

SAMAGRA SHIKSHA, GAJAPATI

No. 3832/Ped./2021

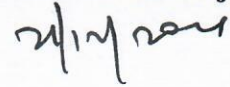
Dated. 22 / 12 / 2021

TENDER CALL NOTICE

Sealed tenders are invited from reputed parties/offset printers for DTP, printing and supply of Question Bank in Odia, English, Hindi and Sanskrit for Class -III to Xth

The party can down load the tender document from the Gajapati NIC website www.gajapati.nic.in and required to submit the tender paper along with a Bank draft for Rs.3,000/- in favour of District Project Coordinator, Samagra Shiksha, Gajapati, towards cost of processing fee on or before 01:00PM on 05-01-2022 through registered / Speed post only. The authority reserves the right to reject any or all of the tenders without assigning any reason, thereof.


Collector-cum-Chairman,
Samagra Shiksha, Gajapati.



TECHNICAL BID

SAMAGRA SHIKSHA, GAJAPATI

**DETAILS OF TENDER CALL NOTICE
FOR**

**DTP, PRINTING & SUPPLY OF QUESTION BANK
FROM CLASS-III TO X
FOR THE YEAR - 2021-22**

ISSUED TO:

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Dated.....

**District Education Officer-cum-DPC ,
Samagra Shiksha, Gajapati.**

Technical Bid (Annexure-1)

TERMS AND CONDITIONS

1. Sealed quotations for DTP, Printing & Supply of 100 sets of Question Bank in Odia, English, Hindi and Sanskrit for Class – III to Xth will be received up to 1:00 P.M of dated. 05-01-2022
2. The party can submit his / her quotation to **The Dist. Project Office, Samagra Shiksha, At-Betaguda, Po- Jhami Via- Paralakhemundi, District-Gajapati, Pin- 761201** through **Registered / Speed post only**. But the quotation sent by Registered Post must reach the Dist. Project Office on or before 1.00 P.M of dated. 05-01-2022 No quotation shall be received after 1.00 P.M of dated. 05-01-2022 The party can download the tender document from the District website i.e. www.gajapati.nic.in Bank draft for Rs.3000/- towards cost of processing fee should be annexed.
3. The quotations will be opened in the Collectorate Conference Hall Gajapati, Paralakhemundi on 05-01-2022 at **4:00 P.M** in the presence of bidders or their authorized representatives and members of the District Purchase Committee.
4. The rates should be inclusive of all taxes. No extra amount over and above the rates quoted will be paid. The party should offer their price in the financial bid issued separately. Quoting rates by the firm other than the financial bid will not be entertained.
5. Only one quotation will be allowed for one tender paper.
6. **The rate quoted in the quotation should be free from corrections and errors. In case of difference in rates written in figures and words then the rate quoted in words shall prevail. No overwriting is allowed in the quotation.**

(Signature of the Issuing Officer)

(Signature of the Tenderer)

7. Attested Photocopy of up to date GST validation Certificate, PAN number, GSTIN Certificate and firm registration certificate must be accompanied with the quotation, failing which the quotation shall be liable for rejection.
8. The quotationer are required to furnish EMD of Rs.30,000/-(Rupees Thirty thousand) only for DTP, Printing & Supply of 100 sets of Question Bank in Odia, English, Hindi and Sanskrit for Class – III to Xth in shape of Bank Draft **drawn infavour of Dist. Project Coordinator, SS, Gajapati and payable at any nationalized bank at Paralakhemundi.**
9. Conditional/Incomplete quotations are liable for rejection.
10. Adequate space for storage of Question Bank must be certified by the tenderers and will produce in front of District Purchase committee on the date of tender (min 1000 sq. ft).
11. The various crucial dates relating to Printing and supply of Question Bank are indicated here under:-
- a. Period for issue of Tender Document: - ~~23-12-2019~~ to ~~05-01-2022~~ up to 1.00 PM
- b. Date and time for submission of Tender by Document: - ~~05-01-2022~~ up to 1.00 PM
- c. Date, Time and Venue for Opening :- Collectorate Conference Hall, Gajapati
- (i) Technical Bids :- ~~05-01-2022~~ at 4.00 PM
- (ii) Open of Financial Bids of eligible Bidders :- Immediate after qualifying Technical bid

12. TENDER PROCESS:

12.1 Tenderers participating in the tender process shall submit a technical bid & financial bid in response to the Tender Call notice.

12.2 Earnest Money Deposit (EMD), Technical Bid & Financial Bid shall be contained in separate sealed envelopes clearly marked “EMD” , “Technical Bid” & “Financial Bid” as per norms specified below.

Signature of the Issuing Officer)

(Signature of the Tenderer)

12.2.1 FIRST Sealed envelope will contain only the EMD. *This envelop shall be marked PART-I-“EMD”*

12.2.2 SECOND Sealed envelope will contain the **Technical Bid (Annexure-1), check List and with photo copies of the certificates as mentioned in the (Annexure-II), Declaration (Annexure-III), Bank draft for Rs.3000/-(Rupees two thousand) only drawn infavour of Dist. Project Coordinator, SS, Gajapati towards cost of processing fee. *This envelop shall be marked PART-II-“TECHNICAL BID”***

12.2.3 THIRD Sealed envelope will contain the **FINANCIAL BID (Annexure-IV).** *This envelop shall be marked PART-III-“FINANCIAL BID”*

12.2.4 FOURTH sealed envelope will contain all the three envelops sealed separately i.e. EMD, TECHNICAL AND FINANCIAL BID with superscription “TENDER FOR DTP, PRINTING AND SUPPLY OF QUESTION BANK- 2021”.

12.2.5 THE FINANCIAL BID OF THE TENDERER WHO QUALIFIED ON SCRUTINY OF TECHNICAL BID SHALL BE CONSIDERED AND OPENED ON THE SCHEDULED DATE & TIME.

13. If the any tenderer fails to submit the tender as per terms at Sl.no.12 will be summarily rejected.

14. The EMD of unsuccessful quotationer will be refunded soon after finalization of the quotation and the selected bidder shall undergo an agreement with the undersigned in non judicial Stamp Paper regarding DTP, Printing and Supply of the Question Bank - 2021.

15. No preference will be given to any bidder or class of bidders either for price or other terms and conditions and conditional bid is summarily be rejected.

Signature of the Issuing Officer)

(Signature of the Tenderer)

16. After issue of work order the selected bidder shall deposit Performance Security of 5% of the order value in shape of Bank Draft drawn in favour of Dist. Project Coordinator, SS, Gajapati and payable at any Nationalized Bank, Paralakhemundi, Gajapati for the work.

17. EMD and Security Deposit of the selected bidder will be refunded only after successful performance in all respect. If any of the terms and conditions are violated the EMD as well as Security Deposit amount will be forfeited.

18. Selected bidder shall deliver Question Bank at **the Dist. Project Office, Samagra Shiksha, Betaguda, Po- Jhami Via- Paralakhemundi, Pin- 761201 Gajapati as per schedule enclosed** Subject wise, Class Wise.

19. The quotationers are required to submit **Sealed and Signed samples of paper** of the Proprietor with certification in which, the Question Bank. The papers to be chosen from mentioned Mills/ Industry (H.P.C.L / TNPL / J.K / BILT / DELTA / ANDHRA PAPER / EMAMI / SATIA). The quality of samples will be paramount consideration in deciding the quotations. Quotations received without samples are liable for rejection.

19.1 For verification of paper quality of the supplied questions the paper sample submitted by the approved firm should be sent to the Director, Text Book Production and Marketing with seal and signature of the authority.

20. Handwritten sheets Question Bank to be printed will be supplied by the office.

21. The quality of paper for printing & supply Question Bank is as follows:

Question-cum-Blank Answer Sheets:-

A. The Quality of Paper is **60 GSM (Good Quality Cream Wove)** and for **Cover pages is 220 Gsm (Laminated Good Quality Pulp Board).**

B. Size of Paper **A-4 size** and Printing **Bi Colour**

- C. Cost of Paper per ream in A-2 : (Approximately)
- D. Cost of Printing and supply of Question Bank per 100 sheets including all packing, Printing, binding, transportation & all other taxes is to be quoted separately in the **Financial Bid**.
- E. The cost of two pages question Bank and quantity of 100 sheets is to be quoted in the **Financial Bid**.
- F. The Printing cost should be inclusive of Plate making charges. If the number of printed question papers is less than 50000 then one plate making charge @ Rs.350/- per proforma (i.e. 8 Pages) will be allowed in total of all subjects and classes. No subject wise Plate making will be allowed.
- G. **Two percent (2%)** of spoilage of paper is allowed. i.e. for printing 1000 Demy size question papers, 1000 sheets of Demy Size paper required spoilage (2% of 2500, 50 sheets is allowed. So, total 255 sheets are allowed to print 1000 papers of question paper.
- H. Folding, Trimming up to 1000 Papers.
- I. The samples for both good quality question-cum-blank answer sheet paper (1/4 Demy Size) should be submitted with seal & signature of the proprietor in addition to the tender documents.
- J. L-1 to be taken from prescribed mills.
- K. Only prescribed paper is allowed in the tenders / quotations.
- L. Other paper will not be allowed for the purpose.
- M. After use, if any doubt on quality or GSM, printed sample may be sent to concerned mill for confirmation of its quality if required by the certifying authority.
- N. Printing must be in offset process using eco- friendly ink (I.S.O. I.S.I) standard as directed by Hon'ble High Court, Odisha.
- O. Bidder must give detail about the Mill on sample paper with the signature and seal of the dealer.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

22. The present Requirement of Question Bank is 100 sets, the same may be increased or decreased as per district requirement.

23. Schedule showing details on number of printing Question Bank will be intimated to the supplier/successful bidder after finalization of the tender.

24. In view of the Summative Assessment-II urgency the authority reserves the right to utilize Question Bank without testing the quality. The payment will be made after receipt of the Quality test report of the Paper from the Director Text Book Production & Marketing with Seal and Signature of the Undersigned. All the samples will be tested before payment. If any deviation in quality of papers will found, and then deduction will be finalized by the District Purchase Committee shall be final.

25. Selected supplier/firm shall enter into agreement on non-judicial stamp paper with the Dist. Project Coordinator, SSA, Gajapati before execution of the work order.

26 OPENING OF TENDER PAPER :

26. I The Tender Paper shall be opened in the chamber of the Collector-cum-Chairman, SS, Gajapati or in such other office premises at Paralakhemundi, Gajapati district on the date and time specified as per direction of Authority. The Tenderers shall be at liberty to be present either in person or through an authorized representative at the time of opening of Tender. The authorized representative shall furnish the authorization letter duly executed by the Tenderers before opening of Tender.

26. II If the last date of receipt and opening of Tender Paper happens to be a holiday, Tender paper will be received & opened on the next working day following the holiday.

