
1	All Books of class 9 to class12	Side Staple (Three Staples) and Perfect Binding.

- 48.4 The cover should be so pasted that it sticks to the back firmly and that it does not drag the page while opening the book.
- 48.5 The trimmed size of the books should be exactly as per specification/Print order. If the books printed are trimmed to sizes smaller than the prescribed size, the Corporation shall recover the cost

of excess trimmed paper @1.5 times of actual cost of paper per ton, as determined by the Corporation The trimmed size for books are given below :-

- (a) 20x27cms. (for web offset machine having cutoff of 578 mm)
- (b) 20x26cms. (for web offset machine having cutoff of 560 mm)
- (c) 20x25.3 cms. (for web offset machine having cutoff of 546 mm)

48.6 If the quality of the printing, binding/cover pasting, stitching, trimming etc., is found to be inferior or substandard, the Managing Director may impose at his discretion a penalty upto 10% of the printing charges. This penalty will be in addition to the penalties under other clauses.

49. In case some books are found unsalable, unfit for use on account of mistakes, bad printing or defective binding etc. sale price of such books shall be recovered from Printer and such books shall not be returned to the Printer.

50. In case any complaint, civil suit, criminal case is filed against the Corporation, in appropriate forum/court for misprint, sub-standard workmanship of book, misuse of paper or distortion of National symbols in any form under the Provisions of The Prevention of Insults to National Honour Act, 1971, the Printer shall solely be liable for such legal consequences.

51. The entire book must be printed by offset printing process only.

52.1 For books intended for free distribution the Printer shall:-

- a. Print the line "निःशुल्क वितरणार्थ 2017-18" on cover and on top and spine side of every page of the book.
- b. Sale price of the book shall NOT be printed in the Inner title page of the book.
- c. Serial Number shall be printed in each such books on the top of the title page (Cover page no.1).

- 52.2 The Corporation shall decide & communicate the serial number to be printed on the title page of books under Free Distribution Scheme.
- 52.3 Books printed under Free Distribution Scheme shall be packed separately in white Gunny cloths/H.D.P. The bundles packed under these schemes should be marked (X) by Red Ink.
- 52.4 Books printed under clause 52.1 should be packed strictly in full conformity with provisions of clause 52.3 failing which all incidental charges borne by the Corporation shall be recovered from the defaulting Printer. An additional penalty of Rs. 100/- (Rupees One Hundred Only) per bundle shall also be imposed.
53. Colour strip on the spine and the serial number of the book on the cover page of the books for GENERAL SALE shall be printed and 2017-18" on spine side of every page of the book.

**54. PAYMENTS**

- 54.1 The first running bill shall be entertained only when the Printer has supplied 25% of the allotted quantity of the books. The Printer will be eligible to claim payment up to 75% of the printing charges of the books delivered to the designated depot of the Corporation, further the Printer will be eligible to claim maximum of four running bills. Second, third & fourth running bills can be raised after the delivery of 50%, 75%, 100% of the books allotted to him respectively. He shall submit the bill in triplicate in prescribed form along with the original receipt from the depot and specimen sample of books. The bill should be pre-receipted. If the allotted work is not performed to the satisfaction of the Managing Director, he may even withhold the release of the payment of the running bill.
- 54.2 Only after verifying the observance of all the terms of contract by the Printer, 23% of the total printing charges shall be paid to the Printer. However, if overall printing progress of the Printer is found to be satisfactory the Managing Director at his discretion may release 8% of



the total bill amount payable to the Printer which will be adjusted in final payment.

- 54.3 As a safeguard against printing and other defect and breach of contract which may be discovered later on, 2% of the printing charges will be paid after a period of six months from the date of last supply
- 54.4 If the books are not delivered by the Printer in the respective depots as per dispatch instruction and time schedule given therein, the penalty as determined by the Managing Director may also be imposed and recovered from the running payment.
- 54.5 No Printer shall make any direct contact with the staff of paper depot/book depot for reconciliation of any dues pertaining to unsettled paper account and/or any unsettled account of delivery of books. If such interferences are noticed, a serious view may be taken against the Press engaged in such practice.
- 54.6 No Printer shall make any direct contact with the staff of the Corporation regarding the payments. They may, however, keep in touch with the officers of the technical/finance section only.
- 54.7 If the paper security deposit is made in cash with the Corporation, the Printer can claim the refund of paper security deposit, with the running bill(s) of the payment, only after supply of printed material/books or return of paper involved in corresponding paper security deposit to the satisfaction of the Corporation.
- 54.8 If the paper security is deposited in the form of FDR or Bank Guarantee, the refund of such paper security will be made only after the completion of printing work to the satisfaction of the Managing Director.
- 54.9 The payment of bills to the Printer will be made by Cross Account Payee cheques or RTGS Transfer only.
- 54.10 The Bank Guarantee/F.D.R. will be returned after the satisfactory completion of the allotted work of academic year.
55. The books should be printed strictly in accordance with the terms and conditions of the tender document and agreement thereof. In case of unusable books, complete lot of such books is liable to be declared unusable, rejected and forfeited by the Corporation. Consequently, upto

the double amount of sale price of books shall be recovered from the Printer.

56. The copyright of every book shall always rest solely with the Corporation.
57. (a) Any tax, duty, cess, etc which is payable by the Printer according to the provision of the enactments, it shall be paid by the Printer .
- (b) There shall be deduction of taxes at source (TDS) by the Corporation according to the provision of the Central Government, State Government and local bodies and be credited to their respective account as deducted from the payable amount to them .
- (c) Any tax, duty, cess, etc which is payable by the Corporation according to the provision of enactments, shall be paid by the Corporation.
58. Applicability of Goods and Service Tax (GST)
- (a) If the proposed, GST, Act comes into force during the contract period, the Corporation may consider effect of variation in tax.
- (b) Subject to confirmation of registration under the newly applied GST Act and payment of the levied GST on supply of goods and services to the Corporation, the Printer shall be required to furnish a declaration on affidavit that:-
- "(i) No Amount of tax is due for payment to Government (State or Central) exchequer, which was charged by them on the goods or services supplied to the Corporation at the time of switching from applicable current indirect tax to GST Act and law, and if any liability occurs with respect to Law/Act applicable before enactment of GST Act and Law the same will be paid by the bidder/Printer.
- (ii) No amount on account of any indirect tax will claimed by us from the Corporation related to relevant Act or Law applicable in India before enactment of GST Act and Laws.
59. The Printer shall allow the officers authorized by the Managing Director, to visit and inspect the printing press, where the books are being printed to assess the progress of printing, the stock of paper etc.,

and its account. Printer will also be required to satisfy the visiting officer in respect of the satisfactory use of paper supplied by the Corporation. The Printer will maintain the record of printing progress according to time schedule given by the Corporation. This record would be checked by inspecting authority at the time of inspection of the press.

60. In case any breach of the terms and conditions and clauses of the agreement are detected, the Managing Director shall take such penal action as he deems fit.
61. If unauthorized/spurious copies of the books allotted for printing to the Printer are found in the market or elsewhere, the Managing Director will take suitable legal action against the offenders. In such case the concerned Press shall also bear the responsibility of legal action against the defaulter Press/party/offenders because of print line of the Printer carries in the books which is also being misused.
62. If circumstances arise in which the Corporation is compelled to withdraw any printing work partially or fully, the Managing Director, reserves the right to withdraw completely or partially any printing work allotted to the Printer before or after the execution of the agreement without incurring any liability. In such condition the Printer cannot claim any compensation, damages or loss from the Corporation.
63. That, if any dispute arises out of this tender before the agreement is signed, it shall be subject to the jurisdiction of the Hon'ble Madhya Pradesh High Court, Jabalpur only.
64. ARBITRATION: All disputes and differences arising out of the agreement or any breach of contract shall be referred to arbitration by the sole arbitrator Additional Chief Secretary/Principal Secretary/Secretary, Government of M.P School Education Department, Bhopal or his nominee. The decision of the Arbitrator shall be final and binding on the parties. The provisions of Arbitration & Conciliation Act' 1996 shall apply to the proceedings before the Arbitrator.

**MANAGING DIRECTOR  
M.P.TEXTBOOK CORPORATION  
BHOPAL**

**AGREEMENT**

An Agreement made at BHOPAL this day ..... of.....  
2017 between Managing Director, Madhya Pradesh Text Book Corporation.  
"Pustak Bhawan" Arera Hills, Bhopal M.P. (Hereinafter referred to as the  
Managing Director which expression shall unless repugnant to the context or  
meaning thereof includes its successors and assigns) on behalf of the Madhya  
Pradesh Text Book Corporation of the ONE PART.

AND

M/S .....  
having its office at ..... (hereinafter referred to as the Printer  
which expression unless repugnant to the context or meaning thereof includes  
its assigns, successors and administrators) of the OTHER PART.

WHEREAS the Managing Director has invited tenders for Printing and supply  
of Textbooks with cover for the academic year 2017-2018 vide tender No.  
..... dated ..... on the terms and conditions envisaged in the  
tender document and purchased by the Printer.

AND WHEREAS the Printer having accepted each and every terms and  
conditions contained in tender document and submitted his bid.

AND WHEREAS the Managing Director accepted the bid submitted by the  
Printer vide its letter of acceptance dated .....Now in  
consideration of the promises and the mutual promises and undertakings  
hereinafter specified and for other good and valuable consideration, this  
agreement witnesses and is hereby agreed to as follows :

1. The following documents shall form and be construed as a part of the  
agreement:
  - (i) The letter of acceptance dated .....
  - (ii) Agreement Deed
  - (iii) The terms and conditions of the contract

(iv) Specifications of Printing paper /Cover Paper Annexure-II(A) &(C)

(v) Schedule of specifications for printing Schedule I and Schedule II

The aforesaid documents shall be taken as complementary and mutually explanatory to one another but in case of discrepancies and ambiguities shall take precedence in the order set out above.

2. In consideration of the payment to be made by the Managing Director to the Printer as hereinafter mentioned, the Printer hereby covenants with the Corporation to Print, Textbooks including their covers in conformity with and in all respects with the provisions of the contract mentioned in terms and conditions of the tender document accepting all of them.
3. The Managing Director hereby covenants to pay to the Printer in consideration of the Printing of Textbooks with cover on the terms and conditions contained in terms and conditions of the tender document at the contract rate at the time and in the manner prescribed by the contract and mentioned in terms and conditions of the tender document.
4. The description of the work and the specifications thereof shall be of those mentioned in the annexure to this Agreement. (Schedule I and II).
5. The Printer has deposited Rs..... (in words) ..... as Printing Performance Security in Cash/Bank Draft with the Managing Director, M.P. Textbook Corporation being 10% (Ten percent) of the value of the printing charges payable to him under this contract. The printing performance security deposit shall be refundable without interest after satisfactory completion of the contract, as early as possible along with the final payment.
6. The period of contract shall be for 365 days from the date of signing of the agreement.
7. The printing performance security deposit will be refunded as early as possible on the satisfactory performance of the contract. No interest shall be paid on printing security deposit.

8. The copyright of every book, shall always rest solely with the Corporation.
9. Managing Director reserves the right to increase or decrease the quantity of printing work upto 50% within the period of the contract on the same terms and conditions and on the same rate as accepted for the tendered quantity at any time of the contract period. The books printed against the additional order shall have to be supplied within the time specified by Managing Director.
10. Printer shall arrange the funds for making printing performance security deposit, Paper security deposit and execution of printing work on his own, the Corporation shall not be a party to his financial arrangements.
11. Printer shall submit Transit Insurance Policy for lifting of printing paper and cover paper from godown of the Corporation to destination of the printing press, thereafter Transit Insurance Policy of finished product i.e. printed books from the printing press to the designated depot of the Corporation. The Printer shall submit a copy of Policy paper of Transit Insurance Policy purchased by him to the Corporation at the time of lifting of first consignment of the paper.
12. (a) The Printer shall submit a authority letter addressed to the Manager, Central Depot, through Corporation head-office intimating the name of representative who shall be duly authorized to obtain paper on behalf of the Printer along with photo identity document, address proof and his signature duly counter signed by the Printer.  
(b) No Paper shall be supplied in absence of proper authorization and non submission of required documents mentioned in above sub clause.
13. The agreement shall be executed by the successful bidder at Bhopal on non-judicial stamp paper as notified by the state of Madhya Pradesh, witnessed by two persons. The successful bidder shall bear all expenses for execution of the agreement.

