

Serial No. ....

**KENDRIYA VIDYALAYA SANGATHAN  
REGIONAL OFFICE  
GCF ESTATE, BEHIND SCIENCE COLLEGE  
JABALPUR, (M.P.) - 482 011**

**TENDER DOCUMENT  
FOR**

**Printing & Supply of Study Material  
Booklets, Split of Syllabus and  
Confidential Question Papers (2013-14)**

**NOTICE INVITING TENDER**

The Tender document contains three Parts, namely;

1. Part – I      **NIT and TERMS & CONDITIONS**
  
2. Part – II     **TECHINCAL BID PROFORMA WITH CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH IT**
  
3. Part – III    **COMMERCIAL / FINANCIAL BID**

**PART – I**

**NOTICE INVITING TENDER AND  
TERMS & CONDITIONS**

Sealed tenders are invited on per page basis for the Composing, Typing, Setting and Printing of material to be done for supply of the Study Material, confidential question papers, split of syllabus etc; from the registered firms / agencies specialized in printing works. The firms / agencies are also required to carry adequate financial status with an annual turnover of Rs. 75 Lakhs or more per year for the last two years and a solvency status of Rs 20 Lacs from their bankers. Technical & Financial bids to be submitted in separate sealed envelopes “A” and “B”.

As per the tender document there shall be two types of bids namely **Technical bid and Commercial bid**. The technical bid and commercial bid should be sent in separate sealed envelopes marked as “A” and “B” respectively addressed to the Deputy Commissioner, KVS, RO, Jabalpur. The technical bid should accompany the Earnest Money Deposit of Rs. 1,00,000/- in the form of account payee demand draft / banker’s cheque of any scheduled bank in favour of “KVS RO Account Jabalpur” for the amount as mentioned above. The tenders containing technical bid and commercial bid in separate envelopes as above should be put and sealed in an outer cover (bigger envelope) super-scribed as “Tender for Printing of Study Material etc. due on 08-08-2013 at 1300 Hrs and addressed to Dy. Commissioner, KVS RO, Jabalpur. The tenders will be received up to 1300 hrs on 08-08-2013. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily.

The technical bids in envelop “A” will be opened on 08-08-2013 at 1500 hrs. in the presence of the representative/s of the bidders, who wish to be present, in the Chamber of the Dy Commissioner, KVS, Regional Office Jabalpur. The date for declaration of result of the financial bid will be told on 08-08-2013 only. The tenders not confirming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money are liable to be rejected summarily. All pages of the tender should be signed by the bidder with seal. The technical and commercial bids shall be duly filled in and submitted in original. The writing should be clear and legible. Where figures are furnished, the same are to be written in words also within brackets. All columns in the tender documents should be filled up. Attach Separate sheets wherever necessary.

- |    |                               |   |   |
|----|-------------------------------|---|---|
| 1. | Description of work           | : | Printing and supply of Study Material booklets, Confidential Question Papers and Split of Syllabus etc. |
| 2. | Volume of work                | : | As given in the Commercial bid in Part-III  |
| 3. | Specifications of the items   | : | As per attached Part – II & III.  |
| 4. | Owner                         | : | KVS, RO, Jabalpur.  |
| 5. | Earnest Money Deposit         | : | Rs 1,00,000/- (One Lac Only).<br>(by DD/PO favouring “KVS RO Account”<br>Payable at Jabalpur.           |
| 6. | Time of completion            | : | 15 days to three weeks from date of placing the supply order.   |
| 7. | Performance Security Deposit  | : | 5% of the billed Value for up to 60 days after completion.  |
| 8. | Schedule of submission of     | : | Up to 1300 hrs on 08-08-2013.   |
| 9. | tender Date & time of opening | : | 1500 hrs on 08-08-2013.   |

Submission of sealed envelope of tender containing Technical and Commercial Bid will be as follows:-

**Part – I NIT and Terms and Conditions** – To be submitted by the bidder with the technical bid after signing each and every page indicating the acceptance of all the terms and conditions.

**Part-II Technical Bid** – To be submitted in original completed in all respect alongwith documents to be attached after duly self – attested.

**Part – III Commercial Bid Forms** - To be submitted in original as completed in all respect.

- 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 due on 08-08-2013 at 1300 hrs. (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 envelope be super scribed as “Commercial Bid- Envelope”B”.
- c. The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Directors, in case of private / public limited firm.
- d. 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 should then be put in a single outer bigger envelope, sealed and addressed to the Dy Commissioner, Jabalpur, GCF Estate, Behind Science College, Jabalpur (M.P.) 482 011 and super scribed tender for printing and delivery of Study Material, Question Papers etc. due on 08-08-2013 at 1300 hrs.