27. QUOTING OF SAME RATES BY MORE THAN ONE TENDERER & NEGOTIATION WITH TENDERERS:

- 27.1 The lowest rate quoted by the Tenderer cannot be treated as accepted, if not workable, as per the decision of the District Purchase Committee. The decision of the District Purchase Committee is final and binding.
- 27.2 Quoting of same rates (L – 1 only) by more than one Tenderer, could be construed as an exceptional circumstance. In such cases, all the Tenders who have quoted the lowest rates shall be called for negotiation and revised rates shall be obtained in the sealed cover, opened in the presence of Tenderers on the same day & L-1 rate shall be declared basing on the revised rates obtained.
- 27.3 The District Purchase Committee reserves the right to negotiate with the L-1 Tenderer to come to workable rate.
- 27.4 The District Purchase Committee reserves the right to have cross negotiation with all the qualified Tenderer.
- 27.5 Incase single Tender is received or a single Tenderer is qualified after scrutiny of Technical Bid, the District Tender Committee reserves the right to negotiate the rate with the Tenderer to reach on a workable rate.
- 28.** The tenderer is requested to go through the tender document carefully before filling the same, so that there will be no ambiguity later on.
- 28.1 The non-performing / defaulting tenderer will be black listed for a period upto 2 years based on the gravity of non performance / default of the tender, by the Collector-cum-Chairman, SSA, Gajapati whose decision in the matter shall be final and binding.
- 29.** If the printing of Question Bank are not supplied within the stipulated time, damages @ 2% of the bill value for each day of default from the stipulated period of completion will be liable to subject to maximum of 10% of bill value & action as per law and decision of the Dist. Purchase will be initiated against the firm.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

30. The Collector-cum-Chairman, SS, Gajapati reserves the right to accept or reject any or all quotations in full or part without assigning any reason thereof and no intimation will be given to the bidders.

31. The maximum Period for activities as follows

- i. DTP for all sheets 6000 sheets (approx.) – 30 days
- ii. Proof Correction at Paralakhemundi – 15 days,

(The qualified Bidder have to supply a draft copy of all sheets with Double Space between lines with good space between words)

- iii. Printing and supply of the Question Bank:- 15 days

(Signature of the Issuing Officer)

(Signature of the Tenderer)

FINANCIAL BID (Annexure-IV)
SAMAGRA SHIKSHA, GAJAPATI

DETAILS OF QUOTATION CALL NOTICE

FOR

**DTP, PRINTING & SUPPLY OF QUESTION BANK
FROM CLASS-III TO X
FOR THE YEAR - 2021-22**

ISSUED TO:

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**District Education Officer-cum-DPC,
Samagra Shiksha, Gajapati.**

FINANCIAL BID (Annexure-IV)

Quoted Price for Question Bank, DTP, Printing, Binding Packing in Plate Making Charges and other taxes etc.

Sl. No.	Item	Quantity	Rate as per OPEPA	Amount in figure(Rs.)	Amount in words
1	Paper 60 GSM (Good Quality Cream Wove) Spoilage (2% of 2500)	2 Pages X 10,000 8 = 2,500 Sheets 50 Sheets 2,550 Sheets	Rate per 1000 sheets		
2	Printing	2 Pages x 10,000= 20,000	Rate per 1,000 pages single side printing		
3	Plate Making	One Plate	Per Plate is allowed (if the number of printed question is less than 50,000 then one plate making charges per forma (i.e. 1 plate = 8 pages) will be allowed		
4	DTP	Rs. _____ per page (Odia), Rs. _____ per page (Hindi / Sanskrit) Rs. _____ per page (English) , Rs. _____ per page (Mathematics)			
	Total (Including Transport cost)				

Note:

- (i) The bidders/ quotationer should submit sample for each item during opening of Tender paper for finalization of item. The sample of L1 parties will kept in the Office.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

ANNEXURE – III

DECLARATION

DECLARATION TO BE ATTACHED WITH THE TECHNICAL BID

1. I, _____ son / daughter / wife of Sri _____ Proprietor / Director / Partner / Karta of HUF / authorized signatory of the Tenderer, mentioned above, and competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of Tenderer / Authorized Person

Place :

Name :

Seal :

Telephone No. :

Mobile No. :

Email address :

(Signature of the Issuing Officer)

(Signature of the Tenderer)

Check List (Annexure-II)

The party can down load the tender document from the OPEPA website & District website i.e. www.opepa.in, & www.gajapati.nic.in respectively and submit his/her quotation through **Registered/Speed post only.**

