

KENDRIYA VIDYALAYA SANGATHAN
REGIONAL OFFICE VARANASI

TENDER FOR EMPANELMENT OF PRINTERS

NOTICE INVITING TENDER (NIT) FOR PRINTING WORK OF KVS RO VARANASI FOR 2017 & 2018

Kendriya Vidyalaya Sangathan Regional Office Varanasi is working under Kendriya Vidyalaya Sangathan (HQ) New Delhi which is an Autonomous body of Ministry of Human Resource Development funded by Government of India. The regional Office Varanasi intends to empanel the Printers for printing work of Teachers Manual for Back to Basics and Multi-colour Flash Cards for Communicative English (Multi Colour) for the 25 Regional Offices, 05 ZIET & HQ of Kendriya Vidyalaya Sangathan.

Interested Printers may obtain the tender document from office of **KENDRIYA VIDYALAYA OLD CANTT ALLAHABAD** on any working day by paying Rs.1000/- (Rs One thousand only) non-refundable in D.D/Pay order Drawn in favour of **KV OLDCANTT VVN ACCOUNT** from **01.02.2017 to 28.02.2017 up to 5:00 PM**. It can also be downloaded from the website of **KV OLD CANTT ALLAHABAD (www.kvoldcanttald.edu.in)**, **KVS REGIONAL OFFICE VARANASI (www.kvsrovn.org)** & **KVS (HQ) NEW DELHI (www.kvsangathan.nic.in)** in which case cost should be remitted along with the technical bids.

PRINCIPAL KV OLD CANTT ALLAHABAD

PART--- I

NOTICE INVITING TENDER AND TERMS & CONDITIONS

Sealed tender are invited in two bid format (Technical and Financial/Commercial bid) on per page basis for the printing of Teachers Manual for Back to Basics in different subjects and Multi colour Flash Cards for Communicative English from the registered Firms/Agencies/Organization specialized in printing works. The firms/agencies are also required to carry adequate financial status with an annual turnover of Rs.50 lakhs for each of the last two years and a solvency status of Rs.25 Lacs issued by their bankers on or after 01.04.2016. Technical & Financial bids to be submitted in separate sealed envelopes "A" and "B".

As per the tender document there shall be two types of bids namely Technical bid & Commercial bid. The technical bid & commercial bid should be sent in separate sealed envelopes marked as "A" & "B" respectively addressed to **PRINCIPAL K V OLD CANTT TELLIARGANJ ALLAHABAD 211004** the technical bid should accompany the Earnest money Deposit of Rs. 5, 00,000/- (Rs Five lakhs only) in the form of account payee demand draft/banker's cheque of any schedule bank in favour of **K V OLD CANTT VVN ACCOUNT PAYABLE AT ALLAHABAD**. The tenders containing technical bid and commercial bid in separate envelopes as above should be put and sealed in outer cover (bigger envelope) super-scribed as "Tender for Printing of Teachers Manual for Back to Basics and Multi colour Flash Cards for Communicative English" due on **28.02.2017 at 1700 HRS** and addressed to **PRINCIPAL K V OLD CANTT TELLIARGANJ ALLAHABAD 211004**. The tenders will be received up to **1700 HRS on 28.02.2017**. The tenders received after stipulated date and time shall not be considered and liable to be rejected summarily.

The technical bids in envelope "A" will be opened on **01.03.2017 at 1100 HRS** in the presence of the representative/s of the bidders, who wish to be present (with proper photo identity duly authenticated by the firm etc.), on their own cost, in the Chamber of the **PRINCIPAL KV OLD CANTT ALLAHABAD**. The tenders not conforming to the requirements mentioned above and as laid down in the terms & conditions or not accompanied by earnest money are liable to be rejected summarily. All pages of the tender should be signed by the bidder with seal. The technical & commercial bids shall be clear and legible. Where figures are furnished the same are to be written in words also within brackets. All columns in the tender documents should be filled up. Attach separate sheets wherever necessary.

S.No.	Particulars	
1	Description of work	Printing & supply of teachers manual for Back to Basics and multi-colour flash cards for communicative English with plastic folder of thick quality with Velcro tape.
2	Volume of work	As given in the Commercial bid
3	Owner	KENDRIYA VIDYALAYA SANGATHAN
4	Bid security	Rs.5,00,000/- (Rupees Five lakhs only) drawn in favour of K V OLD CANTT VVN ACCOUNT PAYABLE AT ALLAHABAD
5	Time of completion	10 to 15 days from the date of placing the supply order
6	Performance Security Deposit	5% of the contract value.
7	Schedule of submission of tender	Up to 28.02.2017
8	Date & time of opening	01.03.2017 AT 1100 HRS
9	Place of opening	PRINCIPAL CHAMBER K V OLD CANTT ALLAHABAD

Submission of sealed envelopes of tender containing Technical & Commercial Bid will be as follows:

Part I NIT and Terms and Conditions-To be submitted by the bidder with the technical bid after signing each and every page indicating the acceptance of all the terms and conditions.

Part II Technical Bid- To be submitted in original completed in all respect along with Documents to be attached after duly self-attested.

Part III Commercial Bid Forms- To be submitted in original complete in all respect.

- The Terms & 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" due on **28.02.2017**.
- The commercial 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".
- The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Director or Director or Secretary authorized by the resolution of Board of Directors, in case of Private/Public Limited Company/Firm.
- The bid must be unconditional and in the format given in the tender document. Both the envelopes carrying (i) Technical Bid Envelope "A" (ii) Commercial Bid Envelope "B" should then be put in a single outer bigger envelope, sealed and addressed to the **PRINCIPAL K V OLD CANTT ALLAHABAD** and superscripted "Tender for printing and delivery of Teachers Manual of BACK TO BASICS and multi-colour flash cards for communicative English" due on **28.02.2017 AT 1700 HRS**.

TERMS & CONDITIONS

1. This document states the complete information of date of submission & opening of tenders, period allowed for the work etc.
2. The tenderer 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 bidder/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 (Delivery on Buyers door) to the respective ROs of Kendriya Vidyalayas. Rates quoted should also include Binding, Stitching, Transportation, Freight and all kinds of taxes, VAT, Octroi, etc. Separate mention for these activities of Binding, Stitching, Transportation, Freight and taxes, VAT Octroi etc, will get it rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the Sangathan, if felt necessary.
4. The rates are to be quoted in Indian Rupees only. The bidder shall quote the prices both in words and in figures. In case of difference in words and figures, the rates offered in words shall prevail for consideration.
5. The rates quoted by the contractor shall hold good and valid for about one year. No amendment in the rate except increase in rates of sales TAX/VAT during the period of execution of the contract will be accepted.
6. 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 rejection.
7. The sample of the Paper to be used is required to be submitted with tender duly stamped with seal of the firm with dated signature. The paper of the finished book may be got tested, if felt necessary. If the paper is not found as per specifications in the finished product, the supplier shall be penalized by either rejection of the whole lot of the material or penalty of proportionate cost, as may be decided by the undersigned while reserving all the rights in this regard, further without prejudice to blacklist the supplier accordingly, if deemed fit.
8. 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 approved samples or don't confirm to specifications prescribed.

9. The printer should have at least one single colour & one 4-Colour offset machine, in-house plate making, stitching & Binding unit, the printing facilities of the firm may be subjected to physical inspection by the team authorized by **KV OLD CANTT ALLAHABAD**, if required. The firm owning web printing machines will be treated advantageous for speedy completion of works, if other conditions are same. As such, the facility layout may be attached.
10. The bidder must have the sufficient experience in the job of designing & printing of similar work .At least two copies of work orders of at least Rs.20 Lakhs each or one copy of single work order of Rs.30-40 lakhs during the last two years from Central/State Govt./PSU/Reputed organization be attached. However, given the credentials of the bidder, the undersigned reserves the right of any discretion in this regard.
11. 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 EMD/PSD 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 their transaction may stand cancelled and shall entail forfeiture of performance security. However, In case of delay on account of unavoidable and beyond control circumstances of the supplier, necessary permission will be taken from the competent Authority for extension of the time limits.
12. 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 or even cancel the whole process, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts related to the respective Regional office of KVS.

13. Bid Security:

- (a) The Bid security of Rs.5,00,000/- (Rupees Five Lakh only), will be deposited by the tenderer through bank DD/Pay order drawn in favour of the "**K V OLD CANTT VVN ACCOUNT PAYABLE AT ALLAHABAD**". The tenders without enclosing Bid security will be rejected summarily. The quotations without Bid security, will not be accepted in accordance with Article 182.1 of the Accounts code of KVS.
- (b) The Bid Security of those firms whose tenders are not approved will be refunded. However, No interest will be payable by **K V OLD CANTT ALLAHABAD**.
- (c) **Performance Security Deposit:** The successful bidders will have to deposit the performance security at the rate of 5% of estimated value within a week's time from the date of the award of the contract and should be valid up 60 days after the date of completion of contract. The amount of Bid Security will be refunded on receipt of performance security. If the accepted bidder fails to remit the performance security within prescribed time, the Bid Security remitted by him will be forfeited and his bid may be held void. The performance security will released only after the successful completion and final payment of the job. The deposit is liable to be forfeited, if during the period of contract, the services are found to be unsatisfactory in any respect and /or if any of the condition

of the contract is contravened/breached, an/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in negligence of the contractor or his employees. The forfeiture will be in addition to any action by **KENDRIYA VIDYALAYA OLD CANTT ALLAHABAD** that the contraction firm may invite upon themselves due to any of the reasons specified above.

14. **KENDRIYA VIDYALAYA OLD CANTT ALLAHABAD** reserves all the rights for placing the orders. For Teachers Manual for Back to Basics and Multi colour Flash Cards for Communicative English to any reliable supplier at the L1 rates quoted by any other bidder, if deemed fit, in the interest of the organization.

15. **Delivery of Teachers Manual for Back to Basics and Multi colour Flash Cards for Communicative English:** The empanel printers will be required to print the Teachers Manual for Back to Basics and Multi colour Flash Cards for Communicative English and deliver it directly to the 25 Regional Offices, 05 ZIET & HQ of Kendriya Vidyalaya Sangathan. The particulars of regional offices, ZIET and HQ may be seen from KVS Website (www.kvsangathan.nic.in).

16. **Payment:** The bills will be settled within 30 days from the date of delivery of Teachers Manual for Back to Basics and Multi colour Flash Cards for Communicative English to the respective 25 Regional Offices, 05 ZIET & HQ of Kendriya Vidyalaya Sangathan. The bills shall be prepared in duplicate in favour of the Deputy Commissioner of the Regional office and ZIET concerned (Bill of HQ will be paid by the KVS, RO, Varanasi) and submitted along with the delivery challan duly acknowledged, and an advance stamped receipt for the amount of each bill inclusive of all taxes should be mentioned in each bill. Income tax will be deducted at source as per rules.

17. 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 around **fifteen** percent (15%) plus/minus in the quantities of the 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:

- i) Not meeting the qualifying criteria i.e. carrying required financial /solvency status, regd. 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 of Rs.5 lac and tender fee amount of Rs.1000/- if applied on downloaded document ,
- iii) Unsigned tender document/terms &conditions/pricing bid document.
- iv) The specification of paper attached (Sample) with the tender document not found of quality asked for.

- 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. 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/incomplete/forged information by the bidder, the Bid security 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/incomplete/forged 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.
- viii) **Late Bids:** Any bid received after the due date of submission of the bids prescribed shall be rejected and returned unopened to the bidder.

19. Amendment to Bid documents: At any time prior to the deadline for submission of bids KVS may for any reason, whether at its own initiative or in response to clarification required by any prospective bidder, modify the bid document. The amendment will be uploaded in **KV OLD CANTT ALLAHABAD (www.kvoldcanttald.edu.in), KVS REGIONAL OFFICE VARANASI (www.kvsrovns.org) & KVS (HQ) NEW DELHI (www.kvsangathan.nic.in)** for the benefit of all the prospective bidder.

20. Non transferability: This tender is not transferable.

21. The undersigned does not bind him/her-self to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e. accordingly, the undersigned reserves the right to reject any or all tenders without assigning any reason thereof, either in full or in part.

22. Pre-Contract Integrity Pact: Standard Integrity Pact is to be signed and followed accordingly in all cases.

PART II

TECHNICAL BID

Information on profile of the Printer with enclosures

1	Name of the Firm/Organization	
2	Address	
3	Nature of the Firm	
4	Registration Certificate under Shops and establishment Act or Municipal Factory License.	
5	Police declaration under Press & Registration of books Act	
6	Details of Bank account: Name of the Bank Address Account No Saving/Current Account IFSC Code No Pl enclose a copy of the cheque leaf duly cancelled	
7	Two copies of printing work orders/bills for at least Rs. 20 Lacs each or one copy of single order for Rs. 30-40 lakhs during last 3 years for book printing works	
8	Copy of printing work orders/bills for Student Support Material/Teacher Support Material/Other Similar Material for last 3 years along with performance report	
9	Copy of the PAN Card of the Firm	
10	Copy of VAT/TIN/Sale tax Registration No.(whichever is applicable)	
11	Copy of latest IT returns/Clearance Certificates for 2014-15 & 15-16	
12	Copy of latest VAT/ST returns/Clearance Certificates for 2014-15 & 15-16	
13	Audited Account Statements (Balance Sheets & Profit & Loss Account) for 2013-14,2014-15 & 2015-16 duly attested by Chartered Accountant & also Annual report (in case of Pvt./Public Ltd. Firms/companies)	
14	Copy of Solvency certificate for Rs25 Lacs issued on or after 1.4.2016	
15	Affidavit regarding blacklisting on Non-Judicial Stamp Paper of Rs 100/-	
16	Details of the No.& Type of own Machines (photo Layout of plant)	

