

DISTRIC PROJECT OFFICE, RTE-SS, SUNDARGARH

Letter no. 175 Pdg./dt. 29/01/2020

To

DIO, NIC,  
Sundargarh.

Sub: Publication of sealed quotation for Summative Assessment-II, 2019-20  
and Students Report Card 2019-20.

Sir,

On the above subject I am to forward herewith the requisite document for quotation of Summative Assessment-II, 2019-20 and Students Report Card 2019-20 of Sundargarh district which may kindly be uploaded in the district website i.e. [www.sundergarh.nic.in](http://www.sundergarh.nic.in) at an earliest.

Yours faithfully,

  
28.1.2020

DPC, RTE-SS, Sundargarh

**DISTRICT PROJECT OFFICE, SAMAGRA SIKHYA, SUNDARGARH.**  
ସମଗ୍ରୀ ସୂଚକ ପ୍ରଶ୍ନପତ୍ର - ୨, ୨୦୧୯ -୨୦ ର ଛାପିବା ନିମନ୍ତେ ନିୟମାବଳୀ ଏବଂ ସର୍ତ୍ତାବଳୀ

1. Quotation papers should be submitted in sealed cover addressed to District Project Coordinator, RTE- SS, Sundargarh either by Speed post, registered post only duly Super Scribed as 'Printing & Supply of Question-cum-Answer Sheets for Summative Assessment-II,2020
2. The date & time schedule relating to " Tender for printing & supply of Question-Cum-Answer Sheet for Summative Assessment –II " are cited as under

SI No	Activity	Date & Time
1	Last Date for Submission of Quotation Papers	
2	Opening of Quotation	

3. The Quotation papers must be accompanied with the following documents failing which the quotations shall be out rightly rejected
  - GST Registration certificate
  - PAN /TAN Certificate
  - Firm registration Certificate under DIC/NSIC/MSME
  - Copy of IT return filed for the last financial year ie; for the year 2018-19
  - Sample papers for printing of Questions cum Answer Sheet (**5 sheet 1/4Demy size**) with seal and signature of the Dealer.
  - EMD of Rs 50,000 (refundable without interest) in shape of DD drawn on any nationalized bank in favour of District Project Coordinator, RTE-SS, Sundargarh payable at Sundargarh.
  - Affidavit by notary that the firm is not blacklisted or defaulted for similar type of printing order.
  - Experience certificate: Certificates from the competent authority regarding satisfactory printing and supply of question papers for last two year i.e. 2017-18 & 18-19 where the printer have participated in the tender process & selected.
4. The successful bidder will have to deposit Rs.1,20,000/- as **security money** in shape of DD drawn on any nationalized bank in favour of District Project Coordinator, RTE-SS, Sundargarh payable at Sundargarh at the time of execution of agreement.
5. Exemption Certificate in respect of EMD & Security deposit will not be accepted.
6. Conditional Quotations shall not be considered.
7. All entries in the quotation form should be legible & filled clearly. No overwriting or cutting is permitted in the Quotation Paper.
8. Only prescribed papers are allowed in quotations. Others papers will not be allowed for the purpose.
9. Paper to be chosen from mentioned Mills / Industry such as H.P.C.L, TNPL/ J.K / BILT / DELTA/ ANDHRA PAPER / EMAMI / SATIA.

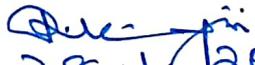
10. Bidder must give the details about the Mill on sample paper with the signature & seal of the dealer.
11. Printing must be offset process using eco friendly ink (I.S.O. I. S. I) standard as directed by Hon'ble High Court.
12. After use, if any doubt will arise on quality of GSM, printed sample may be sent to concerned mill for confirmation of its quality if required by the certifying authority.
13. L-1 to be taken from prescribed Mills.
14. Quality of paper must be 60 GSM ( Cream Wove )
15. The size of papers is **A-4 Size**
16. Letter size as per the sample and both side printing With pictures as and where required (sample copy can be collected from District Project Office, SS, Sundargarh )
17. The rate should be quoted for both sides printing of 1000 sheets (One Sheet means 2 pages) inclusive of all taxes.
18. Transportation cost will be mentioned separately & it is negotiable as per local rate with the selected Agencies/Printers.
19. Only one sample paper with single quotation will be entertained. If anybody or individual or firms intends to quote different rates with more than one sample paper, then it is his/her responsibility to furnish separate quotation papers for which separate EMD money is to be deposited. If anybody or firms deviates from this terms & conditions his/ her quotation papers will be rejected without assigning any reason thereof.
20. Order for supply will be placed in bulk as per requirement, which is approximately 80 lakh( eighty lakh ) pages of Questions cum Answer sheets and Evaluation format in both side printing .The quantity may increase or decrease.
21. Payment will be made to the party on submission of bill in duplicate, only after obtaining clearance & no objection certificate from the Blocks to whom the question papers will be delivered by the firms & on the basis of testing the quality of papers as directed by OSEPA, Bhubaneswar.
22. The successful bidder will packed and supplied the question papers as per indent of the district as block wise, class wise, and subject wise with gunny bags and will be delivered at district point. The details shall be furnished at the time of issue of work order. The bidder will be responsible for proper counting of exact number of Question-cum-Answer sheets as per indent.
23. Secrecy in printing of question paper has to be maintained. Any leakage of question paper before the date of Assessment at the level of Press will affect penal provision as well as forfeiting of EMD money & security deposit.
24. If successful bidder fails to execute the order of supply in the scheduled date & time and fails to maintain the norms in quality of paper the EMD & security money will be forfeited & if necessary possible steps for penalty under rules will be initiated with legal action.
25. The bidder should quote the rate of Question Cum Answer Sheet including paper cost , printing cost, packing cost, Plate making, folding cost, trimming cost and taxes as per central Govt. /State Govt. rule.
26. The printer shall print the Question papers in Odia, English, Hindi & Sanskrit language as per specification & indent to be supplied during agreement with successful bidder.

27. Printing & Supply of Question papers must be completed within 20 days of the issue of work order failing which the security deposit will be forfeited.
28. The selected firms /press have to make an agreement with the DPC, RTE-SS, Sundargarh soon after the selection of the bidder in non Judicial Stamp paper to print and supply the printed and packed Question –cum- Answer sheets as per the terms and conditions.
29. The bidders have to submit their technical bid and financial bid as per the format enclosed at annexure-'A' and 'B' in separate envelope.
30. The Quotation should be submitted in sealed covers through Regd. Post/ Speed Post only on or before **17.02.2020**. The envelope containing the quotation should be superscripted as **"QUOTATION FOR PRINTING AND SUPPLY OF "QUESTION –CUM – ANSWER SHEETS" FOR SUMMATIVE ASSESSMENT–II, 2020"**. The Quotation is to be submitted to the following postal address.

**District project Coordinator  
RTE-Samagra Sikhya, Sundargarh  
In front of B.S. High School,  
At/ Po/Dist- Sundargarh  
PIN-770001**

The Collector-Cum-Chairman, RTE-SS, Sundargarh reserves the right to cancel all or any of the quotations without assigning any reason thereof.

**By order of Collector-cum-Chairman, SS, Sundargarh**

  
28.1.2020  
DPC, RTE-SS, Sundargarh

Application for Technical Bid

(To be submitted in separately sealed envelope)

Name of the firm and Address:

Documents Enclosed:

1. Photocopy of GST Registration Certificate : (Yes/No)
2. Photocopy of Firm Registration under DIC / NSIC / MSMSE : (Yes/No)
3. Photocopy of PAN/TAN. (Yes/No)
4. IT return acknowledgement: (Yes/No)
5. Sample Paper duly signed and stamped with seal of the dealer (10sheet A-4 size)  
: (Yes/ No)
6. PAN No.
7. GST Regn. No.
8. EMD Details : Amount :  
D.D No / Date: Bank /Branch:
8. Tender Paper cost details: Amount :  
D.D No / Date: Bank /Branch:
9. Affidavit by the bidder as regards to black listing/default: (Yes/ No)
10. Experience certificate if any as regards to similar type of work: (Yes/No.)

Date:

Seal & Signature of the Bidder



Application for Financial Bid

(To be submitted in separately sealed envelope)

Name of the firm and Address:

SI No	Type of Printing Material	Specification	Rate Quoted for Printing of 1000 sheets(single side printing)	Rate Quoted for Printing of 1000 sheets(Double side printing)	Transportation cost (to be mentioned in Rs.)
1.	Question Cum Answer Sheets	Paper Quality – 60 GSM Cream wove) Size of question Paper –A-4 Size Paper Mill/Industry			

N.B: Rate should be quoted inclusive of all cost, taxes and duties if any.

Date:

Seal and Signature of the Bidder



**DISTRICT PROJECT OFFICE, SAMAGRA SIKHYA, SUNDARGARH.**  
 ପ୍ରଗତି ପତ୍ର ୨୦୧୯-୨୦ ର ଛାପିବା ଏବଂ ବିତରଣ କରିବା ନିମନ୍ତେ ନିୟମାବଳୀ ଏବଂ ସର୍ତ୍ତାବଳୀ

1. Quotation Papers should be submitted in sealed cover addressed to District Project Coordinator, SS, Sundargarh by **speed post/ registered post** only duly super scribed as "Quotation for printing and supply of Report Card, 2019-20 (Class I to VIII)". Submission of quotation by other means cannot be accepted
2. The date and time schedule relating to "Quotation for printing and supply of report card, 2019-20 (Class I to VIII) are cited as under.

Sl.No	Activity	Date and Time
1	Last Date for Submission of Quotation Papers	
2	Opening of Technical Bid	
3	Opening of Financial Bid	

3. Quotations must be accompanied with the following documents failing which the bids shall be out rightly rejected
  - GST Registration certificate
  - PAN/TAN certificate
  - Copy of IT return filed for the last financial year i.e; for the year 2018-19
  - Registration Certificate under DIC/NSIC/MSME.
  - Sample paper **white colour only** ¼ Demy Size (11 sheet , full scape) with due seal and signature of the bidder
  - **EMD of Rs.30000/- (refundable without interest)** in shape of DD drawn on any nationalized bank in favor of District Project Coordinator, SS, Sundargarh payable at Sundargarh.
  - Affidavit at notary that the firm is not blacklisted or defaulted for similar type of printing order.
  - Experience certificate (minimum 2 years) as regards to similar type of printing work.
4. The successful bidder will have to deposit **Rs.60,000/-** as security money at the time of execution of agreement in shape of DD drawn on any nationalized bank in favour of the District Project Coordinator, SS, Sundargarh payable at Sundargarh.
5. Exemption Certificate in respect of E.M.D and security deposit will not be accepted.
6. All entries in the Quotation form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form.
7. Conditional Quotation shall not be considered.
8. Only one type of sample paper with single quotation will be entertained. If anybody or firm intends to quote different rates with more than one sample paper, then it is his/her / its responsibility to furnish separate quotation papers for which separate EMD money along with other requisites are to be submitted . If anybody or firm deviates from this terms & conditions his/ her / its quotation papers will be rejected without assigning any reason thereof.

9. Order for supply will be placed in bulk as per requirement, which is approximately as follows.

Report Card				
Class	I & II	III, IV & V	VI, VII & VIII	TOTAL
No. of Report card	44443	75611	78881	198935

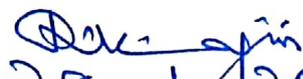
The quantity may increase or decrease as per actual enrollment.

10. The successful bidder has to submit bill in duplicate after successful completion of the work order along with acknowledgement of receipt from block point.
11. Payment will be made to the party on submission of bill in duplicate after obtaining clearance from the blocks point and on the basis of testing the quality of papers used as directed by OSEPA, Bhubaneswar.
12. The successful bidder has to deliver the report cards at district point within 20 days of receipt of Work order.
13. If the successful bidder fails to execute the order of supply properly in the schedule date and time, the EMD and security money will be forfeited and if necessary possible steps for penalty under rules will be initiated along with legal action
14. The bidder should quote the rate of report card (Class I to VIII) per copy inclusive of all cost i.e; paper cost, printing cost, folding, trimming, plate making and taxes if any
15. Specifications recommended for printing of Report card as follows:
- Printing of Report card
- Size : Demy ¼
- Paper : 220 GSM Pulp board **White** Colour only
- Printing : Bi-colour
- Page : 4 pages (2 sheets) both side printing
- Printing must be in offset process using eco-friendly ink (I.S.O, I.S.I) standard.
16. Student report card 2019-20 (Class I to VIII) must be packed block-wise & will be delivered at district point failing which the security deposit will be forfeited.
17. No transportation cost to be charged.
18. The bidders have to submit their technical bid and financial bid as per the format enclosed at annexure-'A' and 'B' in separate envelope and both the bid should be submitted in a sealed covers through Regd. Post/ Speed Post only on or before **17.02.2020 at 5.00pm PM**. The envelope containing the quotation should be superscripted as "**QUOTATION FOR PRINTING AND SUPPLY OF "Students Report Card,2019-20"**". If anybody or firm deviates from this terms & conditions his/ her quotation papers will be rejected without assigning any reason thereof. The Quotation is to be submitted to the following postal address.

District Project Coordinator, RTE-Samagra Sikhya, Sundargarh  
In front of B.S. High School,  
At/ Po/Dist- Sundargarh  
PIN-770001

The Collector-Cum-Chairman, SS, Sundargarh reserves the right to accept or reject any or all Quotation without assigning any reason thereof.

By the order of the Collector-cum-Chairman, SS, Sundargarh

  
28.1.2020  
DPC, RTE-SS, Sundargarh

**Application for Technical Bid**

(To be submitted in separately sealed envelope)

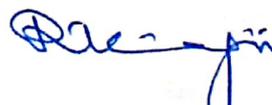
**Name of the firm and Address:**

**Documents Enclosed:**

1. Photocopy of GST Registration Certificate: (Yes/No)
2. Photocopy of Firm Registration under DIC / NSIC / MSMSE: (Yes/No)
3. Photocopy of PAN/TAN. (Yes/No)
4. IT return acknowledgement: (Yes/No)
5. Sample Paper duly signed and stamped with seal of the bidder (11 sheet ¼ demy size) : (Yes/ No)
6. PAN No.
7. GST Regn. No.
8. EMD Details: Amount:  
D.D No / Date: Bank /Branch:
9. Tender Paper cost details: Amount:  
D.D No / Date: Bank /Branch:
10. Affidavit by the bidder as regards to black listing/default: (Yes/ No)
11. Experience certificate if any as regards to similar type of work: (Yes/No.)

**Date:**

**Seal & Signature of the Bidder**



Application for Financial Bid

(To be submitted in separately sealed envelope)

Name of the firm and Address:

Sl No	Type of Printing Material	Specification	Cost of printing per card (In Rs.)	Total rate quoted for printing of _____ nos. of Report Card
1.	Students Report Card	Paper Quality – 220 GSM Pulp Board white colour Size of Paper – Demy ¼ Printing – Bi - Colour		

N.B: Rate should be quoted inclusive of all cost, taxes and duties if any.

Date:

Seal and Signature of the Bidder

