

SHORT TENDER FOR PRINTING AND SUPPLY OF EVALUATION  
TOOLS(QUESTION PAPER CUM ANSWER SHEETS BOOKLET) FOR 5<sup>TH</sup> AND  
8<sup>TH</sup> CLASS S.A-2 EVALUATION, 2019



Director,  
State Council of Educational Research and Training, Punjab  
S.A.S Nagar -160062  
(Ph. : 0172-2212221; Fax 0172-2212840)

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**DISCLAIMER**

This tender is not an offer by the SCERT- PUNJAB but an invitation to receive Quotation from various interested Agencies with information that may be useful to them in the formulation of their Proposals pursuant to this NIT. No contractual obligation whatsoever shall arise from the process unless and until formal contract is signed and executed by the SCERT- PUNJAB with the shortlisted appointed Agency

**Guidelines for online tendering Procedure:-**

For participating in the above e-tendering process, the Bidders shall have to get themselves registered with <https://eproc.punjab.gov.in> and get user ID and Password. Digital Signature is mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering process, please contact on 0172-2970263 and 0172-2970284.

**Conditions: -**

1. Interested bidders can purchase the tender document online from website.
2. Bidders using Net Banking other than SBI Bank are advised to submit their fee at least three working days advance to the last date of bid. Tender processing fee shall be strictly paid through online mode. Other mode of payment will not be considered.
3. Bidders/ Contractors, who wish to submit online tender can access tender document from the website, fill them and submit the completed tender document into Electronic Tender on the website itself. Bidders / Contractors shall attach scanned copies of all the paper, i.e. Earnest Money deposited, Tender Form Cost, Processing Fee & the certificates as required in Eligibility criteria.
4. Corrigendum / Addendum / Corrections, if any will be published on the website only.
5. If the date of opening of tender happens to be a holiday then the tender will be opened on the next working day at same time and same venue.

## NOTICE INVITING SHORT TERM TENDER

On behalf of State Council of Educational Research and Training, Punjab, Director State Council of Educational Research and Training, Punjab invites E-Tender for printing and supply of evaluation tools(question paper cum answer sheets Booklet) for 5<sup>th</sup> and 8<sup>th</sup> class S.A-2 evaluation 2019.

### Schedule of Tender

Tender No.	K.W 1/1-2016( EVALUATION)/01
Details of Job/Work	printing and supply of evaluation tools(question paper cum answer sheets Booklet) for 5 <sup>th</sup> and 8 <sup>th</sup> class S.A-2
No of Candidates	Up to 4,40,000(Approx.) $\pm$ 10%
Amount of Earnest Money Deposit (EMD)	INR 2,00,000/- ( Rs. Two Lacs only )
Tender form/Document Fee	INR 5000/- (Rupees Five Thousand only)
Email id, if any	scertevaluation@gmail.com
Pre-Bid Meeting Date,Time and venue	8-01-2019 at 11.00 A.M in O/o Director SCERT,Punjab, 6 <sup>th</sup> floor Block E Punjab School education board complex.S.A.S.Nagar.
Last date & Time for the Submission of Tender	18/01/2019 up to ( 11:00 AM)
Date & time of Opening of Technical Bid	18/01/2019 ( 3:00 PM) at Office 'D.G.S.E.Punjab. 5 <sup>th</sup> floor Block E Punjab School education board complex.S.A.S.Nagar.
Mode of submission of Tender	On- line mode only
Period of validity of Bid	90 Days
Last Date to complete work(i.e Delivery of Evaluation Tools at all District H.Qs of Punjab)	28-02-2019

### **Important Instructions: -**

- (i) In case the date of opening of tender falls on a holiday, tenders will be opened on the next working day at the same time and same venue.
- (ii) No bidder shall be allowed to withdraw his tender after its opening.
- (iii) Rates both in figures and words should be quoted on the prescribed Performa and these should not be over written.

- (iv) Tenders should be submitted through online mode only and no documents/hardcopies are required to be submitted to anyone.
- (v) Tenders which are not in the prescribed form/ incomplete/ or vary any of the conditions listed in the tender documents will be rejected out rightly.
- (vi) All the columns of the tender form should be, properly filled in. The bidder should serially numbered, stamp and sign of all pages of the bid documents before uploading them.

**Note:** O/o Director SCERT Punjab shall not be responsible if any document is non-visible or not found attached at the time of opening of the online tender.

### Specification of Evaluation Tools (Question Paper cum Answer Sheet Booklet)

S.no	Class	No of Leafs	No.of Page	Size of Booklet	Paper Quality
1	5 <sup>th</sup>	4	8	23" X 36"/8	60 GSM'A' Grade
2	8 <sup>th</sup>	4	8	23" X 36"/8	60 GSM'A' Grade
3	8 <sup>th</sup>	8	16	23" X 36"/8	60 GSM'A' Grade

Estimated no of Booklets (8 Pages) for 5<sup>th</sup> class =10,50,000

Estimated no of Booklets (8 Pages) for 8<sup>th</sup> class =4,60,000

Estimated no of Booklets (16 Pages) for 8<sup>th</sup> class =9,20,000

# **TERMS & CONDITIONS**

## **1. TIMELINE:**

The Department process has to be completed within the timeline fixed by Department Committee.

## **2. SECRECY & CONFIDENTIALITY:**

The agency is bound to maintain Strict Secrecy & utmost confidentiality of entire Department Process & related data.

## **3. Performance Bank Guarantee (PBG)**

- 3.1 The successful bidder will furnish unconditional Performance Bank Guarantee within 7 working days from the issuing of the order, for a value equivalent to 10% of the total cost of supply order.
- 3.2 PBG shall remain valid for a period of Six Months from the date of completion of all contractual obligations of the successful bidder.
- 3.3 The successful bidder will be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the successful bidder fails to submit performance guarantee within the time stipulated, the Director SCERT, Punjab at its discretion, may cancel the award of contract to the successful bidder without giving any notice.
- 3.4 Director SCERT, Punjab shall forfeit the PBG in full or part in the following cases:
  - (i) When the terms and conditions of contract are breached/ infringed
  - (ii) When contract is terminated due to non-performance of the Service provider.

## **4. EARNEST MONEY DEPOSIT (EMD):**

The bidders should submit the EMD of INR 2,00,000 (Rs. Two Lac Only ) through online mode only).

1. The bidder shall furnish Technical bid, an Earnest Money Deposit (EMD) as mentioned in bid document.
2. The EMD shall be in Indian Rupees and shall be submitted online. Bids without requisite EMD shall be rejected straight away.
3. EMD of all unsuccessful bidders would be released by O/o Director SCERT, PUNJAB after award of contract to the successful bidder. EMD of the successful bidder will be released after the submission of Performance Bank Guarantee (PBG) & signing of Contract. In case of non submission of PBG, EMD shall be forfeited.
4. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
5. The EMD lying with the O/o Director SCERT, PUNJAB in respect of any previous tender/Tender Document/RFP/Expression of Interest etc. awaiting approval or rejected or on account of contracts being completed, will not be adjusted towards.
6. The Earnest Money will be forfeited on account of one or more of the following reason:-

- (i) If bidder does not respond to requests for clarification of its bid.
- (ii) If bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- (iii) If bidder withdraws its bid after opening of technical bid.
- (iv) In case of successful bidder the said bidder fails to sign the agreement on time or furnish performance bank guarantee.

5. **SCHEDULE & TERMS OF PAYMENT:**

- The payment shall be in Indian Rupees
- 100 % Payment Shall be made after the Lab Tests of Paper Quality.
- All taxes, duties, levies and charges which are to be paid for the rendering of the services shall be paid by the bidder. In case, any tax or duty is to be borne by the Department as per law, the same will be reimbursed subsequently as per the extant provisions and guidelines of the Department on actual basis

6. **CERTIFIED AGENCY:** The bidding agency should have an in-house quality assurance and product testing team with a proven and robust quality management processes required for conducting the aforesaid process of examination.

7. **SUBCONTRACTS:** The vendors shall not subcontract or assign the awarded contract or any part thereof to any third party.

8. **CONSORTIUM:**

No Consortium will be entertained in the bid process. The bidder must hold the full responsibility of the contract.

9. **Penalty**

1. Any breach of the contract by the bidder or failure to supply a given quantity of the material, or failure to show progress of the work, or leakage of secrecy the department may rescind the contract by giving the notice and performance security shall be forfeited. In case the material is substandard, then the penalty can be imposed at the discretion of convening authority for any amount upto the total bill amount. In addition Director SCERT Punjab reserve the right taking any action as mentioned below:
  - a. Forfeiture of its performance security and payment of bills.
  - b. Termination of the contract.
  - c. Blacklisting of the firms.
2. If the Bidder fails to deliver the material within the time period(s) specified in the work/supply order, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the work/supply order price, as liquidated damages, a sum equivalent to 2 % (two percent) of total contractual Value for each week or part thereof for delay until actual delivery or performance, up to a maximum deduction of 10% of the total contract value. Once the maximum is reached, the Director SCERT Punjab might consider termination of the contract and Forfeiture performance security and payment of bills.

10. **REVISION OF PRICES /RATES:**

The prices/rates quoted shall be fixed throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision. The bidders should quote their most competitive prices/rates and it should be noted that their quotation would not ordinarily be subject to further negotiation.

**11. EVALUATION & ACCEPTANCE OF THE OFFER:**

Selection of the bidder shall be based on L1 besides their past track record, infrastructure, financial soundness and suitability to meet the project requirement. The Department Committee reserves the right to accept any bid in full or part, or to reject any bid or all bids without assigning any reasons. No enquiry shall be entertained in this regard. The bidder shall give his acceptance along with performance security within 3 days of issue of letter of intent.

**12. OFFER:**

The bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, and during this period they cannot withdraw their offer. However, the period may be extended further, if required, by mutual agreement from time to time.

**13. LAST DATE OF BIDS:**

If the office happens to be closed on the last date of receipt of bids and on the date of opening of the bids as specified, the bids will be received and opened on the next working date at the same time and venue.

**14. VALIDITY PERIOD OF AGREEMENT:**

15. This contract is for the valid successful completion of work from the date of signing of the contract and if the department is satisfied with the bidder performance.

16. O/o Director SCERT Punjab reserves the right to accept or reject any bids without assigning any reason.

**17. Transportation:**

1. All the question cum answer Booklets are to be transported safely with proper packing at all district headquarters without any extra cost.

2. The Bidder shall also Submit delivery Reports to head office duly signed by concerned D.E.O

**21. Rates, Taxes and Duties:**

The bidder shall be entirely responsible for all taxes including GST, service tax, entry tax, duties, and license fees etc. All the billing under this contract shall be made only from the Bidder's Punjab office only (i.e Bidder shall be required to submit the bill with GST number of State of Punjab only).

**22. Arbitration**

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred by the Director SCERT, Punjab to the Secretary School Education, Punjab who may either arbitrate himself or appoint a nominee to arbitrate in the matter whose decision shall be final and binding on the parties. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at SAS Nagar. In all matters and disputes arising hereunder the appropriate Courts at SAS Nagar shall have jurisdiction to entertain and try them.

**23. Corrupt or Fraudulent practices**



The project requires the clients as well as the bidders to observe the highest standards of ethics during procurement and execution of their contracts. In pursuance of this policy, the project defines, for purpose of this provision, the terms set forth below as follow:

- (i) "Corrupt Practice" means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the in contract execution.
- (ii) "Fraudulent Practice" means misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusion practice among bidders (prior to or after bid submission) designed to establish bid price at artificial, non- competitive levels and to deprive the client of the benefits of free and fair competition.

#### **24. Selection Process**

Assessment of the documents will be done by a committee constituted for this purpose. Those agencies who have submitted all necessary enclosures and fulfill eligibility criteria will be evaluated by the committee. Evaluation Committee is at discretion to reject/ accept/ extend the date for receiving such information. Seeking clarifications cannot be treated as acceptance of the proposal. Evaluation committee may waive any minor informality, non-conformity or irregularity in bid which does not constitute material deviation, provided such waiver does not affect the relative ranking of bidder.

#### **25 Right of Acceptance of Offer**

The buyer reserves the right to accept partly or reject any offer without assigning any reason thereof. The buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the seller shall supply the same at the rate quoted.

#### **26 Paper quality:-**

Plain and pre-printed stationery for printing of reports required for pre/post examination will be supplied by the agency. Stationery will be of standard mentioned below:

- a) Paper( Question Paper cum Answer Booklet): 60 GSM or above.

#### **27 Force Majeure:**

(A) Notwithstanding the provisions of the bid, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform the obligations under the contract, is the result of an event of Force Majeure.

(B) For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault of negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Director SCERT Punjab either in its sovereign or contractual capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

(C) If a Force Majeure situation arises, the bidder shall promptly notify the client in writing of such conditions and the cause thereof. Unless otherwise directed by the client in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Director SCERT Punjab may terminate this contract, by giving a written notice of minimum 30 days to the bidder, if , as a result of Force Majeure, the bidder is unable to perform a material portion of the contract for a period of more than 60 days.

Special conditions:

- 1.Rates includes the supply F.O.R at all district H.Qs of Punjab.
- 2.supply includes the composing,printing of paper, stiching of envelopes,packing in envelopes,printing on envelopes and packing in card board boxes.
3. Final payment would be given after LAB tests i.e Paper Quality tests.Payment of lab tests would be deducted form Bill.
- 4.Packing of booklets must be 10 and 30 copies per pack.
- 5.Deposit extra copies of booklet to SCERT.
6. As it is secrecy matter so Firm will be responsible for any leakage of Paper(Booklet).
- 7.Supply order can be increase or decrease within 10 day of order.
- 8.submit bills in three copies.

**Instructions to Bidders**  
**Eligibility Criteria (Technical Bid)**

Sr. No.	Qualification Criteria	Documentary to be submitted
1	Bidder should have valid GST number	The Bidder should have valid documentary proof of GST Number and it should be attached along with the bid.(Annexure-4)
2	Bidder should have cumulative turnover of Rs. 6 Crores in the last 3 financial years. 2015-16, 2016-17 & 2017-18	Copy of the audited Balance Sheet and Profit & Loss Statement of the company and Certificate duly signed by the Chartered Accountant with their Membership Number. (Annexure-6)
3	The Bidder should have experience of successfully completed similar work(Printing and Supply) with any Government body/PSU/University/Board in India.	Work order and Client Performance certificate to be attached(Annexure-5)
4	In the mutual interest of Department and Bidder, and understanding the secrecy of tender work, document submitted by the bidder of secrecy printing press will be kept separately and will not be disclosed at any point of time to anyone.	An affidavit on Non Judicial stamp paper (Notary Signed) to this effect must be enclosed.
6	The Bidder should not have been blacklisted on the day of bidding by Central/State Government Departments/Undertakings/Autonomous Bodies/ Other Institutions.	An affidavit in response to the above shall be submitted. In absence of affidavit, this will be treated as disqualification criteria. This aspect should be certified by the Company MD / Director's of the company(Annexure-3)
7	Bidder must have their own printing press.	Certificates to be attached
8	Sourcing of services(including works contracts) should be made from an agency with its office located in the territory of Punjab rather than merely from the HQ of that agency(Which may be located outside the state)	Attached Proof of Office in Punjab
9	Bidders have to submit proof of press certification from Centre/State Govt.	Certificates to be attached

**Disqualifications**

The bidder could be disqualified any time during the bid process at its sole discretion of the convening authority, for the following reasons:

- a. Submitted the bid documents after the response deadline;

- b. Made misleading or false representations or suppressed relevant information in the bid proposal (including documents, forms, statements, attachments, presentations, etc.) submitted as proof of the eligibility requirements or as part of its proposal;
- c. Submitted a proposal that is not accompanied by requisite EMD prescribed in tender document;
- d. Failed to provide clarifications, non-responsive and/or substantive responses, when sought;
- e. Submitted more than one bid;
- f. Bids submitted through Consortium mode will be rejected

**ANNEXURE-I**

**APPLICATION FORM**

(Duly signed and to be submitted under prequalification Folder)

Director,  
State Council of Educational Research and Training, Punjab  
Ajitgarh-160062

Sub: TENDER FOR PRINTING AND SUPPLY OF EVALUATION TOOLS(QUESTION PAPER CUM ANSWER SHEETS BOOKLET) FOR 5<sup>TH</sup> AND 8<sup>TH</sup> CLASS S.A-2 EVALUATION 2019.

Ref: Ref. No: .....

Dated .....

Sir,  
Having examined the pre-qualification documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me /us on behalf of .....  
In the capacity .....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of Firms for Application and for completion of the contract documents is attached herewith.  
We are interested in providing the services mentioned in the Bill of Quantities.

We understand that:

- Tender Selection Committee ..... (Education Department Govt. of .....) can amend the scope and value of the contract bid under this project.
- Tender Selection Committee ..... (Education Department Govt. of .....) reserves the right to reject any application without assigning any reason.

Date:

Signature of Applicant including Title  
And capacity in which application is made

## ANNEXURE-II

TENDER FOR printing and supply of evaluation tools(question paper cum answer sheets Booklet) for 5<sup>th</sup> and 8<sup>th</sup> class S.A-2 evaluation 2019.

The following documents must be certified and attach with Bid.

<b>Sr. No.</b>	<b>Requirement</b>	<b>Yes/No</b>	<b>Page No.</b>
1	Tender Form fee		
2	E.M.D.		
3	Details of Bidder		
4	Work Experience Certificate or Work Orders from Government / Semi Government Office.		
5	Annual Turnover Certificate (C.A. Certified) - Last 3 (three) Financial years (2015-16, 2016-17, 2017-18)		
6	As per condition no. 7 of eligibility criteria(Instructions to bidders) an affidavit on Non Judicial stamp paper (Notary Signed)		
7	Affidavit for non-black list Declaration		
8	Copy of Company PAN card		
9	Copy of GST return for the Financial Year 2017-18		
10	Copy of Income Tax Return – Last 3 (three) Financial year (2015-16, 2016-17, 2017-18).		
11	Copy of Audited Balance Sheet – Last 3 (three) preceding Financial year (2015-16, 2016-17, 2017-18). .		
12	Copy of Factory Act / SSI /NSIC/ MSME Registration Certificate		

**ANNEXURE-III (Prescribed Proforma)**

**Undertaking Regarding Blacklist  
(On a Stamp Paper of Rs. 100/-)**

**AFFIDAVIT**

I/We, M/s .....(Sole Applicant/Lead Member/Member/affiliate), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/director(s) are not blacklisted/debarred by Central Government/State Government/PSU/Supreme Court/High Court of any State/District Court of any State from participating in Project/s as on the \_\_\_\_\_(Date of Signing of Application).

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amount paid (including bank guarantee) shall stand forfeited without any further intimation.

Dated this ..... Day of ....., 2018.

Signature of the Company MD/Director

\_\_\_\_\_

Name of the Authorized Person

\_\_\_\_\_

TENDER FOR PRINTING AND SUPPLY OF EVALUATION TOOLS(QUESTION PAPER CUM ANSWER SHEETS BOOKLET) FOR 5<sup>TH</sup> AND 8<sup>TH</sup> CLASS S.A-2 EVALUATION 2019.

**ANNEXURE-IV**

DETAILS OF BIDDER

<b>1</b>	<b>Name of the Press / Bidder</b>	
<b>2</b>	Address of Registered Office	
<b>3</b>	Address of Working Place of the Press	
<b>4</b>	Year of Establishment	
<b>5</b>	Type of Firm (Ownership, Partnership, Pvt., and Ltd. Co.,)	
<b>6</b>	Name, Address, Telephone No. of Board of Directors of the Company / Pvt., Ltd., and Ltd., Co. / Partnership / Ownership.	
	Phone No. with STD Code of Office and Residence	
	Office / Regd. Office Address	
	Residence Address	
	Mobile No.	
<b>7</b>	E-mail Address and or Website Address	
	<b>Details of Tender Fee and EMD</b>	
	<b>Tender Fee</b>	
	(A) Amount in Rs.	
	(B) On-line transaction no & Date	
	(C) Name of Bank and Branch	
	<b>Earnest Money Deposit (EMD)</b>	
	(A) Amount in Rs.	
(B) On-line transaction no & Date		
(C) Name of Bank and Branch		
<b>8</b>	Total Annual Turnover for the Last Three Years	(Enclose C.A. Certified copy)
	2015-2016	
	2016-2017	
	2017-2018	
<b>9</b>	Total Building Area (With Press, Office, Storage Space and Scanning work space) (Proof of Ownership / Lease Agreement to be attached)	
<b>10</b>	Total No. of Staff	
	(A) Technically Skilled	
	(B) Administrative	
	(C) Skilled	



	(D) Semi-skilled	
	(E) Unskilled	
	(F) Security Staff (Own or Private Security)	
<b>11</b>	GST No. (Enclose copy)	
<b>12</b>	Factory Act / SSI / NSIC/ MSME Registration No. (Enclose copy)	
<b>13</b>	Whether the Bidder has been Black Listed by any Govt. / Semi Govt. / Education Board / University on the day of bidding? (Yes or No)	
<b>14</b>	a) Income Tax – PAN No. (Enclose copy)	
	b) Income Tax – TAN No. (Enclose copy)	
	c) Income Tax – GST No. (Enclose copy)	

Note: For above details, attach separate sheet if required.

Seal and Signature of Authorized Person

Place:

Date:

**ANNEXURE-V**

Details of Experience of the company of same type of work (successful completion certificate/Order to be attached )

Sr. No.	Year and Month of execution	Name of Board / Department	No. of Booklets

**Infrastructure Details**

The details of infrastructure available with us are as under –

1. A) Name :  
Address :  
Registered Office and Works :  
  
B) Date of Registration of firm / date of incorporation as a company :
2. Availability of Machines :

**ANNEXURE-VI**

Turnover of the Firm/ company for the last following years  
(Enclose C.A. Certified copy as per below)

Sr. No.	Year	Total Annual Turnover (INR)
1	2015-2016	
2	2016-2017	
3	2017-2018	

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**FINANCIAL BID**

Before quoting the rate please read the scope of work carefully.  
Note: Quote all the rate Exclusive of all taxes and other charges.

Director,  
State Council of Educational Research and Training, Punjab  
Ajitgarh-160062

S.no	No of Leafs	No.of Page	Size of Booklet	Paper Quality	Rate Per Booklet	GST
1	4	8	23" X 36"/8	60 GSM'A' Grade		
2	8	16	23" X 36"/8	60 GSM'A' Grade		

Signature of authorized representative

Full Name :

Designation :

Name & Address of Agency :

Seal :

Date :

Place