

KENDRIYA VIDYALAYA No-2 AFS Hindan, Ghaziabad, U.P.

TENDER DOCUMENT FOR PRINTING WORK

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 Booklet and question papers 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 booklets,
Confidential Question papers.
2. Earnest Money Deposit : **Rs. 20,000/-** Twenty thousand only.
(by DD favouring "PRINCIPAL KV NO-2 AFS
Hindan Ghaziabad).
3. Time of Completion : 21 days to 30 days from date of
placing the supply order.
4. Schedule of submission of Tender : 15 days from date of publication of tender
in the newspaper.
5. Date & time of opening : 1400 hrs on the last date of submission
6. Tender fee : Rs 500 (by DD favouring "PRINCIPAL KV NO-2
AFS Hindan Ghaziabad)

Submission of sealed envelopes of tender Technical and Commercial/Financial 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/Financial 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/Financial Bid -Envelope B and addressed to the PRINCIPAL KV NO2 AFS Hindan Ghaziabad and super -scribed Tender for printing and delivery of booklet material & Question papers.

TERMS & CONDITIONS

1. This document states the complete information of date of submission & opening of tenders, period allowed for the work etc.
2. The Bidders 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 20,000/- (twenty thousand only), will be deposited by the tenderer through bank DD drawn in favour of the "PRINCIPAL KV No-2 AFS Hindan". 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 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 No-2 AFS Hindan Ghaziabad

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 Name of Bank:.....

Date of DD/BC:.....

5 Tender fee amount of Rs 500/- if applied on downloaded document

6 Documents for partnership firm/other firm Attached/Not Attached

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

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/Commercial bid)

Tender for the Printing work

To,
The Principal
Kendriya Vidyalaya No2
AFS Hindan Ghaziabad

Dt : 2021

Sub: Submission of Bid for printing and Supply of booklet Material book and Question Papers.

Sir,

A. Printing and Supply of any type of booklet in bounded 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)	GST (in %)	TOTAL INCLUDING GST(RATES PER PAGE PER BOOK)
i) Black text Printing & supply of booklets of 8.4" x 10.5" size using 64 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	Rs.....		
	Next 1000	Rs.....		
ii) The 4-pages cover of booklets on Art card sheet of 215/250GSM 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>		
	215 gsm	Rs.....		
	250 gsm	Rs.....		

B. 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)	GST (in %)	TOTAL INCLUDING GST (RATES PER PAGE PER 100)
i) Black text Printing & supply of confidential Question papers of 8.4" x 10.5" size using 64 gsm Maplitho paper of Grade-A Mill	For 501 to 1000	Rs.....		
	For 1001 to 3000	Rs.....		
	Above 3000	Rs.....		
Packing of Question Papers should be properly packed/sealed in the multiples of 20-25 (school-wise for KVs/ subject-wise) in brown/Yellow cloth-lined envelopes and KV-wise envelop to be finally packed and sealed with coloured paper as seal and detail of packet printed on same paper and then envelopes in plastic bags with seal per school.	Brown/yellow colour Cloth-lined envelop of A—4 size with printed paper wrapped on it as seal	a) Rate per envelope Rs.....		
	Plastic gunny bag and seal	b) Rate per Bag 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.: