

SAMAGRA SHIKSHA, GAJAPATI

No. 217 /Ped/2020

Dated. 24 / 01 / 2020

TENDER CALL NOTICE

Sealed tenders are invited from reputed parties/offset printers for printing and supply of Question-cum-Answer Sheets for Summative Assessment-II in Odia, English and Telugu & Report Cards for the year 2019-20 for all Primary & Upper Primary Students from Class I to VIIIth of Gajapati district.

The party can down load the tender document from the OSEPA / Gajapati NIC website www.osepa.odisha.gov.in / 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 13.02.2020 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 QUOTATION CALL NOTICE
FOR**

**PRINTING & SUPPLY OF QUESTION-CUM-ANSWER
SHEET**

**FOR ALL PRIMARY, UPPER PRIMARY AND
SECONDARY STUDENTS
FROM CLASS-I TO IX FOR SUMMATIVE
ASSESSMENT –II & REPORT CARDS
FOR THE YEAR - 2019-20.**

ISSUED TO:

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Dated.....


District Project Coordinator,
Samagra Shiksha, Gajapati.

Technical Bid (Annexure-1)

TERMS AND CONDITIONS

1. Sealed quotations for printing and supply of Question-cum-Answer Sheets & Report Cards for Class-I to VIII students of all Primary & Upper Primary students will be received up to 1:00 P.M of dated. 13.02.2020
2. The party can submit his / her quotation to the Dist. Project Office, Samagra Shiksha, Gajapati, and Paralakhemundi 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. 13.02.2020 No quotation shall be received after 1.00 P.M of dated. 13.02.2020 The party can download the tender document from the OSEPA website & District website i.e. www.osepa.odisha.gov.in/ 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 13.02.2020 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 overwritten 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, GS TIN 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 towards printing and supply of Question-cum-Answer sheet from class- I to VIII & EMD of Rs. 20,000/- (Rupees twenty thousand) only for printing and supply of Report cards for class-I to VIII students of all Primary & Upper Primary students for Summative Assessment-II 2019 in shape of Bank Draft **drawn infavour of Dist. Project Coordinator, SSA, Gajapati and payable at any nationalized bank at Paralakhemundi.**
9. Conditional/Incomplete quotations are liable for rejection.
10. Adequate space for storage of Question papers 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-cum-Blank Answer sheets & Report Cards are indicated here under:-
- a. Period for issue of Tender Document :- ~~27.1.20~~ to ~~13.2.20~~ up to 1.00 PM
- b. Date and time for submission of Tender by Document: - ~~13.2.20~~ up to 1.00 PM
- c. Date, Time and Venue for Opening :- Collectorate Conference Hall, Gajapati
- (i) Technical Bids :- ~~13.02.2020~~ at 4.00 PM
- (ii) Financial Bids of eligible Bidders :- ~~13.02.2020~~ after qualifying Technical bid

(Signature of the Issuing Officer)

(Signature of the Tenderer)

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 of both Question-cum- Blank Answer sheets as well as Report Cards.

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 DPC, SSA, 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 PRINTING AND SUPPLY OF QUESTION-CUM-BLANK ANSWER SHEETS & REPORT CARDS FOR SUMMATIVE ASSESSEMENT-II 2019”.

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

Signature of the Issuing Officer)

(Signature of the Tenderer)

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 Printing and Supply of the Question-cum-Blank Answer sheets & Report Cards for Summative Assessment - II of the Year 2019-20.

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.

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, SSA, Gajapati and payable at any Nationalized Bank,Paralakhemundi, Gajapati for both the works separately.

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-cum-Answer sheet & Report Cards at the respective Block Headquarters as per the enclosed schedule within fifteen days from the date of receipt of the order, School wise, Subject wise, Class Wise, Cluster Wise and Block Wise. Acknowledgement from the Block Education Officers is to be obtained in support of receipt of Question-cum-Answer sheet & Report Cards by them.

Signature of the Issuing Officer)

(Signature of the Tenderer)

19. The quotationers are required to submit **Sealed and Signed samples of paper** of the Proprietor with certification in which, the Question-cum-Answer sheets & Report Cards are to be printed. 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. Sample copy of Question-cum-Answer sheet & Report Cards to be printed (soft copy in Compact Disk) will be supplied by the office.

