

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI
(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY(OSEPA)
(DEPARTMENT OF SCHOOL & MASS EDUCATION, ODISHA)

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Date: 9/1/2020

TENDER CALL NOTICE

Sealed tenders are invited in prescribed format from reputed offset printers having valid GST, TIN, PAN and DIC registration certificate for printing and supply of (a) Question-cum-Answer Sheets & (b) Report Card from Class-I to VIII for Govt. & Govt. Aided Primary, Upper Primary & High Schools of Puri District. The last date of receipt of tender is fixed on 28.01.2020 up to 2 P.M. and will be opened on 28.01.2020 at 3 P.M. before the Tender Committee in presence of the tenderers or their authorized representatives. The sealed tenders will be received through speed post / registered post and can be dropped in the sealed Tender box kept at DPO, SS, Puri. The office will not be held responsible for any kind of postal delay. The tender shall include with all documents, processing fee and EMD as stated in terms and conditions of bid document. The undersigned reserves the rights to accept or reject all or any tender/s without assigning any reason thereof. The Bid documents along with terms and conditions will be available in the office of the undersigned on each working day during office hour from 10.01.2020 to dt. 27.01.2020 & also available in the website www.puri.nic.in and www.osepa.odisha.gov.in.

By Order of the Collector-cum-Chairman, SS, Puri.


R₃ District Project Co-ordinator,
Samagra Shiksha, Puri.

M.R.: _____
Demand Draft / Pay Order No: _____

Bid Document for Printing and Supply of
"Question-cum-Answer Sheets"-2020

Name of the Printer: _____
Address: _____
PAN No: _____
GST Registration No: _____

TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF QUESTION-CUM-ANSWER SHEETS FOR SUMMATIVE ASSESSMENT – II, 2020

1. **Specification of Paper and its quality:**
 - Paper type: EMAMI
 - Paper Quality: 60 GSM (Cream Wove).
 - Size of the Paper: Demi ¼ size
2. **Sample Paper:** Sample quality paper for printing of question paper will be enclosed with the tender paper duly countersigned by the bidder with firm seal, which will be sent to the Director, TBPM for verification of paper quality.
3. After use, if any doubt on quality or GSM, printed sample will be sent to concerned Mill for confirmation of its quality if required by the certifying authority.
4. **Quality of printing:** Letter size, Fonts as per the sample which can be obtained from the District Project Office, RTE-SS, Puri. Printing must be Offset process using eco-friendly ink (I.S.O. I.S.I) standard as directed by Hon'ble High Court, Odisha.
5. Bidder must give detail about the mill on sample paper with the signature and seal of the dealer.
6. **Packeting:** Printed question-cum-answer sheets shall be packed & be supplied by the Firm/ Press as per indent of the school (provided by RTE-SS, Puri.) in a sealed packet i.e. school wise/ class wise/ subject wise and packets may be made for each cluster wise and block wise (The list of school wise indent will be supplied to the selected bidder for packeting).
7. **Mode of Receipt of Tender:** District Project Office, RTE-SSA, Puri for receiving quotation on or before **28.01.2020 by 2 P.M.** in sealed Tender box or through registered post/ speed post.
8. **Opening of Tender:** District Project Office, RTE, SS, Puri on **28.01.2020 at 3 P.M.** in presence of the Tenderers or its authorised representatives having authorization letter from the Bidder.
9. **Documents:** Tender Papers should be submitted along with the following documents duly attested by self. Non-submission of required documents are liable to be rejected.
 - GST Registration Certificate with GST No.
 - PAN/TAN Certificate
 - Updated Income Tax clearance certificate
 - DIC registration certificate
 - Labour certificate issued by the Labour Commissioner/ DLO.
 - Authorisation Certificate for Paper in case of Printing of Question-cum-Answer Sheet about the Mill on Sample Paper with the signature and seal of the dealer (for prescribed paper as mentioned above)

