



Chhattisgarh Text Book Corporation

Raipur

B/4 M.R. Colony, Tagore Nagar, Raipur

TEL. NO. + 91 - 771 - 2422151

Fax. No. + 91 - 771 - 2421531

TECHNICAL TENDER
(Form 'A')

ON ALL INDIA BASIS

For the year 2008-2009

Tender for
Printing, Binding and Distribution
of Textbooks

Tender Notice No. P-2/2008-09 Dt. 21/07/2009

Cost of Tender Form : Rs. 1000/-



8. Total quantity offered. : (Total quantity the tenderer intends to complete within 90 days.) (Please state the firm commitment in terms of number of copies upto 192pages Centre Stitchnng/side Stitching and more than 192 pages Perfect Binding.	No. of colours	No. of copies Centre Stitching upto 192 pages	No. of copies Up to 192 pages side Stitching	More than 192pages in Perfect Binding
	Single Col.			
	2 Col.			
	4 Col.			

9. Period of Supply : 90 days from issue of work order.

10. Period of Validity of Offer : One year.

11. Statutory permissions : required for running a business

(a) The Factories Act 1948 : Registration No. Date
OR

(a) Shops & Establishments : Registration No. Date
Act 1948 or / relevant State Act

12. Is your firm registered under following Acts ?
If so, please furnish details :

(a) The Indian Companies : Registration No. Date
Act, 1956

(b) The Indian Partnership : Registration No. Date
Act, 1932

(c) Societies Registration : Registration No. Date
Act, 1860

(d) A sole proprietary :
business :

13. Printing Machinery :

(a) **Sheet-fed Offset**

Size	Make	Year	No. of Colours	Nos.

(Attach separate list, if necessary)



(b) Web Offset with 578 mm

	M/C No.1	M/C No.2	M/C No.3	M/C No.4	M/C No.5
(1) Make					
(2) Year					
(3) No. of Colours					
(4) Speed per hr.					
(5) Width					
(6) Any other					

If the number of machines are more than five, enclose a separate sheet.

(c) Any other

14. (a) Printing capacity per day.

No. of Cols.	No. of Impressions		
	24" × 34"	17" × 24"	578 mm web
Single Col.			
Two Col.			
Four Col.			

(b) Normally how much printing capacity per day will be given to the Corporation out of the total capacity per day.

No. of Cols.	No. of Impressions		
	24" × 34"	17" × 24"	578 mm web
Single Col.			
Two Col.			
Four Col.			



15. The tenderer should clearly indicate :

- (i) Whether he owns the binding unit/bindery. Yes / No
- (ii) Whether he has associated binding unit/bindery belonging to some other party. Yes / No
- (iii) Whether (i) or (ii) is located at the same premises of his printing unit. If not, indicate the locality and distance from his printing unit. Yes / No

- (iv) In case of associated bindery,
 THE TENDERER SHALL ENCLOSE A LETTER OF CONSENT FROM THE OWNER OF THE ASSOCIATED BINDERY / BINDERIES.

(v) Binding Machinery :

Binding Machinery	Make	Size	No. of Machines	Automated/ Manual	No. of Gathering Stations	Speed per hour
Folding 16 pp/32 pp						
Centre Stitching						
Cutting Machines						
Gathering Machines						
Perfect Binding						
Hot Lamination Machines						
Other Machines						

Note : (1) The tenderer is expected to give all details in the above format if the bindery is owned by him.

(2) In case of associated bindery, give name, address, insurance policy and the details of machinery etc. in a separate sheet.

16. State your binding capacity : No. of Books
 per day in terms of books
 Centre Stitching/Side Stitching
 192 pages books Perfect Binding
- (a) Upto 4 forms of 32 pages :
- (b) 5 or more forms of 32 pages :



Perfect Binding

17. Please indicate firm commitment as to how much binding capacity : No. of copies of Centre Sewing books per day.
Corporation's work by your bindery No. of copies of Perfect Binding or associated bindery. books per day.
18. Area occupied :-
(a) Space available for manufacture : Sq. Mtrs. Ownership/Rental
(b) Space available for storage : Sq. Mtrs. Ownership/Rental
19. No. of A-1 size reams/reels :
of paper which could be stocked at one time.
20. (a) State whether premises and :
goods are insured against fire, flood, theft, burglary etc. If so, please state the amount and name of the insurance Co. with Policy No.
- (b) State whether Corporation's material:.....
and goods viz. paper, printed material etc. would be covered by insurance ?
21. Whether auxillary equipment, such :
as 'Forklift' etc. is available or would be made available for loading, unloading or movement of reels, reams and printed material at and in the bindery ?
22. Name and Address of your :
Bankers stating the name in which the account stands and notify change, if any, effected.
23. Are you doing textbook printing work for Textbook Corporation of any State in India. If yes,
(a) For which State/States
(b) Since when
(c) How many copies you have
printed in academic year 2006-07, 2007-08
(d) Please obtain Performance certificate from Textbook Corporation, where you are doing printing work and enclosed with tender form.

Note : Please give correct and realistic information. Tender with incomplete information or no information will be treated as incomplete tender. Please use separate sheet, if required, to give additional information.

Date : _____
Place : _____

Tenderer's Official Signatory
Name and Designation with Rubber Stamp
or Official Seal of the Firm



ENCLOSURE TO FORM 'A'
(Technical Tender)

IMPORTANT INSTRUCTIONS TO THE TENDERERS

For Printing, Binding and Distribution of Textbooks

- (1) **Printers registered under various State and Central Acts in India, who are having the capacity of printing and binding minimum Two Lac copies of a book upto 192 pages of Centre Stitching and/or One Lac copies of a book of more than 192 pages of Perfect Binding per month are eligible to submit the tender. The Corporation shall have the right to verify printing and binding capacity of the tenderer / printer if necessary.**

- (2) **The tendering shall be by two envelope system i. e. one envelope with 'Technical Tender' (Form 'A') and the second envelope with 'Commercial Tender' (Form 'B'). The tender shall be submitted in prescribed forms and completed in all respects.**

The tender form should be filled legibly in ink or typed and sealed at both the ends in a cover superscribed with the words in ink or typed 'Tender for Printing and Binding of Textbooks'. The envelope should be sent so as to reach the office of the Managing Director, Chhattisgarh Textbook Corporation Raipur before the time and by the date fixed for the submission of the tender.

- (3) **Tender shall be submitted in prescribed form only and completed in all respects. Incomplete tender will be rejected. Tender form is non-transferable.**

- (4) (i) **A demand draft of Rs. 1,00,000/- for which the offer is quoted as Earnest Money Deposit drawn on any Nationalised / Scheduled bank payable at Raipur in favour of 'Managing Director, Chhattisgarh Textbook Corporation Raipur'. The demand draft towards earnest money should be submitted in a separate envelope marked E.M.D. and kept in the envelope of 'Technical Tender' (Form 'A'). D.D. drawn on other than Nationalised / Scheduled bank will not be accepted. Cheque will not be accepted. Tenders without earnest money or inadequate amount of Earnest Money shall be rejected on the spot at the time of opening of tender. Refund of Earnest Money/Security Deposit due from Corporation against previous transaction, if any, will not be considered for this tender.**

- (ii) **The earnest money deposit will be forfeited, if the tenderer fails to execute the contract after acceptance of his offers.**

- (iii) **A Tenderer may submit a tender form, for the following slabs.**



No. of copies of a single title given for printing, binding and plate making

- 1 to 5000 Copies
- 5001 to 10,000 Copies
- 10,001 to 20,000 Copies
- 20,001 to 1,00,000 Copies
- 1,00,001 to 2,50,000 Copies
- 2,50,001 to 5,00,000 Copies
- 5,00,000 and above

Tenderer may submit the tender for any one or more slabs or for all the above slabs. Number of copies under these seven slabs indicates the number to be printed for a single title. Total number of copies to be allotted will depend on the rate quoted by the tenderer and his capacity assessed by the Corporation. The Corporation reserves the right, as to which titles should be allotted to the tenderer for printing. Total number of copies will be restricted to the total quantity offered by the tenderer to complete within 90 days and the production capacity assessed by Corporation, subject to clause 9(b) of the Commercial Tender.

(5) Following documents should be enclosed with Tender :-

- (i) Earnest Money Deposit (EMD).
- (ii) Self attested copy of valid Sales Tax and Central Sales Tax/VAT registration and latest Tax Clearance Certificate. In case the tenderer is exempted from payment of ST/CST/VAT, copy of exemption certificate issued by the competent authority or a copy of the relevant Government Order / Rules.
- (iii) Copy of the **Power of Attorney** issued in the name of Firm's official only **who would attend the tender opening at the location fixed by the Corporation** and also who is authorised to sign tenders, agreements and other relevant documents.
- (iv) Self attested copy of Valid Factory Registration of the Printing Unit.