21. The quality of paper for printing & supply Question-cum-Answer Sheet & Report Cards is as follows:

Question-cum-Blank Answer Sheets:-

A. The Quality of Paper is 60 **GSM (Good Quality Cream Wove)**.

B. Size of Paper **A-4 size**.

C. Cost of Paper per ream in A-2 : 660/- (Approximately)

D. Cost of Printing and supply of Question-cum-Answer 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 papers and quantity of 10000 sets 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.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

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 and Packing up to 1000 Papers.

Report Cards:-

I. The Quality of Paper is 220 **GSM (Good Quality Pulp Board)**.

J. Size of Paper ($\frac{1}{4}$ **Demy Size**).

K. Printing (**Bi-colour**)

L. Transportation charges for supply of above materials to seven headquarters rate will be allowed as per local rate.

M. The samples for both good quality question-cum-blank answer sheet paper ($\frac{1}{4}$ Demy Size) should be submitted with seal & signature of the proprietor in addition to the tender documents.

N. L-1 to be taken from prescribed mills.

O. Only prescribed paper is allowed in the tenders / quotations.

P. Other paper will not be allowed for the purpose.

Q. 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.

R. 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.

S. 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-cum-Answer Sheet & Report Cards is approximately 70,000 (Seventy thousand) only and the requirement of Printed Question-cum-Blank Answer sheets in both languages and Report Cards for class-I to class- VIII for all subjects. The requirement may vary or subject to modification at a later date.

23. Schedule showing details on number of Question-cum-Blank Answer sheets & Report Cards to be delivered to respective block points and the address of the places and persons where the packets to be delivered will be intimated to the supplier/successful bidder after finalization of the tender. The Packets will be made School wise, subject wise, class-wise, school-wise, cluster wise & block wise.

24. In view of the Summative Assessment-II urgency the authority reserves the right to utilize Question-cum-Blank Answer sheets & Report Cards 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.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

26 OPENING OF TENDER PAPER :

26. I The Tender Paper shall be opened in the chamber of the Collector-cum-Chairman, SSA 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.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

27.5 In case 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 Question -cum-Answer sheets & Report Cards 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 initiated against the firm.

30. The Collector-cum-Chairman, SSA, 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.

(Signature of the Issuing Officer)

(Signature of the Tenderer)

FINANCIAL BID (Annexure-IV)
SAMAGRA SHIKSHA, GAJAPATI

DETAILS OF QUOTATION CALL NOTICE

FOR

**PRINTING & SUPPLY OF QUESTION-CUM-ANSWER SHEET &
REPORT CARDS
FOR ALL PRIMARY AND UPPER PRIMARY STUDENTS FROM
CLASS-I TO IX FOR SUMMATIVE ASSESSMENT-II
FOR THE YEAR 2019-20.**

ISSUED TO:

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Money Receipt No.Dated.....


**District Project Coordinator,
Samagra Shiksha, Gajapati.**

FINANCIAL BID (Annexure-IV)

Quoted Price for Question-cum- Blank Answer Sheets Printing, Binding Packing in Plate Making Charges , transportation 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)	$\frac{2 \text{ Pages} \times 10,000}{8}$ $= 2,500 \text{ Sheets}$ $\frac{50 \text{ Sheets}}{2,550 \text{ Sheets}}$	Rate per 500 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	Packing	10,000x 2 pages = 20,000 pages	Rate per 1,000 pages		
	Total (Excluding Transport cost)				

Note:

- (i) Transportation will be allowed as per Local Rate.
- (ii) 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 –cum-answer sheet and Rs. 20,000/- (Rupees Twenty thousand) for printing and supply of Progress card drawn in favour of DPC, SSA, 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-CUM-BLANK ANSWER SHEETS & REPORT CARDS.**
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-CUM-BLANK ANSWER SHEETS & REPORT CARDS.**
4. FOURTH sealed envelope will contain all the three envelopes 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)

FINANCIAL BID (Annexure –IV (II))

TENDER FOR PRINTING AND SUPPLY
OF REPORT CARDS, 2019-20 (Class I to VIII).

Demy 1/4, 220 GSM pulp Board paper with bi-colour printing (4 pages) 2 sheets both side printing)				
Item	Specifications	Quantity	Rate quoted per report card (Rate inclusive of all cost, taxes and transportation etc.)	Total Quoted rate
Report cards	Size: -Demy ¼ Paper: - 220 GSM Pulp board Printing:-Bi-colour Page:-4 pages (2 sheets) both side printing	70000 (approx)		

Signature of the Tenderer
With date and seal

(Signature of the Issuing Officer)

(Signature of the Tenderer)