

Serial No.....

**KENDRIYA VIDYALAYA BSF CHHAWLA
KENDRIYA VIDYALAYA SANGATHAN
REGIONAL OFFICE, DELHI**

**TENDER DOCUMENT
FOR**

**Printing & Supply of
Study Material Booklets, Split of syllabus and
Confidential Question Papers**

**NOTICE INVITING TENDER AND
TERMS & CONDITIONS**

Sealed tenders are invited on per page basis for the printing material to be done from the prepared CDs for printing & its supply of the Study material Booklet, confidential question papers, split of syllabus etc; from the registered firms/agencies specialised in printing works. **Technical & Financial bids to be submitted in separate sealed envelopes "A" and "B".**

1. Description of work : Printing and supply of Study material booklets, Confidential Question papers and Split of syllabus etc.
2. Earnest Money Deposit : **Rs. 25,000/-** Twenty five thousand only.
(by DD/Cheque favouring "PRINCIPAL KV BSF CHHAWLA" payable at Delhi).
3. Time of Completion : 21 days to 30 days from date of placing the supply order.
4. Delivery Of Material : At KVS RO Delhi
5. Last date of sale of tender: 16-12-20 up to 1400 hrs(14 working days)
6. Schedule of submission : **Up to 1400 hrs on** 17-12-2020
of Tender at KV BSF CHHAWLA
7. Date & time of opening : **1400 hrs on** 18-12-20

Submission of sealed envelopes of tender Technical and Commercial Bid will be as follows:

(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 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 envelop be super scribed as "Commercial Bid- Envelope "B".

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 and addressed to the PRINCIPAL KV BSF CHHAWLA and super -scribed Tender for printing and delivery Study material, Question papers etc.

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.
4. 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.
5. 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 specifications prescribed.
6. If the supplier fails to supply any quantity of materials 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 one month. In case of delivery beyond 1 month, no delivery may be taken by the undersigned and the transaction may stand cancelled with forfeiture of deposited EMD/Security deposits. However, in case of delay on account of unavoidable and beyond control circumstances of the supplier, necessary permission will be taken from the undersigned for extension of the time limits.

(b) **Earnest Money Deposit** : (a) **The EMD** of Rs 25,000/- (twenty five thousand only), will be deposited by the tenderer through bank DD/Pay order drawn/Cheque in favour of the "PRINCIPAL KV BSF CHHAWLA". 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 in accordance with Article 182.1 of the Accounts code of KVS. The EMD of those firms whose tenders are not approved will be refunded the original DD/Pay order/Cheque deposited with the tender form.

7. 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 KV-wise packed 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 L1 rates quoted by any other bidder, if deemed fit, in the interest of the organisation.

8. 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/press.

9. 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 :

- ii) Tender not enclosed with the required DD/PO/Cheque of EMD amount and fee amount of Rs 500/- if applied on downloaded document,
- iii) Unsigned tender document/terms & conditions/pricing bid document
- 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.**

Principal KV BSF CHHAWLA

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
GST No. etc of the firm

PART-II

Technical Bid Form (Envelope "A")

- 1 Name & Address of the firm:

- 2 Signed copy of Term and conditions

- 3 Copy of GST No.

- 4 Details of Earnest Money Deposit (EMD): -
Amount : Rs 25,000/- Name of Bank:.....
Date of Cheque/DD/BC:.....

- 5 Documents for partnership firm/other firm Attached/Not Attached

- 6 . Whether all enclosures signed with Yes/No.
Seal by the owner/partner/director

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

PART-III (Financial bid)

Tender for the Printing work

To,
The Principal
Kendriya Vidyalaya BSF Chhawala

Dt : '2020

Sub: Submission of Bid for printing of Study Material book, Split of syllabus and Question Papers etc.

Sir,

A. For Study material booklet and other related material in bound booklet form

Description of works with specifications	Estimated quantities in number of books with varied number of pages ranging in between 100 to 250/300 per book	Rate per page per book (in Rs)
i) Black text Printing & supply of booklets of 8.4" x 10.5" size using 70 gsm Maplitho paper of Grade-A Mill duly binded with cover as described at (ii) below. All specifications have to be as per IS Certifications.	First 1000 copies	Rs.....
	1001 to 5000 copies	Rs.....
	5001 to 10000 copies	Rs.....
	Above 10000	Rs.....
ii) Multi colour printing on 128/130 gsm paper Multi colour print per 4 pg.	First 1000 copies	Rs.....
	Next 1000 copies	Rs.....
ii) The 4-pages cover of booklets on Art card sheet of 220/250/300 GSM of Grade A Mill 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>
	220 gsm	Rs.....
	250 gsm	Rs.....
	300 gsm	Rs.....

