

GOVERNMENT OF TRIPURA  
DIRECTORATE OF SECONDARY EDUCATION  
(CENTRALISED EXAMINATION UNIT)  
AGARTALA

No.F.23(3)/SE-CEU/2019/304

DATED: 11 / 12 / 2020

NOTICE INVITING TENDER

Sealed quotations are invited as per enclosed proforma - Annexure-"A" for awarding the contract in respect of printing and delivery work of confidential question papers for the students of classes IX to XII studying in Government and Government Aided Schools in Tripura.

Approximately, **27,29,468** sets of confidential question papers will be printed for the Pre-Board Examination of Class X and XII to be held in March-April-2021, Annual Examination of Class IX and XI to be held in March-April-2021, Half Yearly Examination of Class IX to XII to be held between August to November, 2021, Pre-Board Examination of Class X and XII to be held in December-January-2021-22, and Annual Examination of Class IX and XI to be held in February-March, 2022 (within the contract period of one year). The printed materials are to be packed class wise, subject wise, school wise and then all of these are to be packed in a bigger envelope Distribution Centre-wise and delivered to the Centralised Examination Unit, located at Old Shishu Bihar campus of Directorate of Secondary Education at Agartala. The quantity of above question papers, both subject wise and class wise, as well as total volume may increase or decrease. The exact quantity along with detailed break up as mentioned above will be stated in work orders.

The orders for printing will be given at various intervals, i.e., before each of the Examination to be conducted by the Department. The rate should be quoted for the cost of printing per page inclusive of cost of packing, transportation and delivery up to Centralised Examination Unit of Directorate of Secondary Education, Government of Tripura, Agartala.

The tender document containing all the description/specification of printing materials and terms and conditions may be downloaded from the website of this office <https://schooleducation.tripura.gov.in/>. The last date of the receipt of the bids is 28/12/2020 latest by 1730 Hrs and will be opened on 29/12/2020 at 1100 Hrs.

  
U. K. Chakma

11.12.20  
Director, Secondary Education

***Detailed Tender Document for Confidential Printing  
and Supply of Question Papers for Half Yearly, Pre-  
Board / Annual Examination of classes IX to XII in all  
the Government & Aided Schools of Tripura for  
academic session 2020-21 (remaining period) and  
academic session 2021-22.***

**Directorate of Secondary Education  
(Centralised Examination Unit)  
Shiksha Bhavan-2<sup>nd</sup> Floor, Office Lane,  
Agartala , Tripura.**

## INVITATION OF TENDER

### **1. Description of Work**

Printing of Question Papers for Pre-Board Examination of Class X and XII in March-April, 2021, Annual Examination of Class IX and XI to be held in March-April, 2021, Half Yearly Examination of Class IX to XII for academic session 2021-22 to be held between August to November, 2021, and Pre-Board Examination of Class X and XII for academic session 2021-22 to be held in December, 2021, and lastly the Annual Examination of Class IX and XI to be held in March, 2022, for approximately 1,62,512 students of Government & Aided Schools.

Supply of Printed Question Papers before each Examination is to be made at the Headquarter of the Centralized Question Unit situated at Shishu Bihar Complex of Education (School) Department, Agartala, within 15 days of issue of work order as per schedule of concerned Examination.

### **2. SCHEDULE OF TENDER**

|       |   |  |
|-------|---|--|
| (i)   | Release of Tender                         | 14/12/2020   |
| (ii)  | Closing of Tender                         | 28/12/2020 (5.30 PM)   |
| (iii) | Time period for Clarification/<br>Queries | 14/12/2020 to 16/12/2020 (within 10.00 AM to 5.30 PM)  |
| (iv)  | Email address for queries                 | centralizedexamse2019@gmail.com  |
| (v)   | Time of submission of Tender              | Within 10.00 AM to 5.30 PM of the every working day after the release of Tender and prior to the scheduled hour of closing |
| (vi)  | Opening of Technical Bids                 | 29/12/2020 (11.00 AM)  |
| (vii) | Opening of Financial Bids                 | 29/12/2020 (2.00 PM)   |

Tender to be dropped in the Tender Box to be placed in Office Chamber of the Joint Director, Secondary Education, Shiksha Bhavan, 2<sup>nd</sup> Floor, Office Lane, Agartala, where the Technical & Financial Bid will also be opened.