10. **Sample submitted:** Only one sample paper will be submitted with the quotation.
11. **Deposit of Earnest Money:** Rs.50,000/- (Rupees fifty thousand) only in shape of Bank Draft / Bankers Cheque/ Bank Guarantee duly pledged in favour of DPC, RTE-SSA, Puri payable at any Nationalized Bank, Puri.
12. **Deposit of Security money:** The successful bidder shall deposit the amount of performance guarantee @ 5% of the contract price in form of Bank Draft/ Bank guarantee. The security deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
13. **Obtaining of Tender document and depositing of Processing fee:** The tender documents will be obtained from the District Project Office, SS, Puri during office hours **from 10 A.M. to 5 P.M. till 27.01.2020 except holidays on payment of Rs.1,000/-**(Rupees One Thousand only) (Non-refundable) and the same can also be downloaded from our website www.puri.nic.in and www.osepa.odisha.gov.in. The Bidders are to submit their bid document in the prescribed format in the envelope duly marked "**Tender for printing and supply of Question- Cum- Blank Answer sheets 2020**" The bidder who downloads the tender document from the website shall have to submit the document along with DD amounting to Rs.1, 000/- (Rupees One Thousand only) in favour of District Project Coordinator, RTE-SSA, Puri payable at any Nationalised Bank towards cost of tender paper. The same should be sent to District Project Co-ordinator, Samagra Shiksha, L.I.C. Colony UGME School Campus, Chandan Hazuri Road, Puri-752001 through Regd. post/Speed post or drop in the sealed Tender box so as to reach by **28.01.2020 by 2 P.M.** Any type of postal delay will not be entertained.
14. **No. of pages:** Approximately 30, 00,000 (Thirty lakhs) pages of Question-cum-answer sheets will be printed. The number may increase or decrease.
15. **Date of Completion of Printing and Supply:** Question-cum-answer Sheets are to be printed & supplied as per agreement within 15 days from the date of agreement, failing which the security deposit will be forfeited.
16. **Rate of Printing & Packeting:** Rate of printing should include paper, printing, stitching, packeting, trimming & supply with all taxes (rate per 1000 sheets of printing be quoted excluding transportation cost for printing of question paper).
17. **Plate making cost:** The printing cost should be inclusive of plate making cost, if the number of printed questions is less than 50,000, then one plate making charge @Rs.300/- per forma (i.e. 8 pages) will be allowed.
18. **Spoilage:** 2% spoilage in paper is allowed.
19. **Date and Place of Delivery:** Within 15 days from the date of agreement, at the block point.

20. **Transportation Cost:** The cost of transportation for supply of the Question papers to the block point shall be mentioned in the tender separately which is admissible in the approved local rate.
21. **Execution of agreement:** The selected Firm / Press will have to execute an agreement in non-judicial stamp paper with the DPC, RTE-SS, Puri soon after the selection and before issue of work order to print and supply the printed & packeted Question-cum-Answer Sheet as per the term and conditions mentioned in the agreement.
22. **Mode of payment:** Payment will be made only after submission of proper acknowledgement receipt of all BEOs/ ABEO-cum-BRCCs, RTE-SS towards delivery of the Question-cum-answer sheets at the block points.

The undersigned reserves the right to cancel all or any tender without assigning any reason thereof.


District Project Co-ordinator,
RTE-SS, Puri.

FORM FOR QUOTATION FOR PRINTING OF QUESTION-CUM- ANSWER SHEETS-2020

Particulars	Sample	Rate quoted for single side printing per 1000 sheets including all taxes	Rate quoted for both side printing per 1000 sheets including all taxes
Question-cum-Answer Sheets - 60 GSM (Cream Wove)	01.		

N.B.: 1 sheet = 2 pages

RATE QUOTED FOR TRANSPORTATION CHARGE TO DESTINATION

Vehicle to be used	Rate quoted per kilometer
Truck	
Mini Truck	

Signature of Bidder with seal

M.R.: _____

Demand Draft / Pay Order No: _____

**Bid Document for Printing and Supply of
"REPORT CARD", 2020**

Name of the Printer: _____

Address: _____

PAN No: _____

GST Registration No: _____

**TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF
"REPORT CARD", 2020.**

1. **Specification of Paper and its quality:**
 - Size: Demy ¼ size
 - Paper: 220 GSM Pulp Board
 - Printing: Bi-colour (Both side printing)
2. **Sample Paper:** Sample quality paper will be enclosed with the tender paper duly countersigned by the bidder with firm seal, which will be sent to the Director, TBPM for verification of paper quality.
3. **Quality of printing:** Letter size, Fonts as per the sample which can be obtained from the District Project Office, RTE-SS, Puri.
4. **Packeting:** Printed Report Cards shall be packed block-wise & be supplied to each block point by the firm/ press as per indent (provided by RTE-SS, Puri).
5. **Mode of Receipt of Tender:** District Project Office, RTE-SS, Puri for receiving quotation on or before **28.01.2020 by 2 P.M.** in sealed Tender box or through registered post/ speed post.
6. **Opening of Tender:** District Project Office, RTE-SS, Puri on **28.01.2020 at 3 P.M.** in presence of the Tenderers or its authorised representatives having authorization letter from the Bidder.
7. **Documents:** Tender Papers should be submitted along with the following documents duly attested by self. Non-submission of required documents are liable to be rejected.
 - GST Registration certificate.
 - PAN/TAN Certificate
 - Updated Income Tax clearance certificate
 - DIC registration certificate
 - Labour certificate issued by the Labour Commissioner/ DLO.
8. **Sample submitted:** Only one sample paper will be submitted with the quotation.
9. **Deposit of Earnest Money:** Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Bank Draft / Bankers Cheque/ Bank Guarantee duly pledged in favour of DPC, RTE-SSA, Puri payable at any Nationalized Bank, Puri.
10. **Deposit of Security money:** The successful bidder shall deposit the amount of performance guarantee @ 5% of the contract price in form of Bank Draft/ Bank guarantee. The security deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.

11. **Obtaining of Tender document and depositing of Processing fee:** The tender documents will be obtained from the District Project Office, SS, Puri during office hours from 10 A.M. to 5 P.M. till 27.01.2020 except holidays on payment of Rs.1,000/- (Rupees One Thousand only) (Non-refundable) and the same can also be downloaded from our website www.puri.nic.in and www.osepa.odisha.gov.in. The Bidders are to submit their bid document in the prescribed format in the envelope duly marked "Tender for printing and supply of Report Card" The bidder who downloads the tender document from the website shall have to submit the document along with DD amounting to Rs.1, 000/- (Rupees One Thousand only) in favour of District Project Coordinator, RTE-SSA, Puri payable at any Nationalised Bank towards cost of tender paper. The same should be sent to District Project Co-ordinator, Samagra Shiksha, L.I.C. Colony UGME School Campus, Chandan Hazuri Road, Puri-752001 through Regd. post/Speed post or drop in the sealed Tender box so as to reach by 28.01.2020 till 2 P.M. Any type of postal delay will not be entertained.
12. **No. of pages:** Approximately 1, 38, 000 no's will be printed. The number may increase or decrease.
13. **Date of Completion of Printing and Supply:** Report Cards are to be printed & supplied as per agreement within 15 days from the date of agreement, failing which the security deposit will be forfeited.
14. **Date and Place of Delivery:** Within 15 days from the date of agreement at the block point.
15. **Transportation Cost:** The rate of the Report Card will be quoted excluding transportation cost.
16. **Execution of agreement:** The selected Firm / Press will have to execute an agreement in non-judicial stamp paper with the DPC, RTE-SS, Puri soon after the selection and before issue of work order to print and supply the printed Report Card as per the term and conditions mentioned in the agreement.
17. **Mode of payment:** Payment will be made only after submission of proper acknowledgement receipt of all BEOs/ ABEO-cum-BRCCs, RTE-SS towards delivery of the Report Card, at the block points.

The undersigned reserves the right to cancel all or any tender without assigning any reason thereof.

 9/1/2020
District Project Co-ordinator,
RTE-SS, Puri.

FORM FOR QUOTATION FOR PRINTING OF "REPORT CARD"

Particulars	Sample	Rate quoted for both side printing of 4-pages
Report Card	01.	

RATE QUOTED FOR TRANSPORTATION CHARGE TO DESTINATION

Vehicle to be used	Rate quoted per kilometer
Truck	
Mini Truck	

Signature of Bidder with seal