

**DISTRICT PROJECT OFFICE  
SAMAGRA SIKSHYA, DHENKANAL.**

**TENDER FORM**

1. Name & address of the Offset Press/Firm :  
(In Capital Letters)
2. Name & address of the Proprietor :
3. Registration No. of the Firm/Press :
4. Contact No :
5. TIN No: : Valid up to date:
6. GST Clearance No. with date :
6. PAN (Personal Account Number) :
7. Paper quality with Brand/Company Name :
8. Tender Cost of Rs. 1000/- : D.D No: Bank:
9. EMD of Rs. 25,000/- : D.D No: Bank:

**Signature with seal of the Tenderer**



**QUOTATION**

Particular	Items	Quantity	Rate	Celling Cost	Quotation Rate
1. Question-cum- Blank Answer Sheet	Paper - 60 GSM (Cream Wove) Spoilage (2% of 2,500) (Brightness as per BIS Norms)	2 Pages X 10,000 8 =2,500 sheets 50 sheets 2,550 sheets	@ Rs.660/- per 500 sheets	Rs.3366.00 (600 X 2550) 500	
	Printing	2 pages x 10,000 = 20,000	@Rs.11.00 per 1000 pages single side printer	Rs.220/- (11.00X20,000 /1000)	
	Plate Making	One Plate	Rs.350/- per plate	Rs.350/-	
	Packing	10,000 X2=20,000 pages	Rs.11.00 per 1000 pages	Rs.220/-	
	TOTAL ( Excluding transport cost)				Rs.4156/-
Rupees in words (					
2. Transportation charges.					
Rupees in words (					

N.B: The rate given above is an exemplary cost estimate for 2 paged question paper and quantity of 10,000 sets. Payment of single side printing will be calculated accordingly.

**Signature with seal of the Tenderer**

**For Official use Only**

Nos.of Over writing/Correction : -

EMD for Rs. \_\_\_\_\_ D.D No: \_\_\_\_\_ Bank \_\_\_\_\_

Prof of GST Clearance -

PAN No -



**TERMS AND CONDITIONS OF TENDER FOR PRINTING AND SUPPLY OF  
QUESTION-CUM- BLANK ANSWER SHEETS FOR SUMMATIVE  
ASSESSMENT-II 2020 OF SAMAGRA SIKSHYA, DHENKANAL.**

1. On the top of the envelop of the tender, it should be super scribed "TENDER FOR PRINTING AND SUPPLY OF QUESTION-CUM- BLANK ANSWER SHEETS.
2. Actual requirement shall be given to selected agencies only at the time of Agreement/Work Order.
3. The quality of paper should be A4 60 GSM (Cream Wove) for printing of Question Papers-cum- Blank Answer Sheets, (A sample copy of the said paper only one must be accompanied to the tender paper with seal & signature). The Tender Paper shall be rejected if the bidder submits more than one sample in bid documents.
4. The bidder must give details about the mill on the sample paper with the signature and seal of the dealer and the paper to be choosen from the mills i.e H.P.C.I./ TNPI/ J.K/ DELTA/ ANDHRA PAPER/ EMAMI & SATIA.
5. The printing cost should be inclusive of Plate making cost. If the number of printed questions is less than 50,000, then one Plate Making charge @ Rs.350/- per forma (i.e 8 pages) will be allowed.
6. Rate of Printing Question-cum-Answer Sheets should not be exceeded our prescribed rate given in bid document/format.
7. The party shall have to submit quote rate in our prescribed format and tender without prescribed format/specification rate will also be liable for rejection.
8. The Xerox copy of PAN Card with self-attested and Xerox copy of valid GST clearance Certificate shall be accompanied to the tender paper and it should be self attested by vender.
9. No extending benefits will be allowed to the SSI units registered with DIC & NSIC or any other agency.
10. Printing must be in offset process using eco-friendly ink (I.S.O.I.S.I) standard as directed by Hon'ble High Court, Odisha
11. EMD Rs.25,000/- (interest free refundable) for Question cum Answer Sheet must be submitted in favour of District Project Co-ordinator, SSA payable at Dhenkanal in shape of DD. The earnest money shall be forfeited if the bidder wants to withdraw in the event of the tender once submitted.
12. Earnest Money deposit (EMD) of the un-successful bidders would be refunded after finalization of the bid without interest and the successful bidder's EMD shall kept as



- security and it shall refund after final payment. The successful bidder deposit Rs.60,000/-(Sixty thousand) towards security in shape of DD in favour of District Project Co-ordinator, SSA payable at Dhenkanal for Question –cum- Blank Answer Sheet within 48 hours and execute an agreement from the date of issue of letter, otherwise the EMD will be forfeited.
13. The successful bidder would be required to enter into an Agreement with DPC, SS, Dhenkanal in a non-judicial stamp paper at his own cost after issue of letter from this office.
  14. The successful bidder will have to deliver the materials within 10 days to the BRCs point from the date of issue of work order. The secrecy of printing of Question-cum-Answer Sheets should be maintained and in the event of leakage, action under appropriate law will be taken against the Firm/Press.
  15. The sealed quotation to be sent by registered post/Speed Post only addressed to District Project Office, SSA, Dhenkanal as it should be reached to the undersigned by 05 PM on 27.01.2020 & it will be opened by the Additional District Magistrate, Dhenkanal in presence of the tenderers or their authorized representatives on 28.01.2020 at 03.30 P.M. in the Office chamber of Additional District Magistrate, Dhenkanal. The Office will not responsible for any postal delay.
  16. If selected party fails to supply the materials within the time stipulated in the letter of acceptance by the under signed or maintain in quality, the EMD and Security money will be forfeited.
  17. The firm shall pack and supply question cum blank answer sheet Class wise, subject wise, School wise and block wise as per the indent supplied by DPO, Samagra Sikshya, Dhenkanal in a gunny bag and to be supplied to the BEO point under proper sealing.
  18. Payment will be made after supply of all Question-cum-answer sheets as per order given and obtain chalan receipt from the ABEO-cum-BRCCs with seal and signature.
  19. First 75 % of the total bills will be made after successful delivery and balance 25 % will be released after verification of the quality of Paper at OPEPA end/competent authority.
  20. The EMD & Security money will be forfeited if the party compromise with quality and terms and conditions. Accordingly the bill value will be decided.
  21. The 2% damage charge per day and maximum 20 % will be deducted from the bill if party fails to supply in stipulated time.
  22. TDS will be deducted as per income Tax Rule.
  23. Transportation will be paid as per local rate or rate mentioned in the quotation which is lower.



24. No conditional quotation is acceptable to the undersigned. The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.
25. Any dispute, the matter shall be finalized in the jurisdiction of the Dhenkanal District.
26. The Authority is not bound to accept the lowest rate. The authority reserves the right to reject any or all tender without assigning any reason thereof.
27. The Party will attach a Demand Draft of Rs. 1000/- (Rupees one thousand only) non-refundable in shape of Bank Draft in favour of District Project Co-ordinator, SSA, Dhenkanal payable at Dhenkanal towards tender paper cost.

**UNDERTAKING.**

I do hereby undertake that I will abide by all the terms and conditions laid down in the Quotation Call Notice No.....date..... of DPC, SS, Dhenkanal and the terms and conditions of tender for printing and supply of Question-cum-Answer Sheets of Summative Assessment –II 2020 of SS, Dhenkanal and will be responsible for any lapses to any terms and conditions and will be liable for action under appropriate law. Our firm is not black listed by any Govt. Organisation.

**Seal & Signature of the Tenderer**



**DISTRICT PROJECT OFFICE  
SAMAGRA SIKSHIYA: DHENKANAL.**

**TENDER FORM**

1. Name & address of the Offset Press/Firm :  
(In Capital Letters)
2. Name & address of the Proprietor :
3. Registration No. of the Firm/Press :
4. Contact No :
5. TIN No: : Valid up to date:
6. GST Clearance No. with date :
6. PAN (Personal Account Number) :
7. Paper quality with Brand/Company Name :
8. Tender Cost of Rs. 1000/- : D.D No: Bank:
9. EMD of Rs. 25,000/- : D.D No: Bank:

**Signature with seal of the Tenderer**



**QUOTATION**

Sl.No	Item	Description	Rate Quoted Including all Taxes.
1	Size	Demy ¼ (4 pages)	
2	Paper	220 GSM Pulp Board	
3	Printing	Bi-Colour	
4	Approximate no.of cards to be printed	123000	
Transportation Cost			

**Signature with seal of the Tenderer**

**For Official use Only**

Nos.of Over writing/Correction : --

EMD for Rs. \_\_\_\_\_ D.D No: \_\_\_\_\_ Bank \_\_\_\_\_

Prof of GSTIN Clearance --

PAN No -



**TERMS AND CONDITIONS OF TENDER FOR PRINTING AND SUPPLY OF  
REPORT CARD FOR THE YEAR 2020 OF SS, DHENKANAL.**

1. On the top of the envelop of the tender, it should be super scribed "QUOTATION FOR PRINTING OF REPORT CARD FOR THE YEAR 2020.
2. Actual requirement shall be given to selected agencies only at the time of Agreement/Work Order.
3. The quality of paper should be 220 GSM Pulp Board Bi-colour for printing of Report Card, (A sample copy of the said paper only one must accompany to the tender paper with seal & signature). The Tender Paper shall be rejected if the bidder submits more than one sample in bid documents.
4. The bidder must give details about the mill on the sample paper with the signature and seal of the dealer and the paper to be chosen from the mills i.e H.P.C.L/ TNPL/ J.K/ DELTA/ ANDHRA PAPER/ EMAMI & SATIA.
5. The party shall have to submit quote rate in our prescribed format and tender without prescribed format/specification rate will also be liable for rejection.
6. The Xerox copy of PAN Card with self-attested and Xerox copy of valid GSTIN clearance Certificate shall be accompanied to the tender paper and it should be self attested by vender.
7. No extending benefits will be allowed to the SSI units registered with DIC & NSIC or any other agency.
8. Printing must be in offset process using eco-friendly ink (I.S.O.I.S.I) standard as directed by Hon`ble High Court, Odisha
9. EMD Rs.25,000/- ( interest free refundable) for Report Card must be submitted in favour of District Project Co-ordinator, SSA payable at Dhenkanal in shape of DD. The earnest money shall be forfeited if the bidder wants to withdraw in the event of the tender once submitted.
10. Earnest Money deposit (EMD) of the un-successful bidders would be refunded after finalization of the bid without interest and the successful bidder's EMD shall kept as security and it shall refund after final payment. The successful bidder deposit Rs.50,000/- (Fifty thousand) towards security in shape of DD in favour of District Project Co-ordinator, SSA payable at Dhenkanal for Report Card within 48 hours and execute the agreement from the date of issue of letter, otherwise the EMD will be forfeited.
11. The successful bidder would be required to enter into an Agreement with DPC, SS, Dhenkanal in a non-judicial stamp paper at his own cost after issue of letter from this office.



12. The successful bidder will have to deliver the materials within 10 days to the BRCs point from the date of work order.
13. The sealed quotation to be sent by registered post/Speed Post only addressed to District Project Office, SS, Dhenkanal as it should be reached to the undersigned by 05 PM on 27.01.2020 & it will be opened by the Additional District Magistrate, Dhenkanal in presence of the tenderers or their authorized representatives on 28.01.2020 at 03.30 PM in the Office chamber of Additional District Magistrate, Dhenkanal. The Office will not responsible for any postal delay.
14. If selected party fails to supply the materials within the time stipulated in the letter of acceptance by the under signed or maintain in quality, the EMD and Security money will be forfeited.
15. Report Cards should be delivered to BEO point within and must be packed as per the block wise indent supplied by DPO, Samagra Sikshya, Dhenkanal. At the time of placement of work order to printing, the exact quantity will be intimated to the selected Firm/Press.
16. Payment will be made after supply of all Progress Report Cards as per order given and obtain chalan receipt from the Block Education Officer or ABEO-cum-BRCCs with seal and signature.
17. 75 % of the total bills will be made after successful delivery and balance 25 % will be released after verification of the quality of Paper at OPEPA end/competent authority.
18. The EMD & Security money will be forfeited if the party compromise with quality and terms and conditions.
19. The 2% demurrage charge per day and maximum 20 % will be deducted from the bill if party fails to supply in stipulated time.
20. TDS will be deducted as per income Tax Rule 1944
21. Transportation will be paid as per local rate or rate mentioned in the quotation which is lower.
22. No conditional quotation is acceptable to the undersigned. The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.
23. Any dispute, the matter shall be final in the jurisdiction of the Dhenkanal District.
24. The Authority is not bound to accept the lowest rate. The authority reserves the right to reject any or all tender without assigning any reason thereof.
25. The Party will attach a Demand Draft of Rs. 1000/- (Rupees one thousand only) non-refundable in favour of District Project Co-ordinator, SSA, Dhenkanal payable at Dhenkanal towards tender paper cost.



**UNDERTAKING.**

I do hereby undertake that I will abide by all the terms and conditions laid down in the Quotation Call Notice No.....date..... of DPC, SS, Dhenkanal and the terms and conditions of tender for printing and supply of Report Cards 2020 of SS, Dhenkanal and will be responsible for any lapses to any terms and conditions and will be liable for action under appropriate law. Our firm is not black listed by any Govt. Organisation.

**Seal & Signature of the Tenderer**

A handwritten signature in green ink, consisting of a large initial 'R' followed by several loops and a long horizontal stroke extending to the right.