

M.R.: _____

Demand Draft / Pay Order No: _____

**Bid Document for Printing and Supply of
"REPORT CARD", 2019**

Name of the Printer: _____

Address: _____

PAN No: _____

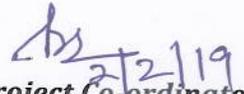
GST Registration No: _____

**TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF
"REPORT CARD", 2019.**

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-SSA, 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-SSA, Puri).
5. **Mode of Receipt of Tender:** District Project Office, RTE-SSA, Puri for receiving quotation on or before **15.02.2019 by 2 pm** in sealed Tender box or through registered post/ speed post.
6. **Opening of Tender:** Office of the District Project Office, RTE-SSA, Puri on **15.02.2019 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.1,00000/- (Rupees One Lakh) 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, SSA, Puri during office hours **from 10 A.M. to 5 P.M. till 15.02.19** 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.opepa.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 download 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, Sarva Shiksha Abhiyan, 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 **15.02.2019 by 2 P.M.** Any type of postal delay will not be entertained.
12. **No. of pages:** Approximately 1, 40,000 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-SSA, 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-SSA 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-SSA, 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