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 2019-20.

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

INVITATION OF TENDER

1. Description of Work

Printing of Question Papers of Half Yearly & Annual Examinations tentatively to be held in the 3rd week September 2019 & February- March 2020 during the Academic year 2019-20, in different subjects of classes III to VIII for approximately 3,30,000 nos students of Government & Aided Schools.

Supply of Printed Question Papers for Half Yearly Examination to be made at the Headquarter of the Centralized Question Unit situated at Shishu Bihar Complex of Education (School) Department, Agartala within 5th September,2019 .

Supply of Printed Question Papers for Annual Examination to be made at the Headquarter of the Centralized Question Unit situated at Shishu Bihar Complex of Education (School) Department, Agartala tentatively in the month of February,2020 for which detailed schedule will be communicated to the selected bidder in due course .

2. SCHEDULE OF TENDER

(i)	Release of Tender	**05 / 08 /2019**
(ii)	Closing of Tender	16/08/2019 (5.30 PM)
(iii)	Time period for Clarification/ Queries	**06 / 08 /2019 to 09 / 08 /2019 (**within 10.00 AM to 5.30 PM)
(iv)	Email address for queries	dir.ee-tr@gov.in
(v)	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
(vi)	Opening of Technical Bids	17/08/2019 (11.00 AM)
(vii)	Opening of Financial Bids	17/08/2019 (2.00 PM)

Tender to be dropped in the Tender Box to be placed in Office Chamber of the Joint Director, Elementary Education, Shiksha Bhavan, 3rd Floor, Office Lane , Agartala where the Technical & Financial Bid will also be opened.

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 for Class III to VIII in 2019-20” in the Tender Box placed in Office Chamber of the Joint Director, Elementary Education, Shiksha Bhavan, 3rd Floor, Office Lane , Agartala .

Alternately, the said bigger envelop may also be sent by 'Registered Post or by Speed Post' to the Director, Elementary education , Shiksha Bhavan, 3rd Floor, Office Lane ,P.O -Agartala-799001 , **Tripura** by the time and date stipulated for receipt of bids.

Any delay, even postal delay, in receipt of Bid documents would be considered late submission of Bid and rejected.

Mere handing over of the Bidding Documents at the Reception Counter or at any other counter or room or person shall not be considered submission of bid.

Financial bids of only those bidders, who are found eligible in technical evaluation, will be considered for financial evaluation. No bids shall be accepted after the specified date and time for receipt of bids. The financial bids will be opened and evaluated after verification of technical bids.

Director ,
Elementary Education, Tripura

4. GENERAL TERMS & CONDITIONS

(i) Eligibility Criteria: The bidders must fulfill the following eligibility conditions :

(a)	Work Experience :	Experience of having successfully printed and supplied question papers / text books/ Academic Materials to any Government organization / undertaking/department for any of the last three academic years ending on 31 March,2019 having minimum Project cost of Rs.1,00,00,000/- (One Crore only) for One Project or for Two projects of minimum Rs.50,00,000/- (Fifty Lakhs only) each.
(b)	Average Turnover:	The average financial turnover during the last three financial years ending 31st March 2018 should be at least Rs.1,00,00,000/- (One Crore only) . Copy of profit and Loss A/C and Balance Sheet duly attested by CA for the last three years i.e. 2015-16,2016-17 and 2017-18 and ITR for 03 Assessment years i.e. 2016-17 2017-18 2018-19 are to be submitted.
(c)	Printing License:	A valid license of printing /declaration under Press & Registration Books Act, 1867 from/before Competent Authority.
(d)	Undertaking:	Every bidding firm is required to submit an undertaking that no blacklisting or debarring 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 from all the government departments /organizations /agencies /undertakings it has worked for in academic years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19. 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 along with 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 sq mtrs) 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 each of the Half Yearly & Annual Examination (Covering Students , Evaluating Teachers & Schools Records)							Total
	English	Bengali	Kok borok	Maths	Env. Studies	Science	Social Studies	
III	62000	57000	10000	62000	62000	0	0	253000
IV	62000	57000	10000	62000	62000	0	0	253000
V	62000	57000	10000	62000	62000	0	0	253000
VI	65000	57000	10000	65000	0	65000	65000	327000
VII	65000	57000	10000	65000	0	65000	65000	327000
VIII	65000	57000	10000	65000	0	65000	65000	327000
Total	**381000**	**342000**	**60000**	**381000**	**186000**	**195000**	**195000**	**1740000**

The above requirements are indicative only. Variation of 20 % (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 .

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

Sl No	Particulars	Paper Size	Printed Area	Paper Quality
1	Question Papers	21 cm x 29.7 cm	19 cm x 27.7 cm	Maplitho printing paper of 60 gsm.

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

Total Question papers for each subject of a class will consists 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 .

12. Style of Folding : Except for more than 4 pages, the question paper 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 stapled at least two places.

Table -2

Class	Tentative no. folded pages (In consideration of the fact the 1 sheet of Paper size of 21 cm x 29.7 cm covering both side will yield 4 folded pages for question paper)						
	English	Bengali	Kak borok	Maths	Env. Studies	Science	Social Studies
III	6	6	6	6	6	--	--
IV	6	6	6	6	6	--	--
V	6	6	6	6	6	--	--
VI	4	4	4	4	--	6	6
VII	4	4	4	4	--	6	6
VIII	4	4	4	4	--	6	6

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 .

13. **Packing:** Question papers are to be packed in the sealed envelopes made of 160 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 where as 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 Table -3 .

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

(i) Class _____ (i.e. III/ IV / V/ VI / VII / VIII, whichever is applicable)
(ii) Subject _____ (English / Bengali / Kakborok / EVS / Maths / Science / Social studies , whichever is applicable)
(iii) Set _____ (i.e A / B, whichever is applicable)
(iv) Quantity of Question paper ____(i.e White / Yellow , which ever 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 the Half Yearly Examination (Which will be followed in Annual Examination too)

Class	Subject	No of Question papers to be printed	No of sealed Envelopes Containing Question paper @ 5 nos			No of sealed Envelopes Containing Question paper @ 25 nos		
			Set-A	Set-B	Total	Set-A	Set-B	Total
III	English	62000	4000	4000	8000	440	440	880
	Bengali	57000	4000	4000	8000	340	340	680
	Kokborok	10000	800	800	1600	40	40	80
	Maths	62000	4000	4000	8000	440	440	880
	EVS	62000	4000	4000	8000	440	440	880
IV	English	62000	4000	4000	8000	440	440	880
	Bengali	57000	4000	4000	8000	340	340	680
	Kokborok	10000	800	800	1600	40	40	80
	Maths	62000	4000	4000	8000	440	440	880
	EVS	62000	4000	4000	8000	440	440	880
V	English	62000	4000	4000	8000	440	440	880
	Bengali	57000	4000	4000	8000	340	340	680
	Kokborok	10000	800	800	1600	40	40	80
	Maths	62000	4000	4000	8000	440	440	880
	EVS	62000	4000	4000	8000	440	440	880
VI	English	65000	4000	4000	8000	500	500	1000
	Bengali	57000	4000	4000	8000	340	340	680
	Kokborok	10000	800	800	1600	40	40	80
	Maths	65000	4000	4000	8000	500	500	1000
	Science	65000	4000	4000	8000	500	500	1000
	Social studies	65000	4000	4000	8000	500	500	1000
VII	English	65000	4000	4000	8000	500	500	1000
	Bengali	57000	4000	4000	8000	340	340	680
	Kokborok	10000	800	800	1600	40	40	80
	Maths	65000	4000	4000	8000	500	500	1000
	Science	65000	4000	4000	8000	500	500	1000
	Social studies	65000	4000	4000	8000	500	500	1000
VIII	English	65000	4000	4000	8000	500	500	1000
	Bengali	57000	4000	4000	8000	340	340	680
	Kokborok	10000	800	800	1600	40	40	80
	Maths	65000	4000	4000	8000	500	500	1000
	Science	65000	4000	4000	8000	500	500	1000
	Social studies	65000	4000	4000	8000	500	500	1000

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 soon 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 can be conveyed after the issuance of work order. The handing over of the soft copies to be handed over to the selected bidder by 20th August, 2019 and all the work including delivery to the Head Quarter of Centralized Examination Unit for Elementary level (Near Sishu Bihar Complex) , Agartala by the 5th September,2019 .

a. Soft Copy of the Question papers will be handed over to the Selected Agency by the Centralized Examination unit at Elementary level immediately after the issuance of work order (By 20th August , 2019)
b. The selected Agency has to deliver the printed Question papers as stated earlier by 5th September , 2019
c. Centralized Examination Unit will arrange delivery of the sealed Envelopes taking into account of the exact requirement of School (Class wise , subject wise) to the entrusted Nodal Person appointed by the respective Inspector of Schools /School Authority .

15. Earnest Money Deposit (EMD): EMD @ Rs. 2,00,000/- (Two lakhs only) is to be enclosed in the form of Demand Draft from any Nationalized bank in favor of the " Director of Elementary Education, Tripura" with the technical bid. The firms register with MSME are exempted from submission of Earnest Money Deposit (EMD). 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. Tender bids not accompanied by EMD, if applicable, shall be summarily rejected. No interest shall be paid on EMD. 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.

16. Performance Security: As per GFR 2017, the successful bidder will have to deposit the performance security at the rate of 10% of the bid value / vale of the work at the time of issuance of job order in the form of Demand Draft from any Nationalized bank, valid up to 30th September 2020, 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.

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 2017, 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.

Firm (including sister concern) which had no experience of having successfully printed and supplied question papers / text books/ Academic Materials to any Government organization / undertaking/department for any during three of the last five academic years ending on 31 March ,2019 shall not be considered for opening of the financial bid.

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 by the Competent Authority i.e Director of Education may be imposed. 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 CRPC and IPC along with withholding of all the payment, forfeiture of the performance security and black listing of the firm. Supply of any question paper/marking scheme prior to the scheduled date or 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. Jurisdiction: 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 Joint Director , Elementary Education for verification or as would asked to do so

a) Documents showing experience of having successfully printed and supplied question papers / text books/ Academic Materials to any Government organization / undertaking/department for any of the last three academic years ending on 31 March,2019 having minimum Project cost of Rs.1,00,00,000/- (One Crore only) for One Project or for Two projects of minimum Rs.50,00,000/- (Fifty Lakhs only) each.

b) Copy of PAN Card.

c) The average financial turnover during the last three previous financial years ending 31st March 2018 should be at least Rs.1, 00,00,000/- (One Crore only) . Copy of profit and Loss A/C and Balance Sheet duly attested by CA for the last three years i.e. 2015-16,2016-17 and 2017-18 and ITR for 03 Assessment years

i.e. 2016-17 2017-18 2018-19 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 all the government departments /organizations /agencies /undertakings it has worked for in academic years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19. Suppression of facts may be regarded as a disqualification for participation.

h) Copy of GST registration certificate

25. **Agreement 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 (Near Shishu Bihar Complex) within 5th Septmber,2019 .

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/ Joint Director 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 yews).

30. The tender document complete in all respect. addressed to "The Joint Director of Elementary Education", must reach Directorate of Elementary Education, Shiksha Bhavan , Agartala, Tripura by 16/08/2019 (5.30 p.m.).

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 CONFIDENTIAL MATERIAL QUESTION PAPERS & MARKING SCHEMES FOR AY 2019-20

(EACH PAGE OF THE TECHNICAL BID MUST BE SERIALLY NUMBERED AND SIGNE BY THE BIDDER)

Sl. No	Description of Self Attested Documents	Page No.
1	Any Three academic years, of the last five academic years. ' experience of printing of question papers question papers/Textbooks/ Academic Materials , of any Govt. Department/undertaking / Organization /institute	
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, 1 867 from/before Competent Authority	
5	Copy of GST Registration Certificate	
6	Certificate of Satisfactory Completion of Work of three years certificate of which is submitted at S.No.-1	
7	Undertaking regarding no blacklisting or debarring order in operation against the bidding firm or its sister concern	
8	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	
9	Registration of the Firm / Copy of partnership deed of the firm & proof of its registration if applicable.	
10	Technical Bid Form-l- 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 Fixed Deposit	
18	ITRs for Assessment Year 2016-17, 2017-18 & 2018-19	
19	Submission of Earnest Money Deposit (EMD) / document related to MSME	

TECHNICAL BID FORM - 1

1. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Code No of the 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
2016-17		Attached/Not Attached Page No.
2017-18		Attached/Not Attached Page No.
2018-19		Attached/Not Attached Page No.

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Signature of Authorized Signatory:_____

PLEASE DON'T PUT SEAL OF THE AGENCY

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_____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____

TECHNICAL BID FORM – 3

3. UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

Code No. 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:_____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place_____

Date _____

TECHNICAL BID FORM - 4

4. DECLARATION REGARDING SUPPLY OF QUESTION PAPERS AS PER SPECIFICATION AND SCHEDULE

Code No. 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:_____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place_____

Date_____

TECHNICAL BID FORM – 5

5. PROFORMA FOR DETAILS OF MACHINES

Code No. 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. metres

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:_____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place_____

Date_____

TECHNICAL BID FORM – 6

DECLARATION REGARDING COMMERCIAL BID

Code No 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:_____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place_____

Date_____

TECHNICAL BID FORM —7

1. DETAILS OF EARNEST MONEY DEPOSIT (EMD)

   Code 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:_____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place_____

Date_____

FINANCIAL BID-1

CODE NO OF Firm:_____

QUOTATION OF PRINTING AND SUPPLY OF QUESTION PAPERS FOR HALF-YEARLY MID TERM EXAMINATION ANNUAL EXAMINATION, PRE-BOARD EXAMINATION & COMMON COMPARTMENT EXAMINATION

(RATE IN RUPEES PER QUESTION PAPER EXCLUSIVE OF ALL TAXES)

Bilingual (English—Bengali) / Monolingual Question papers

Having two pages** Rs…… (in words)……

……

**This means 1 sheet as explained in Point No. 10 & 12 in Page No.6 , rest shall be folded in the middle to make 2(two) pages.

Signature of Authorized Signatory:_____

Date:_____

PLEASE DON'T PUT SEAL OF THE AGENCY