B. For Split of Syllabus

Description of works with specifications	Estimated quantities with varied number of pages ranging in between 12 to 48	Rate per page (in Rs)
i) Black text Printing & supply of study material booklets of 7" x 9.5" finished size using 64 gsm Maplitho paper of Grade-A Mill duly binded with cover	1001 to 5000 copies	Rs.....
	5001 to 10000 copies	Rs.....
	above 10000	Rs.....
ii) The 4-pages cover of booklets on Art paper sheet of 130 gsm of Grade A Mill in Multi colour printing duly binded on the booklet	Each booklet as described above to be binded with the said covers	Rates <u>per Cover</u> Rs.....

C. For Confidential Question papers to be supplied in different spells

Description of works/assignment with specifications	Estimated quantities in number of Question papers with varied number of pages ranging in between 1 to 25	Rate per page per 100 (in Rs)
i) Black text Printing & supply of confidential Question papers of 8.5" x 10.5" finished size using 64 gsm Maplitho paper of Grade-A Mill	First 100 copies	Rs.....
	Next 100 copies	Rs.....
	1001 to 5000 copies	Rs.....
	5001 to 10000 copies	Rs.....
	Above 10000 copies	Rs.....
ii) Delivery Charges/ Packing Material The said Question Papers to be properly packed/sealed in the multiples of 20-25 (school-wise for all KVs/ subject-wise) in brown cloth-lined colour envelopes and the said KV-wise envelopes to be finally packed and sealed with paper detail printed and then in plastic bags with seal per school.	Corresponding to the quantities of above printing material for about 85 units KVs. a) Brown/yellow colour Cloth-lined envelop of A-4 size with printed paper wrapped on it as seal b) Plastic gunny bag and seal	a) <u>Rate per envelope</u> Rs..... b) <u>Rate per Bag</u> Rs.....

D. Printing of Souvenir or any other booklet in four Colour Size 8.33 x10.6" with Designing & composing and thread stitching with perfect pasting binding if no of pages is more and as per req.

Description of works with specifications	Estimated quantities approx 1200	Rate per 4 page per souvenir (in Rs)
i Inside page printing in 4 Colour on 170 gsm Art Paper bilt/imported Per 4 page	First 1000	Rs.....
	Next 1000	Rs.....
ii Inside page printing in 4 Colour on 150 gsm Art Paper bilt/imported Per 4 page	First 1000	Rs.....
	Next 1000	Rs.....
Cover printing in 4 Colour on 300 gsm Art Card with Lamination per cover		<u>Rates per Cover</u> Rs.....
Envelope Multi Colour printing laminated 12 x 10 size of 120 gsm fine		per envelope Rs.....

E. For Teacher Diaries (Primary and secondary) with thread and hard bound binding

Description of works with specifications	Estimated quantities	Rate per Teacher Diary (in Rs)
i) Black text Printing & supply of Teacher Diaries of 8.75" x 11" finished size using 70 gsm printing paper of Grade-A Mill of 160 pages each duly binded with thread stitch on back spine cloth and hard bound with Multi colour cover Pasted on it Primary and secondary	First 1000	Rs.....
	Next 1000	Rs.....

F. For Multi Colour Booklet material in bound booklet form

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 4 page (in Rs)
i) Multi colour Printing & supply of booklets of 8.5" x 10.5" size using 70 gsm Maplitho paper of Grade-A Mill duly binded with cover as described at (iii) below. All specifications have to be as per IS Certifications.	For first 1000 booklet	Rs.....
	For 1001 to 4000 copies	Rs.....
	For 4001 to 7500 copies	Rs.....
	Above 7500	Rs.....
ii) Multi colour Printing & supply of booklets of 8.5" x 10.5" size using 80 gsm Maplitho paper of Grade-A Mill duly binded with cover as described at (ii) below. All specifications have to be as per IS Certifications.	For first 1000 booklet	Rs.....
	For 1001 to 4000 copies	Rs.....
	For 4001 to 7500 copies	Rs.....
	Above 7500	Rs.....
iii) The 4-pages cover of booklets on Art card sheet of 250/300 GSM of Grade A Mill 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 binded with the said covers	Rates <u>per Cover</u>
	250 gsm	Rs.....
	300 gsm	Rs.....

L Student Diary

Description of works with specifications	Estimated quantities 3000 and above	Rate per Diary (in Rs)
Student Diary 7.2x9.5", 120 pgs 64 gsm A grade Maplitho paper with single colour printing Cover 4colour printing with lamination perfectpasting binding on 300gsm duppulp board Agrade	First 1000	Rs.....
	Next 1000	Rs.....
	Per 1000 cover	Rs.....
Student Diary 6.45x8.15" , 120 pgs 64 gsm A grade Maplitho paper with single colour printing Cover 4colour printing with lamination perfect pasting binding on 300gsm dup pulp board Agrade	First 1000	Rs.....
	Next 1000	Rs.....
	Per 1000 cover	Rs.....

All the rates should be as per the specification of the material and samples shown or available in vidyalaya

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

Date :

GST No.: