



DISTRICT PROJECT OFFICE
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No. 116 /PDG/

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SHORT QUOTATION CALL NOTICE

QUOTATION FOR PRINTING AND SUPPLY OF QUESTION PAPER-CUM-BLANK - ANSWER-SHEET FOR SUMMATIVE ASSESSMENT -II AND STUDENT REPORT CARD FOR THE YEAR 2018-19

Sealed quotations are invited in plain paper from registered, experienced Offset Printers/Firms having valid registered STCC/ITCC, GST/VAT Clearance & valid PAN number for printing, packing and supply of Question- cum-Blank- Answer Sheet (Oriya, English, Hindi, Persian, Urdhu script) for Summative Assessment-II and student Report Card for the year 2018-19 from class-I to class-VIII of Kendrapara district. The Quotation paper (Bid document) containing details specification with terms and conditions may be downloaded from OPEPA website i.e www.opepa.in and district website www.kendrapara.nic.in or same may be obtained from District Project Office, SSA, Kendrapara in office hour of working days from 19.1.19 to 30.1.19 on payment of Rs.500/- (Five hundred only non refundable) by means of Demand Draft . In case of downloaded Tender Paper from website, the bidder shall only submit Demand Draft amounting Rs.500/- along with Tender Papers in favour of District Project Coordinator, SSA, Kendrapara payable at Kendrapara. The sealed quotation shall be sent to undersigned through **registered post/speed post** only and any other mode of submission of quotation shall not be entertained. The quotation received after 5 P.M of 30.1.19 shall not be entertained. The sealed Quotations will be opened on dt 31.1.19 at 4.00 AM/PM at Collector Conference Hall, Kendrapara in the presence of quotationers or their authorized representatives. The authority reserves the right to amend, alter or cancel any part or all the quotations without assigning any reason thereof. The black listed/defaulters firms/printers shall not be allowed to participate.


District Project Coordinator
RTE-SSA, Kendrapara


Collector-Cum-Chairman
RTE-SSA, Kendrapara



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Tender Paper for printing and supply of Question paper cum blank Answer Sheet & student Report Card, 2018-19

The envelop containing the quotation should be duly super scribed as follows-

"QUOTATIONS FOR PRINTING AND SUPPLY OF QUESTION -CUM-BLANK - ANSWER SHEET FOR SUMMETIVE ASSESSEMENT -II & STUDENT REPROT CARD 2018-19."

Sl.no.	Name of item	Requirement (tentative)
1	Question paper -cum-blank Answer sheet	37,00,0000
2	Student Report Card	154000

However, the quantity of Question Paper may increases or decreases from present requirement and actual requirement shall be given at the time of supply order.

TERMS AND CONDITIONS

Specification for printing of Question Paper-cum- Blank Answer sheet (Part-A)

- Paper quality-** 60 GSM (Good Quality Cream wove) .
Sample of paper to be used for Question-Cum-Answer sheet should be submitted by the firm along with tender paper with the signature and seal of the dealer.
- Size of Question-Cum-Blank answer sheet:** A-4 Size
- Quality of Printing:** Letter size as per the sample with both sides printing shall be supplied by this office.
- Packing:** Each Question-Cum-Blank answer sheet shall be stapled/stitched at left side and shall be packed by the Press in sealed/ stitched packets subject, class and school, wise in pocket denomination of 10, 20,30,40,50 as per the indent to be obtained from District Project Office, Kendrapara .It must be bundled in brown paper packet by cluster and block wise and finally the question packets of each block be packaged in gunny bags for safety /security purpose.
- Supply of Question-Cum-Blank answer sheet:** should be made available at each Block Head Quarter (09 blocks). The date of supply is to be intimated on supply order.
- EMD charge:** EMD @2% of total cost is to be submitted in favor of DPC, SSA, Kendrapara payable at Kendrapara only in shape of Demand draft by the tenderers at the time of submission of bid documents.
- Security Deposit:** The successful bidder shall submit the security deposit @5% of total bid amount during the time of agreement in shape of Demand Draft in favour of DPC, SSA, Kendrapara payable at Kendrapara.
- Rate of printing:** Rate of printing should include paper cost, trimming, stitching, packaging, plate making and transportation charge, VAT/GST as applicable.
- Printing must be in Offset process using eco-friendly ink standard as directed by H'onable High Court, Odisha.

10. Paper should be supplied from mentioned mills/industry i.e HPCL, TNPL/J.K/BILT//DELTA/ANDHRA PAPER/EMAMI/SATIA only .The bidder must give details about the Mill on Sample Paper with seal & signature.

Specification for Printing of Student Report Card(Part-B)

1. **Paper quality-** 220 GSM (Pulp board) .Sample of paper should be submitted by the firm along with tender paper with seal & signature.
2. **Size:** Demi ¼ .
3. **Printing** –Bi-colour.
4. **Packing & Supply of student Report Card:** Student Report Card shall be packed in sealed/ stitched packets school wise in pocket denomination of 10, 20,30,40,50 as per the indent to be obtained from District Project Office, Kendrapara .It must be bundled in brown paper packet by cluster and block wise and supplied to Block point(BEO office). The date of supply is to be intimated on supply order.
5. **EMD charge:** EMD @2% of total cost is to be submitted in favor of DPC, SSA, Kendrapara payable at Kendrapara only in shape of Demand draft by the bidders at the time of submission of bid documents.
6. **Security Deposit:** The successful bidder shall submit the security deposit @5% of total bid amount during the time of agreement in shape of Demand Draft in favour of DPC, SSA, Kendrapara payable at Kendrapara.
7. **Rate of printing:** Rate of printing should include paper cost, trimming, stitching, packaging, plate making and transportation charge, VAT/GST as applicable.

Other General conditions

1. The EMD charge is refundable for each above item after successful delivery. But in case of any deviation in the terms and condition the EMD & Security amount will be forfeited.
2. The selected press will have to make an agreement with the District Project Coordinator, SSA, Kendrapara in non judicial stamp papers and supply the printed and packed above mentioned item as per the terms and conditions. If the press fails to execute such agreement on the same day, the concerned press will forfeit its claim for printing as well as the security deposit made there in.
3. The transportation charge shall be inclusive of rate quoted for specific item. No separate transportation charge shall be allowed.
4. The bid document along with tender paper cost amounting Rs.500/- (non refundable) in shape of Demand Draft payable at Kendrapara shall be submitted to undersigned on or before 30.1.19 by 5.00AM P.M. by register post/speed post only.
5. The tender shall be opened at Office Chamber of Collector, Kendrapara at 4.00P.M Kendrapara on 31.01.19 in the presence of Bidder or their authorized representative.
6. 10% extra question paper in overall shall be printed other than the indent which shall be packed separately by the firm and distributed to each block point during the supply of question paper.
7. TDS will be deducted as per Income Tax Act 1961.
8. The bidder have to submit the price inclusive of VAT/GST as applicable for example if the quoted cost is Rs.500/- , then 500 +VAT 5%= 525.

9. Bidder has to submit the VAT Clearance certificate/GST update return certificate, PAN number with latest ITR –V.
10. The party who have no GST number they have to submit an undertaking that their turnover is less than Rs.2000000/-annually as an unregistered dealer under GST regime.
11. No exemption in respect to SD and EMD is allowed.
12. Selection of bidder is the sole discretion of District Purchase Committee.
13. The bidder is to receive the approved set of question paper from District Project Office and shall return the same after printing.
14. The payment will be made only after successful delivery of question paper in time and after quality check at TBPM,BBSR.
15. Secrecy in question paper has to be maintained.Qulaity of printing should be of high order without any mistake.
16. The printing must be in Offset process using eco-friendly in (I.SO.I.S.I) standard as directed by Hon'ble High Court, Odisha.

The bidders are requested to submit their quoted rate as per the format mentioned below.

PERTICULARS

1. Name & Address of the bidder:-
2. Contact no.:-
3. VAT Clearance, TIN/SIRN Date no.:-
5. EMD payment particulars (Amount, Date & Number):-
6. STC/ITC Certificate:-

Format for quotation for printing of question paper

SL.N O.	ITEMS	PAPER QUANTITY	RATE QUOTED in rupees	REMARKS
1 (a)	Printing of Question paper A. single side (including paper cost, printing , folding, trimming, packing & transportation charge, VAT/GST as applicable)	Per 10,000 sheets		
(b)	B. Double side Print (including paper cost, printing ,folding ,trimming ,packing& transportation charge, VAT/GST as applicable)	Per 10,000 sheets		

Format for quotation for printing of Student Report Card

SL.NO.	ITEMS	QUANTITY	RATE QUOTED in rupees	Total cost	Remarks
1	Printing of Student Report Card (including transportation cost/ VAT/GST as applicable)	Per card			

The authority reserves the right to cancel any or all quotations without any reason thereof.


 District Project Coordinator
 SSA, KENDRAPARA