

GOVERNMENT OF KARNATAKA

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

TENDER FOR THE FOLLOWING WORKS IN RESPECT OF PREPARATION OF  
PRE-PRESS MATERIALS OF TEXT BOOKS FOR THE ACADEMIC YEAR 2011-12.

- 1) **DTP work with pictures**
- 2) **DTP Work without pictures**
- 3) **POSITIVE making work**

**TENDER DOCUMENT**

**COST RS. 1135/- (INCLUDING VAT)**

ADDRESS FOR 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 WITH PICTURES/ DTP WITHOUT PICTURES/ POSITIVES/ ADDITIONAL  
POSITIVES of Text Books for the academic year 2011-12.**

1	Date of issue of tender application forms	19-01-2011 at 11.00 AM
2	Last date & time to issue Tender Application forms.	21 -03-2011 at 1.00 PM
3	Last date & time to submit Tender application.	21 -03-2011 at 3.00 PM
4	Date of opening of Tender (Cover 1)	21- 03-2011 at 4.00 PM
5	Date of opening of Tender (Cover 2)	Shall be intimated at the time of opening of cover-1
6	Address for communication	OFFICE OF THE <b>MANAGING</b> DIRECTOR KARNATAKA TEXT BOOK SOCIETY, NO.4, 100 FT. RING ROAD, BANASHANKARI 3 <sup>rd</sup> STAGE, BANGALORE-560 085.

**TERMS AND CONDITIONS**

1. The copy right holder of the material shall be the Managing Director, Karnataka Text Book Society, Bangalore.
2. The Tenderer should be a registered firm in the state of Karnataka having a `full-fledged DTP unit in case of Bidders for DTP work only` / `a full-fledged Positive making unit in case of Bidders for Positive making work only`/`a full-fledged DTP unit and a full-fledged Positive making unit in case of Bidders for both the works`
3. The copy right holder will provide the manuscripts for DTP work .
4. Good Quality films of not less than 0.1 mm thickness is required to be used for positives. Kodak / Konica / Agfa/ Fuji make films shall be used for positives. Font type and size as per order should be used in the text matter..
5. Work may cover approximately 350 titles .
6. Approximately between 50 to100 pictures may have to be inserted per book of 100-300 pages each . Some pages may not contain any pictures . Pictures will be given for scanning/CDs containing pictures may be given.
7. Size of the books are as follows and rate should be quoted separately for different sizes which shall include pre determined proof reading charges which are given in the tender.
  - 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. ¼ Demy single colour, double colour and 4 colour.

Maths and Language-wise rate should be quoted separately. Languages include Kannada,English, Hindi, Urdu, Marati, Tamil,Telugu, Sanskrit, Arabic, Persian,Malayalam and Maths.

8. Your lowest rate should be quoted per page separately for only DTP work with pictures/ DTP work without pictures / Positive making / Additional positives both in words and figures separately for each language/Maths as per the table given at Annexure. Rates per page should be quoted separately for different sizes and different colours as per the tale.
9. Positive making charges /Additional copies of positives should be quoted separately.
10. Separate per page rate should be quoted for correction in existing CDs /positives
11. DTP holder to make available 4 copies of proof for approval at different stages before making final positives/ CDs.
12. In total for all the 4 proof readings, Rs.10/- per page is the pre determined proof reading charges. If proof reading is done by the Department Representative then Rs. 10/- per page shall be deducted from the bill amount.
13. Correction charges for existing CDs/Positives per page should be quoted separately for the work as above.
14. Rate for making butter sheet in various above sizes should also be quoted seperately.
15. The accepted tenderer shall,-
  - a. . Provide proof of own /leased infrastructure in terms of Space, Hardware, Software for DTP / POSITIVES/ OR BOTH. Infrastructure for DTP work should be available in language medias such as Maths and Language-wise rate should be quoted separately. Languages include Kannada,English, Hindi, Urdu, Marati, Tamil,Telugu, Sanskrit, Arabic, Persian,Malayalam and Maths. Details of make and model should be shown in the list. Under any circumstances sub letting of DTP work is not allowed.
  - b. Details of experienced / skilled employees working in the firm should be enclosed.
  - 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 3 years of experience in the field of DTP/ Positive making A certificate of experience duly attested by Notary should be enclosed.
  - d. The tenderer shall furnish the documents regarding their financial capability to perform the contract and complete the supplies . Audited financial Statements and Income Tax Returns for the Preceding 3 years should be enclosed. A certificate from a Nationalized or Scheduled Bank should be enclosed in support of financial stability of the firm commensurate with the quantum of work tendered for.
  - e. EMD of Rs.20000/- in the form of Demand Draft drawn in favour of the Managing Director, The Karnataka Text Book Society, Bangalore-560085, payable at Bangalore, from a Nationalized or a Scheduled Bank should be enclosed.

