

**Detailed Tender document for
Confidential Printing and Supply of
Question Papers
For Half Yearly & Annual Examination
of classes III to VIII in all the
Government & Aided Schools of Tripura
for the Academic Session 2024-25**

**Directorate of Elementary Education
Shiksha Bhavan-3rd Floor, Office Lane,
Agartala , Tripura.**

INVITATION OF TENDER

Bids are invited on two bid system from reputed Printing Agency for Printing and supply of Question Papers to the Directorate of Elementary Education Tripura, Centralized Examination Unit (CEU) for the Academic Session 2024-25. It may be extended for next two years by mutual consent.

Tender documents may be downloaded from website of Directorate of Elementary Education, Tripura Website <https://elementaryeducation.tripura.gov.in> and also obtain from Centralized Examination Unit (CEU), Directorate of Elementary Education, Shiksha Bhavan, 3rd Floor, Office Lane, Agartala.

1. Description of Work

Printing of Question Papers of **Half Yearly & Annual Examinations** tentatively to be held in the September- October, 2024, February 2025 for the Academic session 2024-25, in different subjects of class III to VIII for 3,35,000 nos. students of Government & Aided Schools including GAI & SPQEM Madrassas. Supply of Printed Question Papers including Bacchar Bachao Examination, Vidyajyoti Admission Test. Centralized Examination Unit of Elementary shall prepare Question papers as per schedule to be given in the work order separately for both the examination.

2. SCHEDULE OF TENDER

(i)	Release of Tender	28 th June, 2024
(ii)	Closing of Tender	20 th July, 2024 (at 5.30 PM)
(iii)	Time of submission of Tender	Within 10.00 AM to 5.30 PM of the every working day after the release of Tender and prior to the scheduled hour of closing.
(iv)	Pre bid meeting	6 th July, 2024 (at 3.30 PM) at Directorate of Elementary Education,, Shiksha Bhavan, 3 rd Floor, Office Lane, Agartala
(v)	Opening of Technical Bids	22 nd July, 2024 (11.00 AM)
(vi)	Opening of Financial Bids	22 nd July, 2024 (04.00 PM)
VII	Estimated Work Value	Rs. 90,00,000/- (Ninety Lakhs Rupees only)

- Tender to be dropped in the Tender Box to be placed in Centralized Examination Unit (CEU), Directorate of Elementary Education,, Shiksha Bhavan, 3rd Floor, Office Lane, Agartala where the Technical & Financial Bid will also be opened.
- Evaluation of the Technical documents/Bids for all bidders and Evaluation of the Financial Bids for technically responsive bidders will be made in presence of the Tender Scrutiny committee members .

- Soon after opening of the box, before taking up the Evaluation/scrutiny of Technical Documents/Bids, the Tender Scrutiny committee members will assign code on bigger envelopes submitted by each of the participating bidders in sequential manner.
- The interested bidders after production of identity with respect to bidding firm may obtain the code from the responsible officer of this Directorate who will apprise the code of the concerned firm to him / her only, maintaining confidentiality .
- After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of the purchase order shall not be disclosed to the tenderers or other persons not officially concerned with such process.

Any effort by the tenderer to influence the purchaser in the process of examination, clarification, evaluation and comparison of bids, and in the decision concerning the contract, may lead into rejection of his bid.


- For the information of the bidders & Public domain, after the completion of scrutiny process , the final outcomes will be displayed in notice board as per below stated proforma:

Sl	Assigned Code of the bidding firm	Whether Technically Responsive (Yes / NO)	If Technically Responsive then Quoted rate	Remarks

3. SUBMISSION OF BIDS

The interested bidders shall submit the technical bid and the financial bid in two separate sealed envelopes with "Technical Bid" and "Financial Bid" written on top of the envelopes and both these sealed envelopes are to be put in a bigger envelop which should also be sealed and duly superscribed "Confidential – Bids for Printing & Supply of Question Papers in Half Yearly & Annual Examination for Class III to VIII in 2024-25" in the Tender Box to be placed in CEU of the Directorate of Elementary Education, Shiksha Bhavan, 3rd Floor, Office Lane, Agartala.

If the Financial Bid of any bidder is found in sealed envelope of Technical Bid, the bid will be Rejected. Financial bids of only those bidders, who are found responsive in technical evaluation, will be considered for financial evaluation. No bids shall be accepted after the specified date and time . The financial bids will be opened and evaluated after declaration of technically qualified bidders.


 Director ,
 Elementary Education, Tripura

4. GENERAL TERMS & CONDITIONS

- (i) **Eligibility Criteria:** The bidders must fulfill the following eligibility conditions:
- (a) **Work Experience :** Completion Certificate or Work Order for printing and supply of question papers / text books to any Government Departments / Government Undertakings / Government Offices for any one of the last five financial year ending on 31st March 2024 having a minimum Project cost of Rs.1,00,00,000/- (One Crore only) or for Four projects of minimum Rs.30,00,000/- (Thirty Lakhs only) each.
- (b) **Average Turnover :** The average financial turnover during 2022-2023, 2023-2024 should be at least Rs.3,00,00,000/- (Three Crore only) . Copy of profit and Loss A/C and Balance Sheet duly attested by CA for 2022-23, 2023-2024 and ITR for last 02 Assessment years, are to be submitted.
- (c) **Printing License :** A valid license of printing / declaration under Press & Registration Books Act, 1867 from Competent Authority.
- (d) **Undertaking :** Every bidding firm is required to submit an undertaking that no blacklisting or debaring order by any Govt. department or by any other agency is in operation against it or its sister concern at the time of its submission of bids with regard to the instant tender. Any firm against which or sister concern of which such order is in operation at the time of submission of bids with respect to the present tender is not eligible for participating in it.
- (e) **Certificate of Satisfactory Completion of Work :** Every bidding firm shall be required to submit a certificate of satisfactory completion of work / work order from the government departments, undertakings in consonance to the work experience cited above at (a). Suppression of facts may be regarded as a disqualification for participation.
- (f) **Labour Laws :** The bidder must have been following the Labour Laws framed by the Appropriate Government
- (g) **GST Registration :** The Prospective bidder must have a valid GST Registration Number.
- (h) **Registration of the Firm :** If the bidding firm is a partnership firm, the partnership deed must have been registered with the office of the Registrar. Copy of the same is to be enclosed alongwith the technical bid documents.

(ii) **Technical Specifications:** The minimum criteria for printing machines & equipments are as under:

- (a) Plate making : Full fledged plate making unit with pasting table and printing down frame.
- (b) Printing Machines: Two single colour Offset printing machines for printing Question papers.
- (c) Composing & proof reading units: Separate space for composing & proof reading units.
- (d) Storage Space: Sufficient (100 sqmtrs) space for the safe storage of paper and printed material.
- (e) Power Back up: Generator, at least of the capacity of 20 KW
- (f) Binding machine& equipment: One folding machine capable of performing two folds. Two cutting machines. Complete arrangement of stapling.

5. Own paper to be used by Printing Firm: The paper for the printing of text as specified above shall be arranged by the printer himself.

6. Instructions regarding quality of printing & ink:

- i) The ink should be of a good standard and quality having sufficient quantity of finely grind pigments.
- ii) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "see through".
- iii) The ink should have good drying quality particularly on smooth or glaze paper to avoid "set off".
- iv) The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.
- v) The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the question papers.
- vi) There should be no variation of shade throughout.
- vii) There should be no roller mark on the printed area.

7. Type Size & Font Preferred : 14 point type for Bengali script and 14 point type English script (composing by laser technique) with Double Space

8. Colours (Printing) : Single colour

9. Language: The question papers for subjects of classes III to VIII except that of English, Bengali and Kokborok shall be Bilingual (English- Bengali) where as for English, Bengali and Kokborok subjects question papers shall be monolingual. The Soft Copies of question papers will be provided by the Examination Branch of the Elementary level set up by Education (School) Department. Question Papers must be free from all printing errors. The Class wise subject wise requirement of printing of Question papers depicted below:

Table -1

Class	Class wise subject wise requirement of printing of Question papers for Half Yearly and the same quantity for Annual Examination						
	English	Bengali	Kok borok	Maths	Env. Studies	Science	Social Studies
III	78000	78000	12000	78000	78000	--	--
IV	78000	78000	12000	78000	78000	--	--
V	78000	78000	12000	78000	78000	--	--
VI	70000	70000	8000	70000	--	70000	70000
VII	70000	70000	8000	70000	--	70000	70000
VIII	70000	70000	8000	70000	--	70000	70000
Total	444000	444000	60000	444000	234000	210000	210000

The above requirements are indicative only. Variation of 30% (both increase or decrease) to the above referred requirement of class wise subject wise requirement may be made at the time of issuance of work order and assessment of the payable amount will be made accordingly. The Purchaser shall be at liberty to enhance or reduce the quantity mentioned in the purchase order up to a maximum extent of 30% without assigning any reasons. The bidder shall comply to such modifications unconditionally provided these are made before completion of the deliveries under the work order. Any such change in quantity shall have no impact on the rates mentioned in the work order for any such item.

10. Colors of Papers to be used as Question paper : 02 (White & Yellow)

Total Question papers for each subject of a class will consist of 2 sets (i.e. 50% of the total requirement of a subject of a particular Class as indicated in Table 1 will be of white colored (say, Set A) and remaining 50% will be of Yellow colored (say Set B). Above descriptions are indicative only, exact specifications will be narrated in work order and assessment of the payable amount will be made accordingly.

11. Particulars of material and its size to be used for printing worth:

Sl No	Particulars	Paper Size i.e of one sheet	Printed Area i.e of one sheet	Paper Quality
1	Question Papers	29.7 cm X 21 cm	27.7 cm X 19 cm	Maplitho printing paper of 60 gsm.

NB :One unit of above referred paper sheet after being folded in the middle will make 4 pages of question paper..

12. Style of Folding : The question paper for more than 4 pages, is to be folded at the centre and creased. In case of more than four pages, it has to be glued in the spine at the centre. Care is to be taken in case of question paper of six pages, the two pages leaf is to be pasted in between the form and then creased or any other alternative proper arrangement may be made. The folding of the question papers should be done in such manner that the Nos. on even pages fall exactly on the page having odd number on the other side. No such page shall be folded which is tor or has spots, scum and is not perfect in printing. If the pages cannot be glued, the question paper must be suitably stapled.

Table -2 A

Class	Tentative no. folded pages (In consideration of the fact that 1 sheet of Paper with size of 21 cm x29.7 cm printed on both sides, 1 fold at middle of it will yield4 pages of question paper)						
	Eng	Bengali	Kokborok	Maths	Env.Studies	Science	Social Studies
III	8	8	8	8	12	--	--
IV	8	8	8	8	12	--	--
V	8	8	8	8	12	--	--
VI	8	8	8	12	--	12	12
VII	8	8	8	12	--	12	12
VIII	8	8	8	12	--	12	12

The above figures are indicative only. Class wise, subject wise specific status with respect to same will be quoted in Work order and assessment of the payable amount will be made accordingly.

Thus tentative requirement of sheets with respect to folded pages etc. will be as below

Table -2 B

Number of folded pages	Number of sheet will be required
1-4	01
5-8	02
9-12	03

13. Packing: Question papers are to be packed in the sealed envelopes made of 110 GSM scrap paper . Question papers are to be inserted in the envelopes followed by sealing in 2 categories i.e. (a) @ 5 nos. question Papers and (b) @ 25 nos. question Papers for a subject of a particular class as per the projected requirement cited in Table -3 .

2 (two) types of Envelopes to be used keeping conformity with color of the question paper as indicated against (11) i.e Question papers printed on white colored paper (say Set A) will be inserted in White Colored Envelope whereas Question papers printed on yellow colored paper (say Set B) will be inserted in Yellow Colored Envelope. While packing in envelope due to consideration to be given to the number of the question papers to be inserted in the envelope as indicated in below cited Table -3 .

All such sealed Envelopes containing Question papers are to be super scribed by the appropriate one as indicated below.

- Class — III(3)/ IV(4) / V(5)/ VI(6) / VII(7) /VIII(8) ,whichever is applicable,
- Subject — English / Bengali / Kakborok / EVS / Maths / Science / Social studies, whichever is applicable
- Set — A / B, whichever is applicable
- Quantity — 05 / 25, whichever is applicable

These sealed envelopes (Class wise & subject wise) are to be put in a thick transparent bag which is to be heat-sealed All the Question papers of a subject of a particular class to be kept in a big packet super scribed by i) Class _____ ; (ii) Subject _____.

The above particulars are indicative only. Specific status with respect to same will be quoted in Work order and assessment of the payable amount will be made accordingly.

Table-3

Pattern of Packing Question papers in Envelopes for Half Yearly as well as Annual Examination

Class	Subject	No of Question papers to be printed	Number of sealed Envelopes					
			Envelopes Containing Question paper @ 5 nos			Envelopes Containing Question paper @ 25 nos		
			Set-A	Set-B	Total	Set-A	Set-B	Total
III	English	78000	7300	7300	14600	100	100	200
	Bengali	78000	7300	7300	14600	100	100	200
	Kokborok	12000	1200	1200	2400	0	0	0
	Maths	78000	7300	7300	14600	100	100	200
	EVS	78000	7300	7300	14600	100	100	200
IV	English	78000	7300	7300	14600	100	100	200
	Bengali	78000	7300	7300	14600	100	100	200
	Kokborok	12000	1200	1200	2400	0	0	0
	Maths	78000	7300	7300	14600	100	100	200
	EVS	78000	7300	7300	14600	100	100	200
V	English	78000	7300	7300	14600	100	100	200
	Bengali	78000	7300	7300	14600	100	100	200
	Kokborok	12000	1200	1200	2400	0	0	0
	Maths	78000	7300	7300	14600	100	100	200
	EVS	78000	7300	7300	14600	100	100	200
VI	English	70000	6500	6500	13000	100	100	200
	Bengali	70000	6500	6500	13000	100	100	200
	Kokborok	8000	800	800	1600	0	0	0
	Maths	70000	6500	6500	13000	100	100	200
	Science	70000	6500	6500	13000	100	100	200
	Social studies	70000	6500	6500	13000	100	100	200

Class	Subject	No of Question papers to be printed	Number of sealed Envelopes					
			Envelopes Containing Question paper @ 5 nos			Envelopes Containing Question paper @ 25 nos		
			Set-A	Set-B	Total	Set-A	Set-B	Total
VII	English	70000	6500	6500	13000	100	100	200
	Bengali	70000	6500	6500	13000	100	100	200
	Kokborok	8000	800	800	1600	0	0	0
	Maths	70000	6500	6500	13000	100	100	200
	Science	70000	6500	6500	13000	100	100	200
	Social studies	70000	6500	6500	13000	100	100	200
VIII	English	70000	6500	6500	13000	100	100	200
	Bengali	70000	6500	6500	13000	100	100	200
	Kokborok	8000	800	800	1600	0	0	0
	Maths	70000	6500	6500	13000	100	100	200
	Science	70000	6500	6500	13000	100	100	200
	Social studies	70000	6500	6500	13000	100	100	200
Total		2046000	191100	191100	382200	2700	2700	5400

The above figures are indicative only. Class wise, subject wise specific status with respect to same will be quoted in Work order and assessment of the payable amount will be made accordingly.

14. Timeline: Soft Copies of the question papers of all the exams will be handed over only to the authorized person of the vender after the Finalization of Tender and execution of agreement, issuance of work order. Minor changes, if any, with respect to content of Question paper, class wise & subject wise requirement may be conveyed after the issuance of work order. The handing over of the soft copies to the selected bidder will be made 40(Forty) days before the commencement of the scheduled Examination. All the work including delivery of sealed envelopes containing the question Papers to the Head Quarter of Centralized Examination Unit for Elementary level (Working at IASE Kunjaban), Agartala will be made 25(Twenty five) days before the commencement of the scheduled Examination.

15. Earnest Money Deposit (EMD): EMD @ Rs. 1,00,000/- (One Lakh only) is to be enclosed in the form of Demand Draft from any Nationalized/ Scheduled Bank in favor of the "Director of Elementary Education, Tripura" with the technical bid. It should be valid for 90 days beyond the date of closing of the tender. The EMD of the unsuccessful bidders shall be returned before the 30th days after the finalization and award of the tender. No interest shall be paid on EMD.

The firms which are eligible to be exempted from submission of Earnest Money Deposit (EMD) have to submit documents of appropriate authority regarding eligibility for exemption under the MSME guidelines.

Tender bids not accompanied by EMD, or valid documents for eligibility for exemption, the bid shall be summarily rejected.

16. Performance Security: As per GFR 2019, the successful bidder will have to deposit the performance security at the rate of 5% of the bid value / value of the work at the time of issuance of work order in the form of Demand Draft from any Nationalized/ Scheduled Bank in favour of the "Director of Elementary Education, Tripura". The performance security will be released only after the successful completion and final

payment of the Job. No interest shall be paid on the contract deed or fails to furnish the required performance security within the time frame specified by the department bid security will be forfeited. Further, the Bid Security shall be forfeited if the successful bidder refuse or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Directorate.

17. Payment: The payment, after TDS at prevalent rates under Section 194 – C of the Income Tax Act and other prevalent Taxes, shall be made through ECS/RTGS/NEFT on obtaining expenditure sanction and budget for the same from the Competent Authority. No interest shall be paid on late payment.

18. Selection of Firms : As per provision contained in GFR 2019, the contract will be awarded to the lowest evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms & conditions mentioned in the tender document. However, as printing of question papers is a time bound and sensitive work, Past Performance of the firm shall also be taken in consideration while assigning the job.

19. Reservations :

- a. The final acceptance of the tender bids would entirely vest with the Director of Elementary Education who reserves the right to accept or reject any or all tender bids assigning reason there for.
- b. There is no obligation on the part of the Director of Elementary Education to communicate, in any manner with unsuccessful bidders.
- c. Undersigned reserves the right to cancel the tender for selected bidder (L-1) in case of late supply or for non performance and to get the work done by the 2nd Lowest bidder or 3rd Lowest bidder, as the case may be, though in the that case the additional cost shall be borne out of dues / performance security of the selected (L-1) bidder.

20. Penalty :

- a. If the printing / delivery of the question papers is not done in the scheduled time and manner & quality prescribed in the job order and in case of gross negligence, the Director of Elementary Education may forfeit the performance security money and debar/ blacklist the firm.
- b. In case of defective / errors in printing and inadequate supply a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director of Education may also debar/ blacklist the firm.
- c. Any kind of laxity noticed in sealing / packing / bagging, sub standard quality of packing late supply of question papers and other materials related to examination, use of inferior quality of ink or sub standard paper in printing, will be viewed seriously and penalty up to 50% of the cost of the work as determined and as imposed by the Competent Authority i.e Director of Elementary Education, Tripura. In grave situations performance security may be forfeited and the firm may also be black listed.
- d. If at any stage the tenderer deviates from the terms and conditions of the contract agreement or his performance is found to be unsatisfactory, the contract shall be terminated without any notice and the performance security shall be forfeited.

21. Security Measures: Conducting of exams is very sensitive issue. So, for ensuring secrecy of the question papers following directions shall be followed by the printing agency and the Examination Branch:

- a) The printing agency/firm shall authorize a responsible person for making any correspondence contact with the Examination Branch. Such authorized person shall carry an Identity Card, an attested copy of which shall be submitted by the printing agency to the Examination Branch in advance.
- b) The Examination Branch shall also depute a nodal officer to keep liaison with the authorized person of the printing agency.
- c) The approved Soft copies of the question papers would be exchanged between the aforesaid two persons of the printing agency and the nodal officer of the Examination Branch.
- d) Any information conveyed to the authorize person of the printing agency shall be deemed to have been conveyed to such printing agency itself.
- e) The printing agency shall be absolutely responsible and liable for the omissions and commissions of its workers/agents.
- f) It is the sacrosanct duty of the vendor to maintain the secrecy, breach of which shall entail stringent action. Leakage of Question Papers or part thereof, before the end of the examination, shall be considered as a criminal offence and action shall be initiated under the provisions of Cr.P.C and I.P.C along with withholding of all the payment, forfeiture of the performance security and black listing of the firm. Mixing up of the questions papers of different subjects/classes/groups shall be deemed to be an act towards breach of secrecy and the firm shall be penalized accordingly.

22. Dispute Redressal: Any dispute arising between the Directorate of Elementary Education and the selected bidder would be subject to the jurisdiction of Courts of Tripura

23. False Information/Concealment of Facts: In the event of furnishing false/ incorrect information or concealment of material facts by the bidder, the EMD of such bidder shall be forfeited. —Further, -if during the performance of it is detected/found that the contract has been obtained by way of furnishing false incorrect information or suppression of facts in the tender document, the agreement shall be considered null and void in accordance with the provisions of the Indian Contract Act, 1872 and the Performance Security of the contractor/firm shall be forfeited and the payment would be withheld till the final decision in this regard.

24. Essential Documents to be submitted: The bidder shall have to submit self attested copies of under mentioned documents with the technical bid. However, the original documents shall be produced by the bidder before the Additional/Joint Director , Elementary Education for verification or as would asked to do so.

- a) Completion Certificate or Work Order for printing and supply of question papers /text books to any Government Departments / Government Undertakings / Government Offices in consonance with Clause 4.i(a) of DNIT are to be submitted.
- b) Copy of PAN Card & GST Registration.

c) The average financial turnover during 2022-2023, 2023-2024 should be at least Rs.3,00,00,000/- (Three Crore only) . Copy of profit and Loss A/C and Balance Sheet duly attested by CA for 2022-2023, 2023-2024 and ITR for last 02 Assessment years are to be submitted.

d) Undertaking of any blacklisting or debarring order not being in operation against the firm or its sister concern at the time of submission of bids with regard to the instant tender

e) Undertaking that the bidder is well versed with the terms and conditions of the tender and that the bidder is competent to enter into a contract on behalf of his firm and he is submitting the bids unconditionally.

f) A valid license of printing/declaration under Press & Registration Books Act, 1867,

g) Every bidding firm shall be required to submit a certificate of satisfactory completion of work from the Government Departments / Government Undertakings/ Government Offices for any one of the last five years in consonance to the Clause 4.i(a).Suppression of facts may be regarded as a disqualification for participation.

h) EMD @ Rs. 1,00,000/- (One Lakh only) is to be enclosed in the form of Demand Draft from any Nationalized/ Scheduled Bank in favor of the " Director of Elementary Education or to submit the documents of appropriate authority regarding eligibility for exemption of EMD under the MSME guidelines.

25. Agreement of Deed :

a) The successful bidder(s) shall execute an agreement deed for the fulfillment of the contract on Rs.100/- non-judicial stamp paper within 3 days from the date of the contract. The bidder shall not be allowed to insert/delete any terms and conditions on the Agreement Deed: Format of the affidavit may be obtained by the successful bidder from the examination branch after finalization of the tender.

b) The incidental expenses of execution of Agreement /Contract shall be borne by the successful bidder.

c) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions Will entail termination of the contract without prejudice to the rights of the Directorate of Education and any consequential loss will be recovered from the contractor.

26. Further assigning of tender in whole or part: The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or corporate body, 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 circumstance.

27. Instructions Regarding Financial Bid:

a)The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures the rate indicated in words shall apply.

b)Rates submitted in the quotation should be inclusive of each and every work related to the supply i.e. processing and plate making, printing, paper charges, packing charges including numbering, folding and pasting, Super scribing on the

sealed envelopes, transportation charges at the Head Quarter of the Centralized Examination unit (IASE , Kunjaban).

c) There should not be any overwriting / cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.

d) The rates of the question papers should be quoted per unit (excluding all Taxes such as GST.)

e) Rates should be quoted in Indian currency, only as per enclosed format

28. OTHERS TERMS AND CONDITIONS

- i) Soft copies of question papers for the subjects of Class III to VIII will be delivered to the selected bidder
- ii) The Director of Elementary Education ,Head of the Centralized Examination unit has all rights to enter in to the premises of the printer at any time and day. The printer shall extend full co-operation to the officers visiting the press to inspect the progress of the printing work and answer their queries to their fullest satisfaction. They may authorize any other person to visit the premises of the printer, on their behalf. Such officer will carry an Authority Letter with him duly signed by the Director of Elementary Education/ Authorized officer.
- iii) Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions of the NIT.
- iv) In case of strikes, fire, accidents or circumstances beyond the control of the printer causing stopping of their work, the printer shall have to get the work done from some other source maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any, shall be borne by the printer.

29. If the work of the tender awardees is found satisfactory the Director of Elementary Education may extend the contract by one or more year/s (maximum up to two years).

30. The tender document complete in all respect addressed to "The Director of Elementary Education", must reach to Directorate of Elementary Education, Shiksha Bhavan , Agartala, Tripura by 5.30 P.M of 20th July, 2024. Decision of the Director of Elementary Education shall be final and binding in all respects.

Note-a. Bidding firms are directed not to enclose extra documents with their bids lest it should be presumed that they are unable to comprehend the terms and conditions of the NIT.

b. Additional instructions will be provided to the tender awardees firm separately along with the work order.


Director
Elementary Education
Tripura

CHECK LIST

TECHNICAL BID FOR THE PRINTING OF QUESTION PAPERS FOR Academic Session 2022-23 (EACH PAGE OF THE TECHNICAL BID MUST BE SERIALLY NUMBERED AND SIGNED BY THE BIDDER)

Sl. No	Description of Self Attested Documents	Page No.
1	Completion Certificate or Work Order for printing and supply of question papers /text books to any Government Departments / Government Undertakings / Government Offices of any one of last five years ending on 31 st March 2024.	
2	Documents regarding financial turnover duly verified by CA	
3	Copy of PAN card	
4	A valid license of printing/declaration under Press & Registration Books Act, 1867 from/before Competent Authority	
5	Copy of GST Registration Certificate	
6	Undertaking regarding no blacklisting or debaring order in operation against the bidding firm or its sister concern	
7	Undertaking regarding authority of the bidder for entering into contact on behalf of his firm. Of his having understood the terms and conditions of the contract and submitting the bids unconditionally	
8	Registration of the Firm / Copy of partnership deed of the firm & proof of its registration if applicable.	
9	Last two years, ITRs for Assessment Year	
10	Technical Bid Form-1- Proforma for Annual Turnover	
11	Technical Bid Form-2- Certificate regarding implementation of Labour Laws	
12	Technical Bid Form-3- Undertaking reg. Acceptance of All Terms & Conditions of the Tender Document	
13	Technical Bid Form-4- Declaration Regarding Supply of Question Papers as per Specification	
14	Technical Bid Form-5- Proforma for Detail of Machines	
15	Technical Bid Form-6- Declaration Regarding Commercial Bid	
16	Technical Bid Form-7- Proforma for Detail of Earnest Money	
17	Earnest Money of in the form of Demand Draft from any Nationalized/ Scheduled Bank	
18	Document related to be exempted from EMD, if any	

TECHNICAL BID FORM – 1

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of Firm _____

Annual turnover for the last three years _____

(In Indian Rupees)

Assessment Year	Turnover (Rs. In Crore)	Trading A/c, Profit & Loss A/c, Balance Sheet – I Authenticated by Chartered Accountant
2022-23		Attached/Not Attached Page No.
2023-24		Attached/Not Attached Page No.

Signature of Authorized Signatory: _____

Place _____

Date _____

TECHNICAL BID FORM – 2

CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS. etc.

Name of the Firm: _____

It is certified that my firm is implementing the labour laws as framed by the
Labour Department, Government of _____

Signature of Authorized Signatory _____

Place _____

Date _____

TECHNICAL BID FORM – 3

**UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS &
CONDITIONS OF THE TENDER**

Name of the Firm _____

I/We hereby undertake that all the technical & commercial tender conditions and other terms & conditions mentioned in this document 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 Authorized Signatory: _____

Place _____

Date _____

TECHNICAL BID FORM - 4

**DECLARATION REGARDING SUPPLY OF QUESTION PAPERS AS
PER SPECIFICATION AND SCHEDULE**

Name of the Firm _____

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.

Signature of Authorized Signatory: _____

Place _____

Date _____

TECHNICAL BID FORM – 5

PROFORMA FOR DETAILS OF MACHINES

Name of the Firm _____

No. of Web offset Machines (Single Colour): _____

Details of Plate Making Unit

a) Pasting Table _____

b) Printing Down Frames: _____

Covered Storage Space _____ Sq. meters

Binding unit within the premises

a) No. of folding machines _____

b) No. of staple machines _____

c) No. of cutting machines _____

Proof Reading Experts

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists under one roof of my press at the following address and as per the technical specifications.

Signature of Authorized Signatory: _____

Place _____

Date _____

TECHNICAL BID FORM – 6

DECLARATION REGARDING COMMERCIAL BID

Name of the Firm _____

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

Signature of Authorized Signatory: _____

Place _____

Date _____

TECHNICAL BID FORM —7

DETAILS OF EARNEST MONEY DEPOSIT (EMD)

Name of the Firm: _____

Sl. No	Name of the Bank	Amount	Details of the EMD

NOTE: Please enclose the original deposit receipts as mentioned above.

Signature of Authorized Signatory: _____

Place _____

Date _____

FINANCIAL BID-1

Name of the Firm: _____

OFFERED RATE WITH RESPECT TO PRINTING AND SUPPLY OF
1 SHEET OF PAPER WITH SIZE OF 21 CM X29.7 CM PRINTED ON
BOTH SIDES, WITH 1 FOLD, IT WILL YIELD 4 PAGES FOR QUESTION
PAPER FOR HALF YEARLY AND ALSO FOR ANNUAL EXAMINATION
OF CLASSES III TO VIII

RATE IN RUPEES EXCLUSIVE OF ALL TAXES (PER SHEET)	Rs. _____ (In figure)
	Rupees _____ (In Words)

NB:1 Sheet as explained in the point 11 and 12 of tender document .

Signature of Authorized Signatory: _____

Place _____

Date _____