

Terms of Reference (ToR)

Printing of Cambridge Standard Textbooks and Teaching-Learning Materials (TLMs)-Fiscal Year 2025-2026

Client: Department of School Education (DSE), Ministry of Education and Skills Development (MoESD)

1. Background

The Ministry of Education and Skills Development (MoESD) aims to ensure the timely delivery of high-quality textbooks and Teaching–Learning Materials (TLMs) to all schools for the academic year 2025–2026. To achieve this objective, the Ministry intends to engage a competent printing firm to enhance design, enhance/create illustrations and images, print, bind, and deliver the specified materials in accordance with the approved designs, samples, specifications and prescribed schedule.

2. Objective

To procure reliable, high-quality printing services for the production and nationwide delivery of Cambridge Standard Textbooks and Teaching–Learning Materials (TLMs), ensuring full compliance with the Ministry’s approved design templates, layout, specifications, and quality standards.

3. Scope of Work

3.1. Design Enhancement:

- 3.1.1. Refine design and layout using the provided InDesign files/templates to ensure consistency and alignment as per the sample design provided by MoESD.
- 3.1.2. Create/recreate or adapt illustrations and images where required, ensuring contextual relevance, accuracy, clarity, and alignment with curriculum content
- 3.1.3. Enhance the resolution and quality of those requiring visuals and photographs to meet both print and digital standards, ensuring sharpness, colour accuracy, and professional presentation.
- 3.1.4. Work in close coordination with curriculum developers to obtain approval for completion of design enhancements, newly created or enhanced illustrations and images.

3.2. Sample Copy: Submit five sample copies of each textbook and activity book as per the approved design, sample and specifications using offset colour printing for review and approval prior to mass printing.

3.3. Printing and binding: Print and bind textbooks and Teaching–Learning Materials (TLMs) in strict compliance with the prescribed specifications, ensuring high-quality printing, durable binding, appropriate paper quality, and accurate colour reproduction.

3.4. Packaging and labeling: printed materials must be packed and labelled school-wise under the respective Dzongkhags/Thromdes, ensuring secure packing to prevent damage during storage and transportation.

3.5. Transportation and unloading: Deliver all the materials to the following regional centres:

- **Trashigang** (Trashigang, Trashiyangtse, Lhuentse, Mongar, Pema Gatshel & Samdrup Jongkhar Dzongkhag/Thromde)

- **Zhemgang** (Bumthang, Trongsa, Zhemgang, Gelephu thromde & Sarpang)
- **Thimphu** (Thimphu Dzongkhag/Thromde, Paro, Haa, Samtse, Chukha, Phuentsholing Thromde, Dagana, Tsirang, Wangdue, Punakha & Gasa)

3.6. Supply order compliance: Comply with supply orders issued by the Procurement Section of MoESD and respective Dzongkhags and Thromdes Education Offices only.

3.7. Ensure strict confidentiality and preserve the integrity of all content, data, and materials provided by the Purchaser.

4. Deliverables

- 4.1. Enhanced and approved design files, images, and illustrations.
- 4.2. Five numbers of coloured offset-printed sample copies of each textbook and activity book.
- 4.3. Final printed, bound, packaged, and delivered textbooks/TLMs compliant with all approved specifications.
- 4.4. School-wise packing lists for each Dzongkhag/Thromde.
- 4.5. Periodic production progress reports when requested.

5. Duration:

- 5.1. The total duration for completion of printing shall not exceed 30 days from the date of issuance of the Purchase Order.
- 5.2. The books must be delivered to the respective distribution centers within 15 days after completion of the 30-day printing schedule.

6. Estimated Total Amount

The total cost of the printing and delivery works is estimated at Nu. [120 million], inclusive of all applicable taxes, storage, insurance, and packaging charges.

7. Payment Terms

- 7.1. Full payment (100%) shall be made after successful delivery, inspection, and acceptance of all materials by CDEOs/CTEOs/Representatives.
- 7.2. All payments will be made through electronic transfer within 30 days of invoice submission and acceptance by CDEOs/CTEOs and MOESD
- 7.3. Payments shall be withheld if items do not conform to specifications

8. Quality Standards

8.1. Paper Quality:

- 8.1.1. **Text stock:**
 - Paper Type: Wood-free offset paper (uncoated)
 - Grammage (Weight): 100 GSM
 - Opacity: $\geq 90\%$ (minimum)
 - Brightness/Whiteness: 90–100% ISO
 - Surface Finish: Smooth, uncoated, natural finish
 - Bulk/Thickness: Good bulk (≈ 1.2 –1.35)
 - Print Quality: Compatible with mono and colour offset printing
 - Paper size: 219mm by 276mm
- 8.1.2. **Cover stock:** Grammage: 250 GSM laminated card

8.2. Binding:

- 8.2.1. **<64 pages:** Saddle-stitched
- 8.2.2. **>64 pages: Section-sewn**
- 8.2.3. Designed to **open flat** and withstand classroom use

8.3. Printing:

8.3.1. Colour

- CMYK offset inks (Cyan, Magenta, Yellow, Black)
- Accurate colour reproduction and consistency
- High colour stability
- Fade-resistant
- Smudge-resistant: The printed output must withstand routine handling and rubbing without visible ink transfer.

8.3.2. Black

- High-quality offset printing ink
- Smudge-resistant: The printed output must withstand routine handling and rubbing without visible ink transfer.
- Consistent density across pages
- Density: 1.30 – 1.40

8.4. Any damaged or substandard copies shall be replaced at the printer's own cost.

9. Responsibilities of the Ministry

- 9.1. Provide finalised and approved soft copies (Print Ready copies) of textbooks and Teaching-Learning Materials (TLMs).
- 9.2. Approve printing proofs prior to the commencement of production.
- 9.3. Ensure all the supply orders, irrespective of the issuing authority, are issued on the same date.
- 9.4. Ensure timely payment upon satisfactory completion of the work.

10. Responsibilities of the Contractor

- 10.1. Maintain the confidentiality of all materials provided by the Ministry.
- 10.2. Ensure timely delivery of all printed materials within the agreed schedule.
- 10.3. Adhere strictly to the approved design, samples and specifications.
- 10.4. Submit a progress report during the production phase as requested by the Ministry.
- 10.5. The selected printing firm must submit five copies of the final printed booklet produced from the offset machine prior to mass printing for approval; any additional costs associated with this submission shall be borne by the Ministry.
- 10.6. Work in close coordination with curriculum developers to obtain approval for newly created illustrations and images.
- 10.7. Possess a machine to check paper quality to ensure compliance with specifications.
- 10.8. The bidder must quote the following:

10.8.1. **Printing & Transportation:** The price should be inclusive of the following:

- a. Printing and Binding (Page: permissible variation of $\pm 5\%$ in the total number of pages specified)
- b. Packaging and labelling
- c. Transportation and unloading at the following centres:
 - i. **Trashigang** (Trashigang, Trashiyangtse, Lhuentse, Mongar, Pema Gatshel & Samdrup Jongkhar Dzongkhag/Thromde)
 - ii. **Zhemgang** (Bumthang, Trongsa, Zhemgang, Gelephu thromde & Sarpang)
 - iii. **Thimphu** (Thimphu Dzongkhag/Thromde, Paro, Haa, Samtse, Chukha, Phuentsholing Thromde, Dagana, Tsirang, Wangdue, Punakha & Gasa)

10.8.2. **Additional Cost Components (to be quoted separately)**

- a. Cost of **one printing plate replacement** (applicable if replacement is required after sample verification)
- b. Design enhancement per title
- c. Enhancement of existing images
- d. Enhancement of existing illustrations
- e. Creation of new illustrations
- f. Insertion of new images

11. Liquidated Damage

Liquidated damages of 0.1% per day per delay up to a maximum of 10% of the total amount for each specific delivery region.

12. Evaluation and Qualification Criteria:

- 12.1.** Printing and binding shall strictly comply with the prescribed standards shared by the Purchaser.
- 12.2.** Bidders must submit sample paper for both text and cover stock proposed for use in textbook printing on or before the tender opening. These samples will be evaluated as part of the bid assessment.
- 12.3.** Printing firms participating in the printing of coloured textbooks and teaching-learning materials (TLMs) must possess four-colour offset printing machines. Documentary proof of ownership must be submitted with the bid. The evaluation committee reserves the right to conduct a physical inspection of the printing facility after bid opening, if deemed necessary.
- 12.4.** The bidders are to submit documents of possessing 4-Colour Offset Machines.
- 12.5.** Bidders must submit certificates of experienced operators for the operation of four-colour machines.
- 12.6.** Printing firms must hold a valid printing license issued by BICMA.
- 12.7.** Printing firms must have a designated and adequate warehouse for the storage of printed textbooks.
- 12.8.** Bidders must submit a valid Trade Licence and Tax Clearance Certificate.
- 12.9.** The printing firm must ensure timely completion of printing, binding, and packaging, with all finished materials securely stored in the warehouse.

Note: Non-Adherence to the above-mentioned shall be considered Technically Non-Responsive during the evaluation phase.

13. Confidentiality

The contractor shall not reproduce, share, or distribute any content or material provided by the Ministry without prior written consent.

14. Termination

The Ministry reserves the right to terminate the contract for:

- Failure to deliver on time.
- Poor quality or deviation from approved specifications.
- Breach of confidentiality or contractual terms.

15. Contact Information

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