

**Serial No.....**

**KENDRIYA VIDYALAYA SANGATHAN  
REGIONAL OFFICE,  
KADVANTHARA, ERNAKULAM-682020**

**TENDER DOCUMENT (07 pages)  
FOR**

**Printing & Supply of  
Confidential Question Papers /  
Other similar materials/booklets**

## **NOTICE INVITING TENDER**

Sealed tenders are invited on per page basis for the printing and supply of the study material confidential question papers and other Printed materials from the registered firms/agencies specialised in printing works. The firms/agencies are also required to carry adequate financial status with an average turnover of above Rs 10 lacs for the last two years and a solvency status of above Rs 5 lacs from their bankers.

1. Description of work : **Printing and supply of**
  - A. Confidential Question papers etc.
  - B. Other similar material /booklets as per requirement
2. Volume of work :  
As given in the pricing document at Annex-II.
3. Specifications of the items : As per attached Annex -I
4. Owner : KVS RO ERNAKULAM
5. Earnest Money Deposit : Rs.10,000/- Ten thousand only.  
(by DD/PO favouring "DC KVS RO ERNAKULAM").
6. Time of Completion of work: 15 days from date of placing the supply order.
7. Security Deposit : 10 % of the billed Value for a Month.
8. Schedule of submission of Tender : Up to 1400 hrs on 02.12.2020 at KVS RO Ernakulam
9. Date & time of opening : 1500 hrs on 02.12.2020

  
**Deputy Commissioner**

**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 Ernakulam with proper packing in suitable bags. Incomplete / Conditional tenders are liable to be summarily rejected. Rates quoted should include DTP, Composing, Binding, Stitching, Transportation, Freight and all kinds of taxes, GST, KFC, Octroi etc. Separate mention of DTP, Composing, Binding, Stitching, Transportation, Freight and taxes, GST, KFC, Octroi, etc. will not be accepted.
4. There should not be any over writings 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. The sample of the PAPER to be used is required to be submitted with tender duly stamped with SEAL of the firm.
6. The rates quoted by the contractor shall hold good **upto March 31<sup>st</sup>,2022**. 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.
7. In the event of acceptance of the tender and placing of the order for supply, the material ordered for would be subjected to an inspection by the undersigned or my representative and are liable to be rejected if the material supplied are not according to the approved samples or not conforming with the specifications prescribed in the tender papers.
8. 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 shall be taken by the undersigned and the transaction will 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.
9. 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.
  - (a) The EMD of Rs 10,000/- (Ten thousand only), will be deposited by the tenderer through bank DD / Pay order drawn i/f/o the "DC KVS RO ERNAKULAM". In the event of acceptance of tender, the amount of earnest money will be adjusted against performance security deposit and the balance will be levied from the tenderer. The tenders without enclosing EMD will be rejected summarily. The Govt agencies, if any, will be exempted from depositing the EMD.

(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) The security deposits will be 10% of the total billed value for a period of one month. The EMD amounts will be adjusted against the security deposits.

10. 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 new papers on a single cost.

11. 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 by the L1 tenderer at par with the L1 rates for allied items of other parties, 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.

#### 12. 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.

#### 13. 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, registered 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 100/- if applied on downloaded document,
- iii) Unsigned tender document/terms & conditions/pricing bid document
- iv) The specification of the 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.

14. 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. Accordingly, **the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.**

  
Deputy Commissioner

#### AGREEMENT

I/We have gone through the above terms and conditions as referred to at SI No: 1 to 15 and agreed upon in all.

(Signature of Prop / Manager)  
Full Name with Date/Rubber stamp  
/TIN/VAT No. etc of the firm

**Check List of Enclosures with Tender Document**

1. The Demand Draft/PO for Rs 5,000/- (Five thousand only) towards EMD amount and Rs 100/- towards tender fee, if applied on downloaded document.
2. The copy of balance sheet of the firm for last 2 years i.e for 2018-19 and 2019-2020.
3. Solvency certificate from the bankers for Rs 5 lacs issued anytime during current year i.e. after April'2020.
4. List of similar type of works executed by the firm so far, if any, specially with KVS.
5. Terms & Conditions duly signed in token of accepting them all unconditionally.
6. The specimen of the paper of the required quality to be used in the printing assignments, as described in the bidding document.
7. Price Bidding document in Annex-I duly filled in with the rates and duly signed with full name and seal of the firm.
8. An affidavit on non-judicial stamp paper of Rs 100/- duly notarised will have to be submitted by the firm declaring that the firm has never been blacklisted by any organisation/institution or department.
9. Latest IT Return of the firm/GST Clearance Certificates for the year 2018-19,2019-2020. Along with the quotations a copy of Sales Tax Registration / TIN Certificate, Licence No. etc be enclosed.
10. Partnership deed in the case of Partnership Firm.
11. Any other document required by the text inside the document.

Strike out whichever is not applicable.

Signature of the Bidder  
with date & Seal of the Firm

**Annexure - I**

**Financial Bidding Document**

1. Description of work : **Printing and supply of**

- A. Confidential Question papers .
- B. Other similar material/booklets etc

The above volume of works have to be for 41 KVs of Ernakulam Region.

2. Specification of Paper & Quality of Printing etc have to be as shown in the quotation document cited as hereunder.

**Quotation of Rates**

**A. For Confidential Question papers to be printed and 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 (in Rs)
<b>i) Black text Printing &amp; supply of Question papers</b> on 60 Gsm Maplitho paper, finished size of QP 29.5 cms x 21.0 cms (A4 Size)duly bonded. The headings has to be 12/14 ARIAL NARROW with corresponding line gap to maintain proper legibility of the text matter.	Upto 100 copies .....	Rs.....
	101 to 500 .....	Rs.....
	501 to 1000 copies.....	Rs.....
	1001 to 5000 copies .....	Rs.....
	Above 5000 copies .....	Rs.....
<b>ii) Delivery Charges/ Packing Material</b> The said Question Papers to be properly packed/sealed in the multiples of 20-25 (school-wise for 41 KVs in 39 destinations/ subject-wise-as in Annexue II) in brown 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 41 KVs in 39 destinations.	<u>Rate per envelop</u>
	a) Brown colour Cloth-lined envelop of A-4 size  b) Plastic gunny bag	Rs.....
		<u>Rate per Bag</u>
		Rs.....

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

**Annexure – I(2)**

**A. Printing & supply of other printed material**

Description of works with specifications	Estimated quantities in numbers	Rate per piece (in Rs)
Black text Printing & supply of 4-pages other printed material in 4-colour printing on 170 Gsm Art paper (sinar mass) for the finished size 29.5 cms x 21.0 cms.	Upto 100 copies	Rs.....
	101 to 500 copies	Rs.....
	Above 500 copies	Rs.....

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

Signature & date (with seal)

Name of the Firm & Address

Phone /Mobile no :.

Registration No.:

Sales Tax No. /TIN No.:

PAN No.

Date :