OR

Self attested copy of Registration Certificate of the respective law of the concerned State.

- (v) Self attested copy of PAN Card.
- (vi) Performance certificate of the any Textbook Corporation where you worked in the year 2006-07, 2007-08.



Note : Technical Tender submitted without (i), (iii), (iv) and (v) i.e. Earnest Money Deposit, Power of Attorney, Factory Registration or registration under Shops and Establishment Act 1948 or Registration Certificate under the respective law of the concerned State, copy of PAN Card will be rejected, without opening the Commercial Tender.

- (6) Tender shall not be considered valid if :
- (i) It is not received on or before the date and time fixed for its submission.
 - (ii) It is not submitted in the prescribed tender form purchased from/issued by the Corporation.
 - (iii) The tender is conditional and inconsistent with the terms and conditions of the Tender form.
- (7) **All documents furnished by the Tenderer should be duly self attested. Original documents should be produced for verification at the time of opening of Technical Tender. Tenderer should bring all relevant originals of the required documents with him at the time of opening of technical tender. No extension of time limit will be granted for this purpose. In case, certain original document is submitted to any other authority, the tenderer will have to produce proof of its submission, at the time of opening of Technical Tenders.**
- (8) Validity of the offer should be one year. Tenders bearing validity less than one year are liable to be rejected.
- (9) **Conditional offer having conditions other than those specified herein shall not be considered and treated as invalid. However, if the Tenderer withdraws in writing such conditions at the time of opening of Technical Tender, the Corporation at its discretion may consider such Technical Tender.**
- (10) OFFERS REGARDING RATES SHOULD NOT BE QUOTED IN THE TECHNICAL TENDER IN FORM 'A'. IT SHOULD BE QUOTED IN THE COMMERCIAL TENDER IN FORM 'B' ONLY, WHICH IS TO BE ENCLOSED IN SEPARATE ENVELOPE, DULY SEALED.
- (11) Tenderer to furnish balance sheet to justify the turn over more than Rupees 50 lac per year of last 3 years. for Web Printing and Rupees 20 lacs per year of last 3 years for Sheet fed Printing.
- (12) The envelope containing Technical Tender in Form 'A' together with above documents should be sealed and prominently superscribed as 'TECHNICAL TENDER' and Commercial Tender Form 'B' should be sealed and superscribed as 'COMMERCIAL TENDER'. Both the envelopes 'A' and 'B' should then be put in one envelope and sealed and superscribed as "Tender for Printing and Binding of Textbooks". The Tenderer should also write the name and full address of the press on all three envelopes.



- (13) (i) The last date and time for the receipt of tenders in the Corporation's office at 'C.G. T.B.C.', Raipur is **22 / 08 / 2007 upto 2.00 p.m.** The tenders received there after shall not be considered on any ground.
- (ii) Technical Tender will open on 22/08/07 at 3 p.m.. The commercial Tender required in form 'B' will be opened after opening technical tender required in form A and thorough inspection of the tenderer printing and binding machines, space available for ptg. Binding and storage capacity of ptd. forms and finished books. The tenderer must furnish information about mode of transportation for dispatch of finished books to 146 block/6 depot/Dist. Head Quarters as desired by the Corporation..
- (iii) **The commercial tenders received in Form 'B', will be opened after opening technical tenders received in Form 'A'. The date of opening of commercial tenders will be informed separately to those tenderers whose technical tenders are found acceptable after scrutiny.**
- (14) There should not be any overwriting and erasures in filling up of the tender form. Mistakes, if any, may be scored out and neatly written and duly attested by the signatory.
- (15) The right to accept or reject any tender or all tenders (Fully/Partly) without assigning any reason is reserved by the Managing Director of the Corporation.
- (16) Any dispute related to this tender and arising out of terms and conditions thereof, will be subject to Raipur judicial jurisdiction only.

Certificate to be recorded by the Tenderer while submitting offer

I / We have carefully read and understood the above important instructions, terms and conditions of the Technical Tender (Form 'A') and I / We hereby agree to abide them without any prejudice and reservation.

(iii) **The commercial tenders received in Form 'B', will be opened after opening technical tenders received in Form 'A'. The date of opening of commercial tenders will be informed separately to those tenderers whose technical tenders are found acceptable after scrutiny.**

Tenderer's Official Signatory

Date : _____ **Name and Designation with Rubber Stamp**
Place : _____ **or Official Seal of the Firm**

Note : -----



ENCLOSURE TO TECHNICAL TENDER (FORM 'A')

1. E.M.D. (Demand Draft) Yes / No
2. (a) Self attested copy of valid S.T. / C.S.T. / VAT Registration Certificate Yes / No
- (b) Self attested copy of S.T. / C.S.T. / VAT Clearance Certificate Yes / No
- (c) Self attested copy of S.T. / C.S.T. / VAT Exemption Certificate (if available) Yes / No
- or**
- Copy of relevant Govt. Orders/Rules Yes / No
- (d) PAN copy duly self attested Yes / No
- (e) Service Tax Registration Number Yes / No
- (f) Address of Sales Tax Office Yes / No
3. Self attested copy of valid Factory Registration Certificate of the Printing Unit Yes / No
- or**
- Self attested copy of valid Registration Certificate under Shops and Establishments Act 1948 Yes / No
- or**
- Self attested copy of Registration Certificate under the respective laws of the concerned State Yes / No
4. Power of Attorney issued in the name of Tenderer official only Yes / No
5. Performance Certificate of the any Textbook Corporation where you worked 2006-07, 2007-08
.....
.....
6. This is to certify that we have no child labour and follow labour law.

Tenderer's Official Signatory

Date : _____ **Name and Designation with Rubber Stamp**
Place : _____ **or Official Seal of the Firm**

Note : (1) Technical Tender not enclosing the documents mentioned in Sr. Nos. 1, 2(a) to 2(d), 3 and 4 are is liable to be rejected.
(2) The tenderer will have to produce original documents of the above certificates for verification at the time of opening of technical tender.



Chhattisgarh Text Book Corporation

Raipur

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COMMERCIAL TENDER
(Form 'B')

ON ALL INDIA BASIS

For the year 2008-2009

Tender for
Printing, Binding and Distribution
of Textbooks

Tender Notice No. P-2/2008-09 Dt. 21/07/2009



COMMERCIAL TENDER (FORM 'B')
For Printing, Binding and Distribution of Textbooks

1. Full Name and Address :

of the Printer

.....

.....

Note : Terms and Conditions of the Tender attached with Technical Tender and Commercial Tender are applicable for both the Tenders i.e. Technical Tender (form 'A') and Commercial Tender (form 'B').



ENCLOSURE TO FORM 'B'
(Commercial Tender)

Terms and Conditions of the Tender for Printing, Binding and Distribution of Textbooks :

1. **Printers registered under various State and Central Acts in India, who are having the capacity of printing and binding minimum Two Lac copies of a book upto 192 pages of centre stitching/side stitching and/or One Lac copies of a book of more than 192 pages of Perfect Binding per month are eligible to submit the tender. The Corporation shall have a right to verify printing and binding capacity of the tenderer / printer if necessary.**
2. The system of tendering is 'two envelopes' system, i. e. the first envelope will contain the 'Technical Tender' (Form 'A') and the second envelope will contain the 'Commercial Tender' (Form 'B'). The tender shall be submitted in prescribed forms and completed in all respects. **Incomplete tender shall be rejected. Incomplete tender or a tender with incorrect information is liable to be rejected.**
3. The offer shall be quoted both in words and figures in the "Rate cards offered by the Tenderer 1 to 32". In case of discrepancy between offer quoted in words and in figures , the offer in words will be treated as the correct offer of the tenderer.
4. (a) "4(a) Rate Cards 1 to 32 enclosed with the Commercial Tender is a statement showing the basic rates inclusive of all taxes for various categories in Printing, Binding & Supplying of books. The tenderer has to quote his offer for any one or more slabs or for all slabs (details of slabs are given in the rate cards) in Rate Cards 1 to 32 attached with the Commercial Tender. Tenderers having capacity in Web must offer their rates in "Rate Cards from 1 to 16 ". Tenderers having capacity in Sheet Fed Printing must offer their rates in "Rate Cards from 17 to 32". attached with the Commercial tender. Those having capacity for printing in both process i.e. sheet fed and web offset may quote their offer in all the Rate Cards from 1 to 32.

The tenderer will have to pay Rs. 1,00,000 (Rupees One Lac only) as earnest money deposit.

- (b) **After acceptance of the tender, the tenderer will have to give bank guarantee from any Nationalised Bank/Scheduled Bank for 50% of the total cost of printing paper required to complete the work entrusted to him.** The tenderer will also have to submit 100% insurance for printing paper required by him, which will also include insurance coverage of goods during transit in favour of 'Chhattisgarh Textbook Corporation Raipur.
- (c) **After acceptance of Tender the tenderer will have to pay 10% of the cost of work entrusted as a security deposit.** Security deposit should be paid by Demand Draft on any Nationalised / Scheduled Bank payable at Raipur in favour of the 'Mainaging Director, Chhattisgarh Textbook Corporation Raipur.' within fifteen days of the acceptance of tender. Earnest Money of the successful tenderer would be



refunded after payment of security deposit or adjusted against security deposit. Earnest Money of the unsuccessful tenderers will be refunded as early as possible after finalisation of the tender process. No interest would be paid on such amounts.

- (d) The allotment of the work will be on the basis of printing and binding capacity of the printer assessed by the Corporation.
 - (e) The Earnest Money shall be forfeited if the tender is withdrawn :
 - (i) at any time prior to its rejection or
 - (ii) before or after its acceptance is communicated to the tenderer or
 - (iii) if the successful tenderer fails to execute an agreement and fails to furnish security deposit within 15 (fifteen) days from receipt of the letter of acceptance.
 - (f) The security deposit will be refunded as early as possible after the satisfactory performance of the contract. No interest would be paid on such amounts.
5. (a) The printer will be eligible for payment upto 85% of the printing and binding charges within 30 days after supplying total quantity of books as per the schedule given by the Corporation and submitting the bill in triplicate completed in all respects alongwith following documents –
- (i) GRN of books/Delivery Chalan received by the authority.
 - (ii) GRN of CD / Letter of non-submission of CD.
 - (iii) Paper Consumption Statement of Printer duly signed.
 - (iv) Specimen samples of books printed by the printer.
 - (v) Original Copy of the Work Order.

The bill should be in triplicate and pre-receipted. However, if the allotted work is not found satisfactory by the Corporation, the Corporation may withhold the release of 85% payment till the printer replaces quantity of unsatisfactory printed material as per the schedule given by the Corporation. In case of unsatisfactory printing, binding and distribution of books, the tenderer will have to replace the unsatisfactory copies as per the instructions, specifications and schedule given by the Corporation. In case the tenderer fails to comply with any of these conditions of replacement or if the books replaced by him and accepted by the Corporation as saleable but rejected by the Booksellers or Students, the entire cost as per face value of the unsatisfactory books will be recovered or adjusted against the amount of bill payable to the tenderer.

In case unsatisfactory but saleable books are accepted by the Corporation, penalty upto 5 percent of the tender cost of printing and binding will be recovered from bill payable to the tenderer. The decision of the Managing Director will be final and binding on tenderer.

- (b) The Managing Director reserves the right to withhold remaining 15% of the printing charges claimed for a period of 120 days from the date of last supply of total order of books as a safeguard against the printing and other defects which may be discovered later on.



6. (a) The instances like power failure, water shortage or closure of Printing Press due to an order imposed by the Factory Inspector or strike by workers shall not be 'acceptable reasons' for the delay in delivery.
(b) The tenderer shall keep his offer open for **one year** from the date of entering into agreement.
7. The rates once accepted by the Corporation will hold good till the completion of the order. No increase or decrease will be considered on any account at any time.
8. (a) The commission if any, charged by the Banker of the Tenderer, shall be borne by the Tenderer himself.
(b) The Policy of Transit Insurance is to be drawn by the Tenderer. Books and Paper in transit will be at the risk of the Tenderer.
(c) It is obligatory on the part of the tenderer to insure the stock of paper obtained from the Corporation at full value of paper. Policy should be drawn in favour of "CHHATTISGARH Textbook Corporation", Raipur on the basis of goods held in trust and copy of the policy produced to the Corporation at the time of agreement.
9. (a) Tender will be accepted on the basis of Rate quoted in Rate Cards 1 to 32 enclosed alongwith the tender form 'B'. It will be binding on the Tenderer to supply required quantity of books printed as per the sample or finally approved by the representative of the Corporation or persons authorised by the Corporation. **In this connection no deviation shall be accepted in respect of printed material other than as per the sample. In case the Tenderer fails to supply the books as approved by the Corporation or commits breach of any one or more conditions of the tender, the Managing Director shall be competent to forfeit the Security Deposit in full or in part.** In addition to this, the Corporation reserves the right to get printed balance quantity of books from other sources / tenderers at the risk and cost of the defaulter tenderer. The extra expenditure incurred by the Corporation in printing and binding of such balance quantity of books at higher rates from other sources shall be recovered from the defaulter tenderer. The Mainaging Director's decision in this matter shall be final and binding on the Tenderer.
(b) An additional order to the extent of 50% of the total quantity offered by the Tenderer for any book can be placed by the C. G. Textbook Corporation with the successful tenderer, within the period of the contract on the same terms and conditions and at the same rates as accepted for the tendered quantity. The books of the additional order shall have to be supplied within the time specified by the C. G. Textbook Corporation. The work order can also be curtailed upto 50% of the total quantity offered by the Tenderer by the C. G. Textbook Corporation within contract period without any liability on the C. G. Textbook Corporation.
10. (i) The successful Tenderer i.e. Printer shall be required to enter into an Agreement on



Rs. 100/- stamp paper with the Corporation and comply with necessary legal formalities as per the Indian Contract Act 1872. The successful tenderer will bear all legal expenses of execution of the Agreement.

- (ii) The period of contract shall be for one year from the date of entering into agreement. The copyright of every book shall always rest solely with the Chhattisgarh Textbook Corporation Raipur.
- (iii) The successful tenderer shall execute an agreement within 15 (fifteen) days from the receipt of the letter of acceptance of the tender and deposit security amount equal to 10 (Ten) percent of the value of the printing/binding charges payable to him under the contract, less the amount deposited with the tender as Earnest Money, if earnest money is adjusted against security deposit. Agreement shall not be executed without the successful tenderer furnishing the security deposit amount to the Corporation. The security deposit amount will not be adjusted against any previous dues to the printer, if any, due from the Chhattisgarh State Corporation of Textbooks. On request of the tenderer, additional time upto 7 days may be granted by the Managing Director at his discretion for executing the agreement, however this additional time will be deducted from the time given for printing and supply of books.
- (iv) If the tenderer fails to execute the agreement and fails to furnish security deposit amount within the time mentioned above, the earnest money shall be forfeited and / or the Tenderer shall be liable to be debarred from participation from future tender for a period of three years.

11. **Failure to fulfil any of the contractual obligations and/or execution of contract after its acceptance by the tenderer and/or breach of any provision in the agreement by the successful tenderer, and/or violation of the terms and conditions of Technical and Commercial Tender, it may qualify the tenderer liable to be black listed.**
12. **The Tenderer shall lift the paper from Corporation's depot from Raipur at his own cost and risk.**

Particulars	Size	GSM	Paper
(i) Text : Cream Wove	57.8 × 82 cms.	60 / 70	Ream
Text : Cream Wove	57.8 cms.× 82cms.	60 / 70	Reel
Text : Cream Wove			
(ii)Cover : M.G. Cover Paper	61 × 86.5 cms.	140/160	Ream

Note : 70 GSM Cream Wove Paper should be used for four colour text printing.



13. The successful tenderer shall submit bank guarantee for 50% of the total cost of paper to be supplied by the Corporation from a Nationalised Bank/Scheduled Bank within 15 days from the acceptance of tender. If the tenderer fails to do so the Managing Director will have discretion to cancel the work order and the agreement.
14. The Tenderer shall get the paper visually inspected and satisfy himself that the paper is of the requisite quality and quantity before lifting the paper from Corporation,s Depot. No complaint thereafter against the paper shall be entertained.
15. The bank guarantee will be adjusted against any dues or recoveries or penalties from the printer to the Corporation.
16. If any excess paper beyond the admissible consumption or otherwise reaches the printer, the same shall have to be returned by the printer in good condition to the Corporation immediately. In case of failure to do so, the successful tenderer shall be levied a penalty @ 1.5 times the cost of paper.
17. (i) If there are issues pertaining to quality of paper regarding gramage and printability, the printer shall immediately bring such facts to the notice of the Manager, Depot and Genral Manager C.G. T.B.C. Raipur. The samples should be drawn in presence of the authorised representative of the paper mills and sent to the Manager, Depot and Distribution of the Corporation for laboratory testing.
18. (i) If during process of printing there is extra spoilage of paper over and above the permissible limit, such extra paper so required may be allowed on printer's written request @ 1.5 times the cost of paper.
(ii) If during the course of printing the Corporation reduces the work order of any book, the printer will have to immediately inform the position of actual forms printed out of the original order. He has to return the balance paper in good condition immediately. Failure to return such balance paper shall attract the provision of clause 18 (i) above.
(iii) The Tender shall use the same paper for printing of textbooks as provided by the Corporation. If any other paper of any other specification is used, such copies of the books will be rejected and the rejected books will be confiscated and the order for printing such quantity of books in question will be given to any other printer at the cost and risk of defaulting Tenderer. In such case the provisions of clause 18(i) will be made applicable.
(iv) If any recovery on account of cost of paper, remains as balance to be recovered from the Bank Guarantee or from the security deposit, it shall be adjusted against the dues payable to the printer.
(v) The Printer shall ensure that the paper supplied by the Corporation is used for Corporation's work only and that it is not misused. If it is found that the paper supplied by the Corporation has been misused or sub-standard paper has been used for Corporation's work, the Managing Director reserves the right to cancel the Work Order forthwith and take possession of printed material along with the



balance stock of paper supplied by the Corporation. In such event, the Managing Director shall also have the right to forfeit Security Deposit and Bank Guarantee of the concerned printer. Such printer shall not be entitled for any payment for the work executed by him and he may be liable to be black listed by the Corporation.

19 (a) “Wastage will be allowed to the printer on the paper required for printing of the book at the following scale.

(a) Printing in single colour 2%

(b) Printing in Three and Four colour 2.5%

(c) For cover printing 2.5%

(b) **The Corporation will provide the required CD to the printer, the printer will however have to collect the same from the office of the C.G. TBC Raipur. The printer shall not make any changes in CD. The printer will have to get the machine proof approved from the Corporation's authorized officials before final printing. In case the machine proofs are not sent for approval within the specified time, the tenderer should see that printing is done as per the specimen copy given to him and as per the required standard and quality. However, in latter case the entire responsibility lies upon the tenderer. 5% of printing charges will be charged daily if proof not approved.**

(c) The printer may purchase specimen copies of the books, if he desires.

20. The binding should be done as per the specifications given below -

Centre Stitching : Up to 192 pages side or Centre Stitching/side Stitching will be done.

Perfect Binding : Automated machines with notching, side gluing of good quality.

(a) The Tenderer should ensure that all forms are cut into loose leaves before application of adhesive.

(b) Notching depth should be minimum of 0.5 mm and distance between two consecutive notches should be at least 0.10 mm.

(c) The adhesive applied should be of good quality and the minimum thickness/coating of adhesive on book back should be 0.5 mm.

Trimmed sizes of books :

(2) A-4 size = 20 × 27 cms.

For books upto 192 pages **centre stitching/side stitching** is to be used. For books more than 192 pages **perfect binding** is to be used.

21. (i) The Printer will be allotted work of printing of books by the Corporation as per his offered quantity subject to his capacity as per assessment by the Corporation. **However, not more than ‘Two Lac’ copies of a single title will be allotted to him at a time.** The tenderer shall deliver at least **33% of the ordered copies per month** in good condition and as per the specifications, at the 146 Depots of the



Corporation. In case of work orders less than 50,000 books, 100% copies of books should be delivered within 45 days from the date of firm order or as per the delivery schedule given by the Corporation.

- (ii) In case of delay in supply of books, tenderer shall be liable to pay penalty @3% (three percent) per week on the printing and binding charges of the balance quantity as per the tendered cost for first four weeks and thereafter @5% (five percent) per week. After six weeks his work order will be cancelled. For the purpose of calculating 'week' for levy of penalty, day's exceeding 4 days will be considered as a 'week'.
 - (iii) If the progress of work at any stage is found slower than expected and if the Corporation is convinced that the printer will not be able to complete the work in time, the Corporation shall cancel the contract in full or in part and give it to other tenderer at the cost and risk of defaulting printer. In such cases the provision of clause 9(a) & 18(i) will attract. In the event of such cancellation, the security deposit of the tenderer shall be forfeited and the printer will not be entitled to any compensation.
22. The printer shall stack the books in 25/50 as specified in the order duly tied with gunny string or machine strapping strong enough to bear the weight of the packet. The packets then should be packed/bundled in gunny bags. The weight of the each bundle should not be more than 55 kg.
 23. The losses, damages and shortages in transit or otherwise shall be borne by the printer. In case of damage claim/insurance claim, the printer shall keep such damaged goods aside for insurance assessment and should not dispose off or use it till such assessment is done and such goods should be returned to the Corporation.
 24. The printer shall not print more than the ordered number of copies of the books. If the printer has printed more than the ordered number of copies, the printer shall return such excess copies to the Corporation for which printing charges will be paid to him. Otherwise the Corporation shall confiscate such copies and also impose penalty as the Corporation may deem fit. Such tenderer shall be liable for black listing for a period of three years or more.
 25. The printer will return original design CD and etc. supplied by the Corporation in good condition, within 3 (three) days from the date of despatch of the last lot of the ordered books. In the event of any loss, damage or non-return of the aforesaid materials, the printer shall be liable to pay penalty at the rate of Rs. 300/- (Rupees Three Hundred only) per negative or positive, art pull or original design or illustration or other material.
 26. In case of misuse of CD designs, art-pulls or butter print supplied by the Corporation the Managing Director reserves the right to cancel the work order forthwith and to take possession of such material with the balance stock of paper and materials supplied by the



Corporation. In such event, the Managing Director shall have the right to forfeit security deposit and bank guarantee of the concerned printer. Such printer shall not be entitled for any payment for the work executed by him and he may be liable for black-listing by the Corporation.

27. The printing must be of standard quality. The ink to be used for printing must be of standard quality. The face of the printed type must be sharp. Half-tone reproduction should contain all details. There should be no scum or tint on the printed page.
28. In case some books are found unsaleable on account of printing or binding mistakes or bad printing or defective binding etc., in all such cases entire face value of such books shall be adjusted against the amount payable to him.
29. The entire book must be printed by offset printing process only.
30. Corporation shall have the right to verify the capacity of any or all printing presses of the printer(s) as and when required.
31. The Managing Director of the Corporation or any person authorised by him shall have the right to enter the premises of the printer where the said printing/binding work is being carried out and to inspect the work and its progress during the work schedule of the press.
32. In matters of interpretation of technical specifications, terms and conditions of technical and commercial tenders or any other related matters; the decision of the Managing Director of the Corporation shall be final and binding upon the printer.
33. There should not be any overwriting and erasures in filling up of Technical Tender Form 'A' and Commercial Tender Form 'B'. Mistakes, if any, may be scored out and neatly written with duly attested by the signatory.
34. **The right to accept or reject any tender or all the tenders without assigning any reason is reserved by the Managing Director of the Corporation.**
35. Any dispute related to this tender and arising out of terms and conditions thereof, the same will be subject to Raipur judicial jurisdiction only.



**Certificate to be recorded by the Tenderer
while submitting offer**

I / We have offered the tender for the printing, binding and distribution of textbooks in the prescribed form. I / We have read and understood the above terms and conditions and accept them unconditionally. I / We offer this tender and the offer shall be binding on us and shall remain open for consideration for **one year from the date of entering into agreement.**

Date :
Place :

**Tenderer's Official Signatory
Name and Designation with Rubber Stamp
or Official Seal of the Firm**





CHHATTISGARH TEXT BOOK CORPORATION RAIPUR
B/4 M.R. Colony, Tagore Nagar, Raipur

TEL. NO. + 91 - 771 - 2422151, FAX NO. + 91 - 771 - 2421531

TENDER NOTICE

On All India Basis

Sealed and Superscribed tenders by two bid system in Form 'A' (Technical) and in Form 'B' (Commercial) are invited by the undersigned for the work of Printing and Binding of Textbooks as per the specifications mentioned in the Tender document and for estimated quantities indicated below from Printers registered under respective State and Central Act in India as a factory and / or shop. **'The Printers having a capacity of printing and binding of minimum 2 lac copies of books of 192 pages Center Stitching / side Stitching and / or minimum 1 lac copies of books of more than 192 pages Perfect Binding per month, are only eligible to submit tender'**, which shall reach the undersigned at above address by hand and or by registered post or by courier service not later than **22.08.2007** upto **2.00 p.m.**

Std. - I to XII

Estimated Quantity of Printing and Binding -

Note : (1) The trimmed sizes of the books should be :
size 20 cms x 27 cms.

Blank tender forms with terms and conditions are available on written request from **21.07.2007** between 11.00 a.m. and 4.00 p.m. on any working day by paying the **cost** of Tender form (non-refundable) Rs. 1000/- (Rupees One Thousand Only) in cash per set of tender document from the office of the Managing Director at the above address. Tender form will not be supplied by post/ courier. The tenderer will have to enclose a D.D. of Rs. 1,00,000/- (Rupees One Lac only) for as an Earnest Money Deposit along with duly filled tender document (form 'A' and 'B'.) The Tender form is non-transferable.

The undersigned reserves the right to accept or reject the tender without assigning any reason thereof.

Place : -----

Date : -----

Managing Director