- f. Final page proofs of the positives / CDs are to be got approved by the person authorised by the Managing Director, Karnataka Text Book Society before making positives & CD Rom.
- g. The successful tenderer should furnish the security deposit of Rs 50,000/- for DTP work / Rs 50,000/- for positive making works. In case of the Tender handling both DTP as well as positive making works, Security deposit fixed is Rs. 1,00,000/-. Security deposit shall be in the form of Irrevocable Bank Guarantee. favoring Managing Director of Karnataka Text Book Society from a Nationalized Bank or Scheduled Bank. The Bank Guarantee will be returned only after the satisfactory completion of the work entrusted and after receipt of DTP / POSITIVES, CD Rom, additional positives and original manuscripts
- h. After finishing the DTP work, the firm shall handover the purchaser or authorized authority 02 CD-ROMs , 02 CDs ( Soft Copy ) of each title separately .
- i. The successful bidder/firm will have the responsibility to set-right the problems that may arise in the CDs / CD ROMs / positives at the time of printing .

16. The Managing Director, Karnataka Text Book Society is empowered to inspect premises of the accepted tenderers at any time during the execution of the work

17. 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 revoke the Bank Guarantee and forfeit the same.

18. No advance payment will be made. Tax as per rules at source will be deducted before making payments.

19. Successful bidder shall enter into an MOU within 3 days from the date of receipt of offer letter on a stamp paper of Rs.200/- value..

20. **CORRUPT OR FRAUDULANT PRACTICES:-**

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:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “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 interest of the Government and includes collusive practice among Tenderers ( prior to or after tender submission) designed to establish tender prices at 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 if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or in executing the contract.

21. Time schedule for execution of contract

- DTP:

Submission of I proof after receiving manuscript 15 days

Submission of II proof 4 days

Submission of III proof 4 days

Submission of IV proof if necessary 4days

At any circumstance, the CD should be finalized and given within 30 days from the receipt of the manuscript along with 2 hard copies.

- Positives Should be given within 45 days from the date of receipt of required material.

22. Penalty: Rs.100/- per day will be charged as penalty after the mandatory days for delay.

**23. Rates quoted will be independently considered with respect to DTP / Positive making. However, the rate quote `for DTP work with pictures` and ``for DTP work without pictures`` combined together shall be considered to determine the least rate under DTP category.**

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

**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.	

**Details of EMD**

Name of the Bank	DD No. & Date.	Amount

**RATE PER PAGE IN RUPEES FOR D.T.P including pagination with C.D. ROMS and 1<sup>st</sup> POSITIVE making**

SIZE	TY PE	Rates for	KAN.	ENG.	HINDI	URDU	TAMIL	MRTI	TELGU	SANRT	MATHS	Arabic	Percian	Malayalam
¼ Crown	( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												
		Correction charges for existing CD(per page)												
	Single colour	Correction charges for existing Positive (per page)												
		Per page rate for making Buttersheet.												
		Additional positive making												
	( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												

		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													
	Four colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM													
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM													
		POSITIVE making Per page													
		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													
		POSITIVE making Per page													
		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													



A4 Size	Single colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM													
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM													
		POSITIVE making Per page													
		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													
	Double colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM													
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM													
		POSITIVE making Per page													
		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													

	Four colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM													
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM													
		POSITIVE making Per page													
		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													
A5 Size	Single colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM													
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM													
		POSITIVE making Per page													
		Correction charges for existing CD(per page)													
		Correction charges for existing Positive (per page)													
		Per page rate for making Buttersheet.													
		Additional positive making													

	Double colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												
		Correction charges for existing CD(per page)												
		Correction charges for existing Positive (per page)												
		Per page rate for making Buttersheet.												
		Additional positive making												
	Four colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												
		Correction charges for existing CD(per page)												
		Correction charges for existing Positive (per page)												
		Per page rate for making Buttersheet.												
		Additional positive making												

1/4 <sup>th</sup> Demy	( Including all the proofs )  Single colour	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												
		Correction charges for existing CD(per page)												
		Correction charges for existing Positive (per page)												
		Per page rate for making Buttersheet.												
		Additional positive making												
	Double colour	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												
		Correction charges for existing CD(per page)												
		Correction charges for existing Positive (per page)												
		Per page rate for making Buttersheet.												
		Additional positive making												

	Four colour ( Including all the proofs )	DTP FOR PAGE WITH PICTURE (per page) + CD ROM												
		DTP FOR PAGE WITH OUT PICTURE (per page) + CD ROM												
		POSITIVE making Per page												
		Correction charges for existing CD(per page)												
		Correction charges for existing Positive (per page)												
		Per page rate for making Buttersheet.												
		Additional positive making												
<b>PART B</b>														
Rate per additional CD-ROM / CD														
Proof Reading charges for all the proofs														
Rate for conversion of CD in to Positive														
Rate for conversion of Single colour CD to double colour CD														
Rate for conversion of Single Colour / double colour CD to Four Colour CD														

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 & Positive making of the Text Books for the year 2011-12.

Signature -----

Institution seal: -----

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