17	Detail of Cost of tender payment Name of the Bank DD/BC No. Date Amount	
18	Details of Bid security Name of the Bank DD/BC No. Date Amount	
19	SAMPLE OF PAPER (specimen duly attested under seal of bidder with dated signature) for Grade-A mill Art Paper 80 & 100 gsm as per IS certification (Whiteness and Brightness as prevailing in CBSE CCE MANUAL).	
20	SAMPLE OF COVER PAGE (specimen duly attested under seal of bidder with dated signature) for Grade-A mill Art paper 150, 200 & 250 gsm as per IS certifications (Whiteness and Brightness as prevailing in CBSE CCE MANUAL).	
21	SAMPLE OF FLASH CARD (specimen duly attested under seal of bidder with dated signature) for Grade-A mill Art card 250 gsm & 300 gsm as per IS certifications (Whiteness and Brightness as prevailing in CBSE CCE MANUAL).	
22	SAMPLE OF PLASTIC FOLDER OF THICK QUALITY WITH VELCRO TAPE	
23	Documents for Partnership firm/other organization	
24	Pre contract Integrity Pact	
25	Whether all enclosures signed with Seal by the owner/partner/director	

Please assign page no. and indicate against each of their above particulars.

Note:

1. All the documents submitted with this form should be self-attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than asked above.
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as (Total No. of pages enclosed).

It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. If any deviation is found in the finished book, the firm is liable to any punitive action, as mentioned in the terms and conditions of the tender.

Signature of the bidder/

Authorized person with seal
Date & Place

PART –III

COMMERCIAL BID (To be submitted separately)
(To be submitted in original along with the tender)

To.

Date: / /2017

The **PRINCIPAL**
KENDRIYA VIDYALAYA
OLD CANTT, ALLAHABAD
U.P.211004

Sub: Submission of Commercial Bid for printing of Teachers Manual for Back to Basics and Multi colour Flash Cards for Communicative English

Sir

Having examined the tender documents, terms and condition stipulated therein specification of work etc., I /we the undersigned offer to execute the printing work in conformity with the said specifications and conditions of contract.

If our bid is accepted, we shall submit the performance security as per the conditions mentioned in the contract. We agree to abide by this bid for a period of One Year from the date of opening of financial bid & it shall remain binding upon us and may be accepted at any time before the expiry of that period. The rates quoted above are applicable for the entire printing work to be done as per the quantity and quality mentioned in the tender form is enclosed. We also agree to deposit the amount of Performance Security of 5% of the contract value with one week of the award of contract, failing which we understand that the amount of bid security will be forfeited by **KENDRIYA VIDYALAYA OLD CANTT ALLAHABAD**

Yours faithfully

Signature of the Bidder

PART-III

Commercial/Financial Bid

Quotation of Rates

- A. For printing and supply of Teachers Manual for Back to Basics booklets of different subjects and Multi colour Flash Cards for Communicative English.
One booklet for one separate subject and other related material in properly perfectly bound booklet form with papers. Supply will be at 25 Regional Offices, 05 ZIET & HQ all over the country. Composed matter of printing will be provided in soft copies. Unavoidable blank page will be paid.
- B. Rates should be all-inclusive i.e. considering all related activities, all material and all taxes and charges etc. Rate is to be quoted considering the quantity of KVS as a whole i.e. uniform rate is to be charged for delivery at 25 Regional Offices, 05 ZIET & HQ. Payment will be calculated booklet (Subject-Class) wise i.e. different booklets (Subject-Class) will be considered separately for initial and additional rate. The aspects of printing should be like NCERT books (but Whiteness and Brightness as prevailing in CBSE **CCE MANUAL**).
- C. There will be around 10 different booklets of around 200 pages each with around 12000 copies for primary classes and around 6000 copies for other than primary classes of each type of booklet (Except Sanskrit where pages will be around 100 and copies will be around 4,000-5,000). There will be around 100 flash cards / leaf in one set and there will be around or more than 5000 sets. Each flash cards set is to be put in plastic folder of thick quality with Velcro tape with single colour print outside of plastic folder.

Description of works with specifications

- i) Multi coloured text and other printing & supply of Teachers Manual for Back to Basics booklets at least of 8.5" x 10.5" (at least 89.25² inches) finished size using a) 80 GSM. & b) 100 GSM. Maplitho paper of Grade- A Mill duly perfectly binded with cover as described at below. All specifications have to be as per IS Certifications.
- ii) The 4 pages cover of booklets on Art card sheet of a) 150 GSM, b) 200 GSM & c) 250 GSM of Grade- A Mill in multi-colour printing duly laminated and perfectly 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.

- iii) Multi-colour Flash Card on Art card of A) 250 gsm, B) 300 gsm of Grade A mill in multi-colour printing on both side duly laminated of 8.5" x 10.5" finished size. Composed matter will be provided in soft copies. Each flash cards set is to be put in plastic folder of thick quality with Velcro tape with single colour print on outside of plastic folder.

All-inclusive Rates of Printing jobs supply and delivery (in Indian Rupees including all taxes etc. also)

S. No.	Item	Rate up to 1000 Copies (proportionate basis)				Rates for Additional 1000 Copies or part thereof (proportionate basis)			
		80 GSM		100 GSM		80 GSM		100 GSM	
		English	Hindi /Sanskrit	English	Hindi /Sanskrit	English	Hindi /Sanskrit	English	Hindi /Sanskrit
1	Rates of Printing jobs supply and delivery per page for multi-colour text and other matter on paper size finished at least 8.5" x 10.5" (at least 89.25 ² inches) Maplitho paper of Grade- A Mill duly perfectly binded (Whiteness and Brightness as prevailing in CBSE CCE MANUAL)								

Signatures of the Bidder
With Full Name, Seal & Date

All-inclusive Rates of Printing jobs supply and delivery (in Indian Rupees including all taxes etc. also)

S. No.	Item	Rate up to 1000 Copies (proportionate basis)						Rates for Additional 1000 Copies or part thereof (proportionate basis)					
		150 GSM		200 GSM		250 GSM		150 GSM		200 GSM		250 GSM	
		English	Hindi /Sanskrit	English	Hindi /Sanskrit	English	Hindi /Sanskrit	English	Hindi /Sanskrit	English	Hindi /Sanskrit	English	Hindi /Sanskrit
2	Rates of Printing jobs supply and delivery per 4 pages cover of booklet on Art card sheet for multi-colour text and other matter on paper size finished at least 8.5" x 10.5" (at least 89.25 ² inches +) duly laminated and perfectly binded (All four pages printed) (Whiteness and Brightness as prevailing in CBSE CCE MANUAL)												
3	Rates of Printing jobs supply and delivery per 4 pages cover of booklet on Art card sheet for multi-colour text and other matter on paper size finished at least 8.5" x 10.5" (at least 89.25 ² inches +) duly laminated and perfectly binded [Front & back (02 pages) printed] (Whiteness and Brightness as prevailing in CBSE CCE MANUAL)												

S. No.	Item	English	Hindi	Sanskrit
4	Composing (typing etc.) if not provided in soft copy per page (size above mentioned)			

S.No.	Item	Rate up to 5000 Copies (proportionate basis)				Rates for Additional 1000 Copies or part thereof (proportionate basis)			
		250 GSM		300 GSM		250 GSM		300 GSM	
		English	English	English	English	English	English		
5	Rates of printing jobs supply and delivery of multi-colour flash card of grade A mill in multi-colour printed and laminated on both the side In 8.5" x10.5" finished size per leaf (Whiteness and Brightness as prevailing in CBSE CCE MANUAL).								

Signatures of the Bidder
With Full Name, Seal & Date

All-inclusive Rates of Printing jobs supply and delivery (in Indian Rupees including all taxes etc. also)

S.No.	Item	Rate up to 5000 plastic folders (proportionate basis)	Rates for Additional 1000 plastic folders or part thereof (proportionate basis)
6	Per unit rate of Plastic folder of thick quality with Velcro tape for one set of 100 flash cards with single colour print on outside of plastic folder.		

Signatures of the Bidder
With Full Name, Seal & Date