

**PM SHRI KENDRIYA VIDYALAYA KHANAPARA
GUWAHATI**

**TENDER DOCUMENT FOR Printing & Supply of
Confidential Question Papers**

**NOTICE INVITING TENDER AND
TERMS & CONDITIONS**

Sealed tenders are invited on per page basis for the PRINTING & DESIGNING, SETTING, Typing and composing of Question Papers etc from the registered firms/agencies specialised in printing works.

Technical & Financial bids to be submitted in separate sealed envelopes "A" and "B".

1. Description of work : Printing Designing, Typing, Composing & setting and supply of Question Papers etc
2. Earnest Money Deposit : **Rs. 100,000/- ONE LAKH only.**
(by **DD ONLY** favouring "PRINCIPAL PM Shri KV Khanapara, GUWAHATI"
payable at GUWAHATI).
3. Delivery Of Material : As per the requirement
5. Last date of Issue of tender : 15-02-2024 up to 1300 hrs
6. Schedule of submission : Up to 1400 hrs on 15-02-2024
of Tender at KV GUWAHATI
7. Date & time of opening : 1630 hrs on 15-02-23

Submission of sealed envelopes of tender Technical and Commercial Bid will be as follows:

(a) The Terms and Conditions as prescribed in Part -I and Technical bid in Part-II of the tender document should be filled in original and should be sealed in a separate envelope "A". The Technical Bid should be super scribed as "Technical Bid-Envelope A

(b) The commercial bid as prescribed in Part-III of the tender document should be filled in original and sealed in a separate envelope "B". The commercial bid envelops be super scribed as "Commercial Bid- Envelope "B".

c) The bid must be unconditional and, in the format, given in the tender document. Both the envelopes carrying (i) Technical Bid - Envelop A (ii) Commercial Bid -Envelope B and addressed to the PRINCIPAL KV PM Shri KV Khanapara, GUWAHATI and super -scribed Tender for printing and delivery of Question papers.

TERMS & CONDITIONS

1. This document states the complete information of date of submission & opening of tenders, period allowed for the work etc.
2. The tenderers shall be deemed to have studied the items, specifications and details of the supplies to be made within the time schedule attached and to have acquainted himself/ themselves with the conditions attached. The bidders/their representatives are permitted to be present at the time of the opening of the tenders.
4. There should not be any overwriting or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same attested with signature and date; otherwise, their tender will be liable for summarily rejection.
5. In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered may be subjected to an inspection by the undersigned or representatives and are liable to be rejected if the articles supplied are not according to the specifications prescribed.
6. If the supplier fails to supply any quantity of materials within the time stipulated in the supply order, the undersigned will be at liberty to cancel the order and procure the materials from other sources and the EMD amount shall stand forfeited. In case of partial supplies, a penalty @ 0.5% of the balance value shall be deductible for first 15 days and 1% of total value till one month. In case of delivery beyond 1 month, no delivery may be taken by the undersigned and the transaction may stand cancelled with forfeiture of deposited EMD/Security deposits. However, in case of delay on account of unavoidable and beyond control circumstances of the supplier, necessary permission will be taken from the undersigned for extension of the time limits.

Earnest Money Deposit: (a) The EMD of Rs 100,000/- (ONE LAKH only) will be deposited by the tenderer through bank DD/Pay order drawn in favour of the "PRINCIPAL PM SHRI KV KHANAPARA, GUWAHATI". In the event of acceptance of tender, the amount of earnest money will be adjusted against security deposits. The tenders without enclosing EMD will be rejected summarily. The quotations without Earnest Money Deposit, will not be accepted in accordance with Article 182.1 of the Accounts code of KVS. The EMD of those firms whose tenders are not approved will be refunded the original DD/Pay order deposited with the tender form.

7. Since the works of confidential papers relates to the printing of question papers *All high security & confidentiality ought to be observed for this work.*
8. Payment: -80% value of the bill shall be paid as far as possible within 30 working days of the satisfactory supply of the complete consignment and the submission of bill. The balance 20% will be paid within reasonable time of supply of the consignment with no defects and after verification from the supplied locations. The random samples will also be checked at different supply centres/press.


9. TOLERANCE CLAUSE

It is further clarified that the quantities for the said materials and its pages as shown in the volume of work, may get varied. Hence, the purchaser reserves the right for ten percent (10%) plus/minus in the quantities of the printing material while placing the supply order as the rates to be quoted are for the estimated quantities only.

18 . Unresponsive tenders

The following kind of tenders will be treated as unresponsive tenders:

- ii) Tender not enclosed with the required DD/PO of EMD amount / exemption certificates if any.
 - iii) Unsigned tender document/terms & conditions/All document required which is mentioned in checklist must be enclosed with technical bid only
 - v) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, tender shall be summarily rejected.
 - vi) The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.
 - vii) **False Information:** In the event of furnishing false/incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly.
19. The undersigned does not bind him-self to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as may be decided. Also, any of the terms & conditions for technical qualification is liable to be relaxed by the undersigned in the interest of the organisation, if felt necessary. Accordingly, **the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.**


5.2.24

Principal,
PM Shri KV Khanapara, GUWAHATI
Principal/प्राचार्य
KV Khanapara/केवी खासापारा
Guwahati-22/गुवाहाटी-22

AGREEMENT

I/We hereby undertake that all the technical & commercial tender conditions and other terms & conditions mentioned in this document from 1 to 19 or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.

(Signature of Prop / Manager)
with Date/Rubber stamp

TERMS & CONDITIONS & CHECKLIST OF DOCUMENTS TO BE ENCLOSED ALONGWITH TECHNICAL BID

1. Bidder must enclose DD of Rs. 1,00,000/- in Favour of Principal, PM Shri KV Khanapara, GUWAHATI and also submit a copy of GST Certificate, and any other certifications from concerned authorities etc be enclosed.

2. The printer should have minimum turnover of Rs. 1.5 Crore during the last two years. The copy of balance sheet of the firm for last 2 years

3. Firm must have one order of Rs 30 lakh of printing work during the last two years or two order of 20 lakh rupees every year for printing works for similar type of work from government Education Institute (under Ministry of education)/schools (under Ministry of education).

4. Latest IT Return of the firm / GST Clearance Certificates for the last year

5. Experience of at least 3 years is must in the field of printing & delivery of similar type printed material and printer/bidder must have the experience for the printing and supply of confidential Question Papers (attached proof) of any govt. institute.

Enclose names of the important clients, work orders and satisfactory performance report from the client/organizations, where they have rendered services/supply should be enclosed.

6. Please enclose list of all machines & equipments of High quality (owned by the printer and photographic layout proof thereof to be submitted along with the Technical Bid), unit having in-house arrangement for Plate making and Binding Unit. & Binding unit. The printing facilities of the firm may be subjected to physical inspection by the team of this office The printer should have at least two single colour in-house stitching c, if required.

7. The SAMPLE specimen of the Grade-A Mill Maplitho paper of 64 GSM for printing all of them as per IS specifications, to be used in the printing assignments, as described in the bidding document AND DULY ATTESTED UNDER THE SEAL AND SIGNATURE OF THE BIDDER.

8. An affidavit on non-judicial stamp paper of Rs 100/- duly notarised will have to be submitted by the firm declaring:

(i) that the firm has never been blacklisted by any Govt/Pvt organisation/institution or department. (ii) that the firm has never been penalised for sub-standard quality/short supply/delayed supplies.

9. The bidder must have the experience in the Job of designing & printing of similar work of Qp supply of the same to different nodes at cluster level under the regional or state level etc. during the last two years must enclosed proof document

Financial Bid of the bidder will be open only after checking all the required above document of the successful bidder.

PART-II

Technical Bid Form (Envelope "A")

- 1 Name & Address of the firm:
- 2 Signed copy of Term and conditions and All document required which is mentioned in checklist
- 3 Copy of GST No.
- 4 Details of Earnest Money Deposit (EMD): -

Amount: Rs 1,00,000/- Name of Bank:.....

Date of DD/BC:.....

Or any exemption certificate

- 5 Documents for partnership firm/firm/another firm Attached/Not Attached

- 6/ Whether all enclosures mentioned in check list attached
signed with Seal by the owner/partner/director

Financial Bid of the bidder will be open only after checking all the required document of the successful bidder.

It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. The finished product will match the above specifications. If any deviation is found in the finished book, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the bidder/
Authorised person with seal

Date & Place

PART-III (Financial bid Printing work)
Tender for Printing work (Envelope "B")

Dt : '2024

The principal
 Kendriya Vidyalaya
 Khanapara
 GUWAHATI

Sub: Submission of Bid for Printing of Question Papers etc.

Sir,

A. For Confidential Question papers to be supplied in different spells

Detail of works with specifications	Estimated quantities or Unit	Rate per page per 100 (in Rs)	GST (in %)
i) Black text Printing & supply of confidential Question papers of 8.4" x 10.5" finished size using 64 gsm Maplitho paper of Grade-A Mill For winter station and summer station vidyalayas	For below 1000 copies		
	First 500 copies	Rs.....	
	Next 500 copies	Rs.....	
	For above 1000 copies		
	First 1000 copies	Rs.....	
	Next 1000 copies	Rs.....	
ii) Delivery Charges/ Packing Material The said Question Papers to be properly packed/sealed in the multiples of 20-25 (school-wise for all KVs/ subject-wise) in brown cloth-lined colour envelopes and the said KV-wise envelopes to be finally packed and sealed with paper detail printed and then in plastic bags with seal per school.	Corresponding to the quantities of above printing material for all units KVs. a) Brown/yellow colour Cloth-lined envelop of A-4 size with printed paper with detail printed on the same wrapped on it as seal b) Plastic gunny bag and seal	a) <u>Rate per envelope</u> Rs..... b) <u>Rate per Bag</u> Rs.....	

All the rates should be as per the specification of the material

I/We declare that the commercial bid has been submitted without any counter condition and strictly as per the conditions of the tender documents and I/We are aware that the commercial bid is liable to be rejected if it contains any other condition.

Signature of the Bidder With full Name &

Seal

Name of the Firm & Address

GST No.:

Date: