

GOVERNMENT OF KARNATAKA

**KARNATAKA TEXT BOOK SOCIETY  
No.4, 100 FT. RING ROAD B.S.K. III STAGE  
BANGALORE 560 085.**

**TENDER FOR PREPARATION OF PRE-PRESS  
MATERIALS (DTP & CD ROM) OF TEXT BOOKS FOR  
THE ACADEMIC YEAR 2017-18**

**TENDER DOCUMENT**

**TENDER PROCESSION FEE RS. 1500/=**

**ADDRESS FOR THE COMMUNICATION**

**OFFICE OF THE MANAGING DIRECTOR, THE KARNATAKA  
TEXT BOOK SOCIETY ®, NO.4, 100 FT. RING ROAD,  
BANASHANKARI 3<sup>RD</sup> STAGE, BANGALORE-560 085.**

**PHONE :080-26422238/26422245  
Fax 080-26421299.**

OFFICE OF THE MANAGING DIRECTOR KARNATAKA TEXT BOOKS SOCIETY, NO.4,  
100 FT. RING ROAD, BANASHANKARI 3RD STAGE, BANGALORE-560 085.

Tenders are invited for making DTP / POSITIVES ADDITIONAL POSITIVES ,CD Rom and in  
PDF FORMAT of Text Books

1	Date of issue of tender application forms	<b><i>Date:16.12.2015</i></b>
2	Last date & time to issue Tender Application forms.	<b><i>Date:16.01.2016 UP TO 5.30 P.M</i></b>
3	Last date & time to submit Tender application.	<b><i>Date:16.01.2016 UP TO 5.30 P.M</i></b>
4	Date of opening of Tender (Cover 1)	<b><i>Date:19.01.2016 11.00 A.M On words</i></b>
5	Date of opening of Tender (Cover 2)	<b><i>Date:27.01.2016 11.00 A.M On words</i></b>
6	Address for communication	<b><i>OFFICE OF THE MANAGING DIRECTOR KARNATAKA TEXT BOOK SOCIETY, NO.4, 100 FT. RING ROAD, BANASHANKARI 3<sup>RD</sup> STAGE, BANGALORE-560 085.</i></b>

#### **TERMS AND CONDITIONS**

1. The selected bidder has to carry out the proposed DTP work at the premises of Karnataka Text Book Society, The society will provide place, furniture and electricity only. The selected bidder has to provide computer & necessary software's along with suitable man power.
2. The copy right holder of the material shall be Managing Director, The Karnataka Text Book Society, Bangalore.
3. The Tenderer should be a registered firm having a full-fledged DTP and Positive making unit in the state of Karnataka.
4. The copy right holder will provide the manuscripts for making CD'S [PDF] additional CD'S CD Rom and in PDF format and Source files
5. 12 to 16 font and 36 font as per order size should be used in text matter.
6. Approximately 370 titles need to make DTP CD'S and additional C.D's.
7. Approximately between 50 to 100 pictures per book should be inserted in every 100 to 200 pages in some titles, not in all the titles. Rates should be quoted separately for with pictures and without pictures for each page pictures will be given for scanning.
8. Size of the book should be as follows and rate should be quoted separately.
  - a] ¼ Crown single colour, double colour and 4 colour.
  - b] A5. Size single colour, double colour and 4 colour.
  - c] A4 size single colour, double colour and 4 colour
  - d] Demmy size single color, double color and 4 color.

9. Maths, Language-wise and medium wise rate should be quoted separately. (English, Sanskrit, Kannada, Urdu, Telugu, Tamil, Marati, Hindi,Tulu Arabic, persian konkani kannada & Devanagari ). Additional copies C.D. rate should be quoted separately.
10. Separate per page rate should be quoted for correction in existig CDs and to give corresponding CD'S PDF and Source files.
11. DTP holder to make available 6 [six] including one color proof [full book] copies of proof for approval at different stages for correction of proof before making final CD.
12. The accepted tenderer shall,-
  - a] Provide proof of own infrastructure for DTP & making of all languages,with expertise in languages and medias such as kannada, urdu, English, Telugu, Marati, Sankskrit, Hindi,& Konkani, Tulu, Arabic & perstion /Tamil &, Malyalam, E capacity with him/her with details of its make and model. Under any circumstances sub letting of DTP work is not allowed.
  - b] Details of experienced / skilled Labourers to be furnished.
  - c] Be a registered firm with Labour Department under Shops and Commercial Establishment Act / Department of Factories and Boilers / Director of Industries. Tenderer shall give their particulars in the tender application form. Each tenderer must have a minimum of 5 years of experience in the field of DTP, CD ROM conversion work. Of books. A certificate of experience duly attested by Notary should be enclosed. They should also have adequate financial facilities. Adequacy is computed in terms of d] financial viability for the execution of quantum of DTP work involved. The tenderer shall furnish the data to support that he/she has the financial capability to perform the contract and complete the supplies Audited financial Statements and Income Tax Returns for the proceeding 3 years should be enclosed.
  - e] A certificate from a Nationalized or Scheduled Bank should be enclosed in support of financial stability of the firm which commensurate with the quantum of work tendered for.
  - f] EMD of Rs.10,000/- Through e-portal favour of the Managing Director, The Karnataka Text Book Society, Bangalore-560085, should be enclosed
  - g] Have a final page proofs of .CD'S / Text books approved by the person authorised by the Managing Director, Karnataka Text Book Society before making CD'S, PDF and Source files.
  - h] The successful tenderer should furnish the security deposit of Rs one lakh in the form of demand draft drawn in favour of The Managing Director of Karnataka Text Book Society from a Nationalized Bank. The security deposit will be repaid only after the satisfactory completion of the work entrusted and after receipt of DTP /CD's additional positives and original manuscripts and Source files.

- i] The Successful bidder shall undertake the DTP work on topmost priority within the Stipulated period.
  - j] After finishing the DTP work shall handover the purchaser or authorisable authority two sets C.D'S, and Source files.
  - k] The successful bidder/firm will have the responsibility to set-right problems that may arise at the time of CD'S making.
13. The Managing Director, Karnataka Text Book Society is empowered to inspect premises of the accepted tenderers where DTP work is going on in order to assess the progress.
  14. If the accepted tenderer fails to complete the assigned work within the stipulated time the Managing Director, Karnataka Text Book Society is at liberty to cancel the order given to such assignee without any notice and forfeit the security deposit and the work shall be entrusted to any other firm
  15. No advance payment will be made. Tax as per rules at source will be deducted before making payments.
  16. DTP work will start only after the agreement has been entered into on a stamp paper of Rs.200/- value..
  17. Rate for providing CDs in all subjects in PDF format should be quoted.
  18. Your lowest rate should be quoted per page inclusive of DTP, additional CD Roms /CDs in PDF format both in words and figures separately for each language/Maths.
  19. Per page rate only for DTP making for various sizes of 1/4<sup>th</sup> crown, A4 size & Demmy in various languages should be quoted
  20. Correction charges for existing CDs/ per page should be quoted separately for the work as above.
  21. CORRUPT OR FRAUDULANT PRACTICES.(Pre-qualification for tenderers)
  22. The Government requires that Tenderers /Contractors observe the highest standard of ethics during the procurement and execution of Government financed contracts. In pursuance of this policy, the Government
    - a] defines, for the purposes of this provision, the terms set forth as follows:
      - 1) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
      - 2] "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Tenderers ( prior to or after tender submission) designed to establish tender prices or artificial non-competitive levels and to deprive the government of the benefits of free and open competition.

b] The purchaser reserves the Right to reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

c) The purchaser reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government financed contract.

23. Time schedule: DTP holder should strictly adhere to the following time schedule.

Submission of I proof after receiving manuscript	15 days
Submission of II proof	7 days
Submission of III proof	7 days
Submission of IV proof	7 days
Submission of V proof	5 days
Submission of VI proof	3 days

Over all 45 days from receipt of manuscript to handing over of CD'S for fresh work. Rs. 100/- per day will be charged as penalty after 45 days for number of days of delay for each title.

24. Rates approved and fixed in this tender holds good for one full year from the date of work order.

Sd/-  
Managing Director  
The Karnataka Text Book Society

**ANNEXURE TO THE TENDER NOTIFICATION.  
Tender Form**

1	Name of the Institution	
2	Year of Establishment with registration No. (Enclose copy of registration)	
3	Address & Telephone No. (including pin code)	
4	Status of the Firm Institution	
5	IT ward NO./ PAN No. (copy of the certificate should be attached)	
6	Details of infrastructure as specified in Annexure.	
7	Certificate regarding financial position as per Annexure.	
8	Certificate of experience in DTP / Positive making attested by Notary.	







RATE PER PAGE FOR D.T.P and C.D.ROMS.

SIZE	TYPE	KA N.	ENG	HIN DI	URD U	TA MIL	MRTI	TEL GU	SANR T	MAT HS	TULU	KONK ANI	ARAB IC	PERSI ON
1/4 Crown	Single colour													
	Doubl e colour													
	four colour													
A4 size	single colour													
	double colour													
	four colour													
A5 size	single colour													
	double colour													
	four colour													
DEMM Y SIZE	Single colour													
	Doubl e color													
	four colour													

I / we certified that the above statement made by me / us is true to the best of my / our knowledge and belief and can be verified through the records kept with me / us.

I / we assure you that I / we shall abide by terms and conditions set for the DTP & C.D ROM'S making of the Text Books for the year 2017-18

Signature -----

Institution seal: -----