#### **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.
3. The tenderer shall quote rates inclusive of all taxes etc as applicable, whatsoever. The rates have to be FOR Jabalpur / Nagpur (place/s to be mentioned in supply order) with proper packing in suitable bags wherever asked for. Rates quoted should included DTP, Composing, Binding, Stitching, Transportation, Freight and all kinds of taxes, VAT, Octroi etc., will not be accepted. Incomplete / Conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the Sangathan, if felt necessary.
4. The rates quoted by the contractor shall hold good and valid upto one year from the date of finalization of the tender. No amendment in the rate except increase in the rates of Sales Tax / VAT during the period of execution of the contract will be accepted.
5. 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.
6. The sample of the PAPER to be used is required to be submitted with tender duly stamped with SEAL of the firm. The paper of the finished book may be got tested, if felt necessary. If the paper is not found as per specifications in the finished product, the supplier shall be penalized by either rejecting the whole lot of the material or penalty of proportionate cost, as may be decided by the undersigned while reserving all the rights in this regard, further without prejudice to blacklist the supplier accordingly, if deemed fit.

7. 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 approved samples or do not confirm to the specifications prescribed.
8. The printer should have at least one single colour & one 4-colour offset machine, in-house plate making, stitching & binding unit. The printing facilities of the firm may be subjected to physical inspection by the team of this office, if required. The firm owning web printing machines will be treated advantageous for speedy completion of work, if other conditions are same.
9. The bidder must have the sufficient experience in the job of designing & printing of similar work. At least two copies of work orders of Rs. 15 Lakhs each or one copy of single work order of 20 Laks and above from Central . State Govt. / PSUs / reputed organisation be attached. However, given the credentials of the bidder, the undersigned reserves the right of any discretion in this regard.
10. **For the printing of Question Papers, an experience of atleast 3 years is must in the field of printing of question papers of confidential nature.** Enclose names of the important clients, work orders and satisfactory performance report from the client / organisations, where they have rendered services / supply should be enclosed.
11. If the supplier fails to supply any quantity of material 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 three weeks. In case of delivery beyond 3 weeks, no delivery may be taken by the undersigned and the transaction may stand cancelled with forfeiture of deposited EMD / Security deposits.
12. It would not be binding upon the authority to accept the lowest tender. The authority reserves the right to accept the tender in whole or in part, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Court at Jabalpur only.
13. **Earnest Money Deposit:** (a) **The EMD** of Rs. 1,00,000/- (One Lac only), will be deposited by the tenderer through bank DD / Pay order drawn in favour of the "KVS, RO Account Jabalpur". 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.  
  
(b) The EMD of those firms whose tenders are not approved will be refunded the original DD/Pay order deposited with the tender form.  
  
(c) **Performance Security Deposit :** The successful bidders will have to deposit the performance security at the rate of 5% of estimated value within a weeks time from the date of the award of the contract and should be valid up to 60 days after the date of completion of contract. However, the EMD amounts will be adjusted against the security deposits. If the accepted bidder fails to remit the performance security within prescribed time, the EMD remitted by him will be forfeited and his bid may be held void. The performance security will be released only after the successful completion and final payment of the job.
14. Since the works of confidential papers relates to the printing of question papers for various classes of different subjects, they will be required to be packed KV-wise & subject wise and sealed properly as per the list provided. **All high security & confidentiality ought to be observed for this work.** In case of any leakages on any contents of the question paper under printing, the whole lot of the paper will be rejected at the cost of the Printer and the printer will be required to print afresh paper on a single cost. Due to confidentiality aspects and experience with KVS required for the said works, the undersigned reserves all the rights for placing the orders for question papers to any supplier at the L1rates quoted by any other bidder, if deemed fit, in the interest of the organisation.
15. Payment :- 80% value of the bill shall be paid as far as possible within 15 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 / KVs.

16. Further, in case, the L1 tenderer for the printing assignments quotes higher rates for allied assignments viz Cover page / delivery charges etc wherever applicable, the same will be deemed negotiated / lowered down at par with the L1 rates for allied items of other bidder, since the prime activity for the evaluation of lowest rates would be printing & supply of the printing material and as such the allied materials are merely complementary items to the printing assignments. (However, in case of an attempt of a non-serious bidder, the lowest rates quoted by such a bidder shall be acceptable only if falling with 50% range of the L1 rates of successful bidder), with all further discretion available to the purchase committee / KVS to take a final decision in this regard.

**17. 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:

- i) Not meeting the qualifying criteria i.e. carrying required financial / solvency status, registration with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc.
- ii) Tender not enclosed with the required DD/PO of EMD amount and fee amount of Rs. 500/- if applied on downloaded document.
- iii) Unsigned tender document / terms & conditions/pricing bid document.
- iv) The specification of paper attached with the tender document not found of the quality asked for.
- 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.**

**Deputy Commissioner**

**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)  
Full Name with Date / Rubber Stamp/  
TIN/VAT No. etc of the firm.