1. FIRST Sealed envelope will contain only the EMD for Rs.30000/- (Rupees thirty thousand) for printing and supply of Question Bank, drawn in favour of DPC, SS, Gajapati payable at Parlakhemundi as mentioned in the terms and conditions at Sl. no. 12.2.1: **This envelop shall be marked PART-I-“EMD” FOR QUESTION BANK.**
2. SECOND Sealed envelope contain Technical Bid and others as mentioned in the terms and conditions at Sl. no. 12.2.2 : **This envelop shall be marked PART-II-“TECHNICAL BID”**
3. THIRD Sealed envelope will contain the as mentioned in the terms and conditions at Sl. no. 12.2.3 FINANCIAL BID: **This envelop shall be marked PART-III-“FINANCIAL BID” BOTH FOR QUESTION BANK.**
4. FOURTH sealed envelope will contain all the three envelops sealed separately as per the terms and conditions laid down at Sl. no.12.2.4.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

TECHNICAL BID

- Attested Photocopy of Registration Certificate of the firm issued by the competent authority
- Attested Photocopy of up to date GST validation Certificate.
- Sample paper of both duly signed by the quotationer as per the specification mentioned in the tender paper. **Bidder must give detail about the Mill as prescribed on sample paper with the signature and seal of the dealer.**
- Attested Photocopy of up to date Income Tax Return & PAN Card
- Attested Photocopy of the Govt. work order if any (Not Mandatory).
- The bidder shall bid for single group or all groups
- Technical Bid as per Annexure – I
- Check List as per Annexure – II
- Declaration to be attached with technical bid as per annexure-III
- Bidder shall sign each page of bid document and document required for participation in Tender.
- Processing Fee: Rs.3,000/- (Rupees Three Thousand) only in shape of Bank draft drawn infavour of DPC, SSA, Gajapati payable at Parlakhemundi.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

Details of Preparation of Question Bank - 2021

Class	Subject	Total No of Chapters	Sl nos of Chapters reduced	Total No of Chapters (Reducing)	No of Chapters Completed	No of Pages	Concept Note	Key Note
VIth	M.I.L (Oriya)			17	17	106		
	English			10	10	93		
	Hindi			20	20	47		
	Sanskrit	24	11,12,15,17,19,23,24	17	17	36		
	Mathematics			9	9	90		
	Science			18	18	164		
	History			14	14	198		
VIIth	Geography	7	0	7	7	110		
	M.I.L (Oriya)			21	21	174		
	English			13	13	66		
	Hindi			9	9	22		
	Sanskrit	21	9,10,16, 17,21,	16	16	29		
	Mathematics			8	8	75		
	Science			17	17	164		
VIII th	History			11	11	218		
	Geography			7	7	155		
	M.I.L (Oriya)			14	14	58		
	English			17	16	112		
	Hindi			10	10	42		
	Sanskrit	16	4,7,8,9,13,18	10	10	42		
	Mathematics			13	13	84		
IX th	Science			18	18	54		
	History			10	10	78		
	Geography			5	5	48		
	M.I.L (Oriya)			19	11	246		
	English					91		
	Hindi			20	20	56	31	34
	Sanskrit	8	3,6,8	5	4	138	10	11
	Mathematics			24	15	201	51	
	Science (SCP)	9		9	7	89		
	Science (SCL)			4	4	57		26
	History	8		8	8	118		
	Geography			8	8	78		
	M.I.L (Oriya)			23	6	216		
	English					166		

Details of Preparation of Question Bank - 2021

Class	Subject	Total No of Chapters	SI nos of Chapters reduced	Total No of Chapters (Reducing)	No of Chapters Completed	No of Pages	Concept Note	Key Note
X th	Hindi			15	15	138	36	50
	Sanskrit	7	2,3,7	4	4	191	10	9
	Mathematics			36	12	138	51	26
	Science (SCP)	9		9	8	154		27
	Science (SCL)			7	7	193		
	History			8	8	90		
	Geography			8	8			
Total				518	455	4625	189	183

Note :- The above figures may be vary during finanliasation of Tender as the work is under progress