14. All dispute and differences arising out the agreement or any breach of contract, except in the matters on which the decision of the Managing Director, is declared final, the same shall be referred to the sole arbitrator Additional Chief Secretary/ Principal Secretary/Secretary to the Government of Madhya Pradesh, School Education Department, Bhopal or his nominee for arbitration. The decision of Arbitrator shall be final and binding on both the parties. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the proceedings before the Arbitrator.
15. The period of contract shall be for 365 days from the date of signing of the agreement IN WITNESS WHEREOF the parties here to have signed this Agreement on the day ..... month ..... and year, 2017 respectively mentioned against their signature.

WITNESS

SEAL & SIGNATURE OF PRINTER

1.

NAME :

DATE :

(Name & Address)

2.

(Name & Address)

WITNESS

MANAGING DIRECTOR

1.

M.P.TEXTBOOK CORPORATION,

BHOPAL

(Name & Address)

2.

(Name & Address)

**SCHEDULE – I**  
**SCHEDULE OF BOOKS TO BE PRINTED BY OFFSET PROCESS ONLY**  
**(YEAR 2017-2018)**

S.No.	Name of Text Book to be printed	Total No. of pages including preliminary pages & quantity of books	Total Qty. of Printing Paper required including wastage in tons	Size of paper (58.5x84 cms.) Reel 84cms	Qty. of Cover paper of 61x86.5 cms	No.of sheets of Cover paper	Total Cost of printing paper & cover paper	Name and Address of the Printer	Name of the Banker
1	2	3	4	5	6	7	8	9	10

**DY GENERAL. MANAGER (PRINTING)**  
**M.P. TEXTBOOK CORPORATION, BHOPAL**

**SEAL AND SIGNATURE OF PRINTER**  
**DATE .....**



**SCHEDULE - II**  
**SCHEDULE OF BOOKS TO BE PRINTED BY OFFSET PROCESS ONLY**  
**(YEAR 2017-2018)**

S.No.	Name of Text Book	Size of book	Number of pages to be printed	Size of page	Colour Scheme	Type of Printing paper 84 cms Reel	Type of Binding	Qty. of Books to be printed	Rate per one thousand forme of 8 pages	Specification of cover printing Page 1 in four colour and Page 2 to 4 Blank for all books
1	2	3	4	5	6	7	8	9	10	11
							Perfect Binding			

**DY GENERAL MANGER (PRINTING)**  
**M.P. TEXTBOOK CORPORATION BHOPAL**

**SEAL AND SIGNATURE OF PRINTER**  
**DATE .....**

**Annexure-II(A)****Specifications of Printing Paper For NVE TEXT BOOKS For Class 9 to Class 12**

[see clause 17.1(b)]

<b>Sr. No.</b>	<b>Quality requirement of the paper</b>	<b>Water Mark Maplitho</b>
1.	GSM	80
2.	Mechanical Pulp, %	20 (Max.)
3.	PH	not less than 5.0
4.	Tensile index, Nm/g	
	MD	30 (min)
	CD	20 (min)
5.	Brightness	80/85 (Min.)*
6.	Opacity, %	84/87 (Min.)*
7.	One minute Cobb Test (Avg.)	25 (Max.)
8.	Wax pick	No Pick on 10 A
9.	Smoothness, Bendsten MI/min. (Avg.)	280 (Max.)
10.	Tear Index, mNm <sup>2</sup> /g	
	CD	4.0 (Min.)
	MD	3.5 (Min.)
11.	Double fold strength (min.)	
	CD	10 (Min.)
	MD	15 (Min.)

\* as the case may be

**Annexure-II(B)**

DELETED

**Annexure-II(C)**

**Specifications of Cover Paper For For NVE TEXT BOOKS For Class 9 to Class 12**

[see clause 17.1(b)]

<b>Sr. No.</b>	<b>Quality requirement of the paper</b>	<b>Coated M.G.</b>
1.	GSM	230
2.	PH	5.5 to 7.5
3.	Brightness	75 (Min.)
4.	Opacity, %	85 (Min.)
5.	Smoothness, Bendtsen ml/min. (Avg.)	150 ml./Min.
6.	Tear (min.) each direction	50 (Min.)
7.	Breaking length (Min.) in meters	
	MD	3500
	CD	2500
8.	Double fold strength (min.)	
	CD	15 (Min.)
	MD	18 (Min.)
9.	Gloss (%) (min.)	55
10.	Moisture	5.5 +/- 0.5 %

**:DETAILS OF PROPOSED NVE TEXTBOOKS TO BE PRINTED WITH COVER ON WEB OFFSET MACHINES FOR THE ACADEMIC YEAR 2017-2018**

**Books : are to be supplied to the Corporation depot situated at : INDORE, UJJAIN, KHANDWA, BHOPAL, JABALPUR, GWALIOR, SAGAR and REWA.**

**Book sizes will be 20X27cms/20X26cms/20X25.3cms (forme of 8 pages)**

Category : 1		1. Colour Scheme Of Text - As Per Col. No. 6 2. Colour Scheme Of Cover-page - <b>1 in four colour &amp; cover page 2 to 4 Blank.</b> 3. Printing paper-80 GSM Water Mark Maplitho (in Reel of 84 cm.) 4. Cover paper- 230 GSM Coated MG Cover Paper (61x86.5 cm) 5. Binding-Side Staple (3 staples). Perfect binding					
Group No.	Sub Group No.	Name of the Book* & Class	Approx. No. of pages	Approx. No. of Books to be Printed	Colour Scheme	Approx. Qty of Printing Paper In tons	Required earnest Money in Rs.
1	2	3	4	5	6	7	8
1	1	SECURITY CLASS - 9	344	2500	Single Col.	17.00	
	2	SECURITY CLASS - 10	403	2500	Single Col.		
	3	SECURITY CLASS - 11	274	1500	Single Col.		
	4	SECURITY CLASS - 12	334	1500	Single Col.		
	5	IT CLASS - 9	400	13000	Single Col.		
<b>Total</b>						<b>17.00</b>	<b>15000/-</b>
2	1	IT CLASS - 10	393	10000	Single Col.	23.00	
	2	IT CLASS - 11	775	1500	Single Col.		
	3	IT CLASS - 12	472	1500	Single Col.		
	4	BEAUTY AND WELNESS - 9	395	12000	Single Col.		
	5	BEAUTY AND WELNESS - 10	250	1500	Single Col.		
<b>Total</b>						<b>23.00</b>	<b>15000/-</b>
3	1	HEALTH CARE CLASS - 9	165	16000	Single Col.	21.00	
	2	HEALTH CARE CLASS - 10	189	6000	Single Col.		
	3	PHYSICAL EDUCATION AND SPORTS CLASS -9	448	4000	Single Col.		
	4	PHYSICAL EDUCATION AND SPORTS CLASS -10	409	500	Single Col.		
	5	BANKING AND FINANCE - 9	243	2500	Single Col.		
	6	BANKING AND FINANCE - 10	227	2500	Single Col.		
	7	ELECTRICAL TECHNOLOGY - 9	196	3500	Single Col.		
	8	ELECTRICAL TECHNOLOGY - 10	205	3500	Single Col.		
	9	TRAVEL AND TOURISUM - 9	75	2500	Single Col.		
	10	TRAVEL AND TOURISUM - 10	139	1500	Single Col.		
<b>Total</b>						<b>21.00</b>	<b>15000/-</b>

**TECHNICAL BID FORM**  
(To be submitted physically as per key dates)

**(TO BE SUBMITTED IN ENVELOPE "A" SUPERSCRIBED WITH WORDS IN CAPITAL LETTER "COVER A : TECHNICAL BID FOR PRINTING OF NVE TEXTBOOKS FOR CLASS 9 TO 12 WITH COVER ON WEB OFFSET MACHINES FOR THE ACADEMIC YEAR 2017-2018) (FOR THOSE PRINTERS WHO ARE REGISTERED WITH THE M.P. TEXTBOOK CORPORATION)**

To,

The Managing Director,  
M.P. Textbook Corporation  
Arera Hills, Bhopal-462011

FROM : -----  
-----  
-----

1. Telephone No. :-.....
2. Fax No. : .....
3. Mobile No.:- .....
4. E-mail ID : .....
5. PAN No. : .....

**SUB. :- TECHNICAL BID for Printing of NVE Textbooks FOR CLASS 9 TO 12 With Cover on web offset machines for the Academic Year 2017-2018**

**REF. :- Your Tender Notice No. PTG. 19/2017-18 due on 10.07.2017**

Dear Sir,

1. In response to the above tender notice, I/We submit our TECHNICAL BID for printing of NVE textbooks for class 9 to 12 with cover on web offset machines for the academic year 2017-2018. I/We shall abide by all the terms and conditions envisaged in your tender document.

2. The following documents are enclosed herewith: -

- (i) Money receipt of tender document fee amount only Rs. 570/- Yes/No  
in original\*

OR

Tender document fee of Rs. 570/- in form of Bank Yes/No  
Draft

(ii) Earnest Money Deposit in the form of Bank Draft. Yes/No

OR

Money receipt for Earnest Money Deposit in original\*. Yes/No

\*In case the Money deposited in cash with the

Finance section of M.P. Textbook Corporation

(iii) Authority of the concerned Press in the form of Notarized Power of Attorney to the effect that the bidder has been authorized to submit bid on its behalf and if an order is placed with the bidder the

Press undertakes to execute the work in time.

Yes/No

(iv) Proof of purchase of Printing Machine. Yes/No

(Please attach Sale Letter/Invoice of purchase of machine)

(v) A Declaration that the Press has not been currently debarred by NCERT/OR any State Textbook

Corporation or department of the Central Government or any

State Government or any PSU

Yes/No

(vi) Information regarding deposit of Earnest Money Deposit in Prescribed form Yes/No

(vii) A Self attested Photocopy of PAN card of the Sole Proprietor or Press issued by the Income Tax Department. Yes/No

Note :- No rates should be quoted in the Technical Bid in form "A", rates should be quoted in the Commercial Bid in form "B" only.

3) Details of Earnest Money Deposit enclosed

(Earnest Money Deposit to be enclosed only for Group(s) quoted)

S.No.	Group No.	Prescribed Earnest Money Deposit	Bank Draft No./M.R.No.	Amount	Name of Bank
1	2	3	4	5	6
Total					

Note :- Please enclose separate sheet if there is dearth of space.

4) Detail of Tender document fee.

S.No.	Prescribed Tender Document Fee	Bank Draft No./M.R.No.	Amount	Name of Bank

1	2	3	4	5
<b>Total</b>				

**Declaration**

**I..... S/o/D/o/W/o Shri .....**

**Resident of ..... State ..... hereby declares -**

- (i) that the printing machines and other equipments have been installed in my printing press and proprietary rights solely rest with the press owner/firm.
- (ii) that the groups mentioned in schedule of Para (3) are within the assessed capacity of my Printing Press and the Printing Press is technically competent to execute the work of those Group(s) in accordance with terms and conditions of the tender document.
- (iii) that the Authority of the Printing Press is enclosed in the form of Notarized Power of Attorney to the effect that the bidder has been authorized to submit bid on its behalf and if an order is placed with the bidder, Printing Press undertakes to execute the work in time.
- (iv) that the Printing Press is currently not debarred by NCERT or any State Textbook Corporation or Department of the Central Government or any State Government or any PSU for taking part in tender of printing of Text Books or Printing Work.
- (v) that the perfect binding machine(s) is installed in my printing press and proprietary rights solely rest with the press owner/firm.

OR

that the perfect binding machine(s) is not installed in my printing press and perfect binding work shall be done through outsourcing.

- (vi) that the printing press has requisite computer expert staff for printing and online operations.
- (vii) that none of near relative(s)\* of any owner, authority of the tenderer, for whom the bid is being submitted and as defined in the tender document is/are employed with M.P. Textbook Corporation.

OR

that Mr./Ms. ....is employed with M.P. Textbook Corporation who is the near relative of the bidder Owner/Authority of the bidder .

**Verification**

I.....S/o/D/o/W/o.....  
.....Resident of....., do here by verify that information contain in above Para (1) to (4) and sub para (i) to (vii) of above declaration are true and correct to the best of my knowledge. In case at any stage, it is found that the information given by me is false or incorrect, M.P. Textbook Corporation shall have the absolute right to take any action as deemed fit, without any prior notice or intimation to me.

**Verifier**

**Place :-**

**(Name & Signature of bidder/authorized Signatory of the Printing Press with date and seal)**

Note : - Please sign each page with date and affix the Seal of the Printing Press.

\*Note :- The near relative(s) means :

- a) Members of a Hindu Undivided family;
- b) They are husband or wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in law)

**ANNEXURE- V**  
**TECHNICAL BID FORM - DELETED**



**COMMERCIAL BID**

**(To be submitted as per key dates)**

**(TO BE SUBMITTED IN ENVELOPE "B" SUPERSCRIBED WITH WORDS IN CAPITAL LETTER "COVER B : COMMERCIAL BID FOR PRINTING OF NVE TEXTBOOKS FOR CLASS 9 TO 12 WITH COVER ON WEB OFFSET MACHINES FOR THE ACADEMIC YEAR 2017-2018")**

To,

The Managing Director,  
M.P. Textbook Corporation  
Arera Hills, Bhopal-462011

FROM :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB :- COMMERCIAL BID FOR PRINTING OF NVE TEXTBOOKS FOR CLASS 9 TO 12 WITH COVER ON WEB OFFSET MACHINES FOR THE ACADEMIC YEAR 2017-2018.**

**REF :- Your Tender Notice No. PTG-19/2017-2018 due on 10.07.2017**

-0-

Dear Sir,

In response to the above tender notice I/We quote our rate in the enclosed Commercial bid for Printing of NVE Textbooks for class 9 to 12 with cover sheet on web offset machines for the academic year 2017-2018.

I/We have read the tender document and having full knowledge of the provisions of the tender document, I am submitting the enclosed Commercial bid. I/We do hereby also declare and promise that I/We shall abide by all the terms and conditions envisaged in the tender document.

Enclosed :- As above.

**Yours Faithfully,**

Place :-

**(Signature of bidder/authorized Signatory of the press with date and seal of the printing press)**

## COMMERCIAL BID

**TO BE SUBMITTED IN ENVELOPE "B" SUPERSCRIBED WITH WORDS IN CAPITAL LETTER "COVER B":**  
**COMMERCIAL BID FOR PRINTING OF NVE TEXTBOOKS FOR CLASS 9 TO 12 WITH COVER FOR ON WEB OFFSET MACHINES THE ACADEMIC YEAR 2017-2018**  
**BINDING - SIDE STAPLE (3 STAPLES) PERFECT BINDING**

SNo.	Group No.	Size Of Book	Color Scheme Of Text	Color Scheme Of Cover	Group No.	EMD Rates	Rates should be quoted per one thousand forme of 8 pages in Rupees & Paisa, Paisa if any upto two decimal places as per the size shown in column No. 3	
							In Figure	In Words
1	2	3	4	5	6	7	8	9
1	1	20x27 cms/ 20x26 cms/ 20x25.3 cms	<b>Title(s) 1 to 5 in Single colour</b>	cover page 1 in four colour and cover page 2 to 4 blank (as mentioned in annexure -III)	1	15000/-		
2	2	20x27 cms/ 20x26 cms/ 20x25.3 cms	<b>Title(s) 1 to 5 in Single colour</b>	cover page 1 in four colour and cover page 2 to 4 blank (as mentioned in annexure -III)	2	15000/-		
3	3	20x27 cms/ 20x26 cms/ 20x25.3 cms	<b>Title(s) 1 to 10 in Single colour</b>	cover page 1 in four colour and cover page 2 to 4 blank (as mentioned in annexure -III)	3	15000/-		

**Signature of bidder with date and seal of the press**