**PART – II**

**Technical Bid Form (Envelope “A”)**

GENERAL INFORMATION ON PROFILE OF THE PRINTER and Attachments

1.1 Name & Address of the Firm:

1.2 Nature of the Firm:

Public / Private / Partnership / Proprietorship

1.2 Address with Phone No., FAX and E-mail

- |      |  |   |
|------|--|---|
| 1.3  | Two Copies of Printing work orders / bills for Rs 15 Lacs each or one copy of single order for Rs 20 lacs & above during last 2 years (2011-12 & 2012-13)                    | Attached / Not Attached at Page No..... |
| 1.4  | Copy of the PAN Card   | Attached / Not Attached at Page No..... |
| 1.5  | Copy of VAT/TIN/Sale Tax Registration No. (Whichever is applicable)  | Attached / Not Attached at Page No..... |
| 1.6  | Copy of Latest IT return / Clearance Certificates for 2011-12 & 2012-13  | Attached / Not Attached at Page No..... |
| 1.7  | Copy of latest VAT/ST returns / clearance for 2011-12 & 2012-13  | Attached / Not Attached at Page No..... |
| 1.8  | Copy of Solvency certificate for Rs 20 Lacs issued on after 01.04.2013   | Attached / Not Attached at Page No..... |
| 1.9  | Balance Sheets for 2010-11, 2011-12 & 2012-13 duly attested by C.A. & Annual Report (in case of Pvt. / Public Ltd. Firms)  | Attached / Not Attached at Page No..... |
| 1.10 | An affidavit regarding that the firm has never been blacklisted on Non-Judicial Stamp Paper of Rs. 100/-   | Attached / Not Attached at Page No..... |
| 1.11 | Details of the N. & Type of own Machines (photo layout of plant)   | Attached / Not Attached at Page No..... |
| 1.12 | Details of Earnest Money Deposit (EMD):- Amount : Rs One Lac. Name of Bank. .... Date of DD / PO/BC  | Attached / Not Attached at Page No..... |
| 1.13 | SAMPLE OF PAPER (specimen duly attested under seal of bidder) for Grade-A mill (i) 70 gsm and (ii) gsm of 89% (min) brightness and 90(min) opacity as per IS certifications. | Attached / Not Attached at Page No..... |
| 1.14 | SAMPLE OF COVER PAGE (specimen duly attested under seal of bidder) for Grade-A mil 220 gsm as per IS certifications.   | Attached / Not Attached at Page No..... |
| 1.15 | Documents for partnership firm / other firm.   | Attached / Not Attached at Page No..... |
| 1.16 | Whether all enclosures signed with Seal by the owner / partner / director  | Yes / No                                |

**Note:-**

1 – All the documents submitted with this firm should be self attested and stamped by the bidder.

2 - Bidder will not enclose any other additional documents other than asked above.

3 – All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as ..... (Total No. of pages enclosed)

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

**Checklist of documents to be enclosed alongwith Technical Bid**

Technical bid shall be opened first and evaluated. The financial bid will be opened only for the firms which qualify in the technical bid evaluation. **Self attestation of the following each and every documents is required to be submitted with the technical bid by the bidder alongwith seal.**

1. The Demand Draft / PO for Rs 1,00,000/- (One lac only) towards EMD amount and Rs 500/- towards tender fee, if applied on downloaded documents.
2. Terms & conditions as per Annexure-I duly signed in token of acceptance of all T&Cs from 1 to 19 above as in part-I of the Tender.
3. Alongwith the quotations, a copy of VAT/TIN Certificate, and any other certifications from concerned authorities etc. be enclosed.
4. The printer should have minimum annual turnover of Rs 75 lakhs for last two years. The copy of balance sheet of the firm for last 3 years i.e. for 2010-11, 2011-12 and 2012-13.
5. Latest IT return of the firm / VAT Clearance Certificate for the year 2011-12 and 2012-13.
6. Solvency certificate from the bankers for Rs 20 Lacs issued anytime during current year i.e. after April, 2013.
7. For the printing of Question Papers, an experience of at least 3 years is **MUST** in the field of printing & delivery of confidential question papers. Enclose names of the important clients, work orders and satisfactory performance report from the client/organisations, where they have rendered services/supply should be enclosed.
8. Please enclose list of all machines & equipments of High quality (owned by the printer and photographic layout proof thereof to be submitted alongwith the Technical Bid), unit having in-house arrangement for plate making and binding unit. The printer should have at least one single colour & one 4-Colour offset machine, in-house stitching & bidding unit. The printing facilities of the firm may be subjected to physical inspection by the team of this Office, if required.
9. The SAMPLE specimen of the Grade-A Mill Maplitho paper of (i) 70 GSM (ii) 64 GSM carrying brightness of 89% (minimum) and Opacity of 90(minimum), and Art card sheet paper of 220 GSM of Grade A mill, 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.
10. An affidavit on non-judicial stamp paper of Rs 100/- duly notarized 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 penalized for sub-standard quality/short supply/delayed supplies.
11. Pre Contract Integrity Pact in the enclosed prescribed format.
12. The bidder must have the experience in the job of designing & printing of similar work of books etc. At least two copies of work orders of Rs. 15 Lakhs each or one copy of single work order of Rs 20 lakhs or more during last two years (financial year) from Central/State Govt./PSUs/Reputed organisation be submitted.

Signature of the bidder with date &  
Seal of the firm.



**PART – III**  
**COMMERCIAL BID (ENVELOP" B")**  
(To be submitted in original alongwith the tender)

To  
The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
Regional Office, Jabalpur  
GCF Estate, Behind Science College  
Jabalpur (M.P.) 482 011

Date: . . / . . . 2013

Sub: Submission of Commercial Bid for Printing of Study Material, Split of Syllabus and Question Papers (2013-14) etc.

Sir,

Having examined the tender documents, terms and conditions stipulated therein, specification of work etc., I/We, the under signed offer to execute the printing work in conformity with the said specifications and conditions of contract.

If our bid is accepted, we shall submit the performance securities as per the conditions mentioned in the contract. We agree to abide by this bid for a period of One Year from the date of opening of financial bid & it shall remain binding upon us as may be accepted at any time before the expiry of that period. The rates quoted above are applicable for the entire printing work to be done as per the quantity and quality mentioned in the tender form.

**Commercial / Financial Bidding Document**

**A. For Study Material of different subjects and other related material in properly bound booklet form Composing, Typing, Setting & Printing:**

Description of works with specifications	Estimated quantities in number of booklets with varied number of pages ranging in between 100 to 250/300	Rate per page (in Rs.)
i) Blank text printing & supply of study material booklets of 8.5"x10.5" finished size using 70 gsm Maplitho paper of Grade-A Mill having Brightness of 89% (minimum) duly binded with cover as described at (ii) below. All specifications have to be as per IS Certifications.	200 copies	.....
	500 copies	.....
	First 1000 copies	.....
	Next 1000 copies	.....
ii) The 4 – pages cover of booklets on Art card sheet of 220 GSM of Grade A Mil in multi-colour printing duly binded on the booklet as described above in (i). All specifications have to be as per IS Certifications.	Each booklet as described above to be binded with the said covers	Rates to be quoted <u>per Cover</u> Rs.....

**Signature of the Bidder**  
**With Full Name & Seal**

**B. For Split of Syllabus**

Description of works with specifications	Estimated quantities with varied number of pages ranging in between 10 TO 25	Rate per page (in Rs.)
i) Blank text printing & supply of study material booklets OF 7" x 9.5" FINISHED SIZE USING 70 gsm Maplitho paper of Grade-A Mill having brightness of 89% (minimum), opacity of 90 (minimum) duly binded with cover as described at (ii) below. All specifications have to be as per IS Certifications.	First 500 copies	.....
	First 1000 copies	.....
	Next 1000 copies	.....
ii) The 4 – pages cover of booklets on Art card sheet of 130 GSM of Grade A Mil in single -colour printing duly binded on the booklet as described above in (i). All specifications have to be as per IS Certifications.	Each booklet as described above to be binded with the said covers	Rates to be quoted <u>per Cover</u> Rs.....

**C. For Confidential Question Papers to be supplied in different spells during academic year 2013-14**

Description of works / assignment with specifications	Estimated quantities in number of Question Papers with varied number of pages ranging in between 1 to 30	Rate per page (in Rs.)
i) Blank text printing & supply of Question Papers of 8.5" x 10.5" FINISHED SIZE USING 64 gsm Maplitho paper of Grade-A Mill having brightness of 89% (minimum), opacity of 90 (minimum) duly numbered and binded. All specifications have to be as per IS Certifications.	100 copies	.....
	First 500 copies	.....
	501 to 1000 copies	.....
	First 1000 copies	.....
	Next 1000 copies	.....
ii) <b>Delivery Charges / Packing Material</b> The said Question Papers to be properly packed/sealed in the multiples of 20-25 (school – wise for all KVs/ Subject-wise) in cloth – lined colour envelops and the said KV-wise envelops to be finally packed in laminated plastic bags per school.	Corresponding to the quantities of above printing material for about 47units KVs.  a) Brown colour Cloth-lined envelop of A-4 size.  b) Plastic gunny bag.	a) Rate per envelop.....  b) Rate per Bag

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  
Phone / Mobile No.  
Registration / VAT / TIN No.  
PAN No.