### **3. SUBMISSION OF BIDS**

The interested bidders shall submit the technical bid and the financial bid in two separate sealed envelopes with "Technical Bid" and "Financial Bid" written on top of the envelopes and both these sealed envelopes are to be put in a bigger envelop which





should also be sealed and duly super scribed "**Confidential – Bids for Printing & Supply of Question Papers for Class IX to XII in 2020-21 and 2021-22**" in the Tender Box placed in Office chamber of the Joint Director, Secondary Education, Shiksha Bhavan, 2<sup>nd</sup> Floor, Office Lane, Agartala. Alternately, the said bigger envelop may also be sent by '**Registered Post or by Speed Post**' to the Director, Secondary Education, Shiksha Bhavan, 2<sup>nd</sup> Floor, Office Lane, P.O -Agartala-799001, **Tripura**, within the time and date stipulated for receipt of bids.

Any delay, even postal delay, in receipt of Bid documents would be considered late submission of Bid and rejected.

Mere handing over of the Bidding Documents at the Reception Counter or at any other counter or room or person shall not be considered submission of bid.

Financial bids of only those bidders, who are found eligible in technical evaluation, will be considered for financial evaluation. No bids shall be accepted after the specified date and time for receipt of bids. The financial bids will be opened and evaluated after verification of technical bids.



U. K. Chakma  
Director

Secondary Education, Tripura

10.12.20

#### 4. GENERAL TERMS & CONDITIONS

(i) **Eligibility Criteria:** The bidders must fulfill the following eligibility conditions:

- (a) Work Experience : Experience of having successfully printed and supplied question papers/ text books/ Academic Materialsto any Government organization/ undertaking/department for any of the last three academic years ending on 31<sup>st</sup> March, 2020, having minimum project cost of Rs.50,00,000/-(Rupees Fifty Lakhs only) for One project or for Two projects of minimum Rs.25,00,000/-(Rupees Twenty Five Lakhs only) each.
- (b) Average Turnover: The average financial turnover during the last three financial years ending 31<sup>st</sup> March, 2020, should be at least Rs.100,00,000/-(Rupees One Crore only). Copy of profit and Loss A/C and Balance Sheet duly attested by CA for the last three years i.e. 2016-17, 2017-18 and 2018-19 and ITR for 03 Assessment years i.e. 2017-18, 2018-19 and 2019-20 are to be submitted.
- (c) Printing License: A valid license of printing /declaration under Press & Registration Books Act, 1867 from/before Competent Authority.
- (d) Undertaking: Every bidding firm is required to submit an undertaking that no blacklisting or debarring order by any Govt. department or by any other agency is in operation against it or its sister concern at the time of its submission of bids with regard to the instant tender. Any firm against which or sister concern of which such order is in operation at the time of submission of bids with respect to the present tender is not eligible for participating in it.
- (e) Certificate of Satisfactory Completion of Work: Every bidding firm shall be required to submit a certificate of satisfactory completion of work from all the government departments /organizations /agencies /undertakings it has worked for in any three of following academic years 2017-18, 2018-19 and 2019-20. Suppression of facts may be regarded as a disqualification for participation.
- (f) Labour Laws: The bidder must have been following the Labour Laws framed by the Appropriate Government.
- (g) GST Registration The Prospective bidder must have a valid GST Registration Number.

- (h) Registration of the Firm: If the bidding firm is a partnership firm, the partnership deed must have been registered with the office of the Registrar. Copy of the same is to be enclosed along with the technical bid documents.

**(ii) Technical Specifications:** The minimum criteria for printing machines & equipments are as under:

- (a) Plate making: Full fledged plate making unit with pasting table and printing down frame.
- (b) Printing Machines: Two single colour Offset printing machines for printing Question papers.
- (c) Composing & proof reading units: Separate space for composing & proof reading units.
- (d) Storage Space: Sufficient (100 sq mtrs) space for the safe storage of paper and printed material.
- (e) Power Back up: Generator, at least of the capacity of 20 KW
- (f) Binding machine& equipment: One folding machine capable of performing two folds. Two cutting machines. Complete arrangement of stapling.

**5. Own paper to be used by Printing Firm:** The paper for the printing of text as specified above shall be arranged by the printer himself.

**6. Instructions regarding quality of printing & ink:**

- i) The ink should be of a good standard and quality of having sufficient quantity of finely grind pigments.
- ii) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "see through".
- iii) The ink should have good drying quality particularly on smooth or glaze paper to avoid "set off".
- iv) The ink should not be so tacky to snatch/pick up the paper or coating on paper while printing.



v) The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the question papers.

vi) There should be no variation of shade throughout.

vii) There should be no roller mark on the printed area.

7. **Type Size & Font Preferred** : 14 point type for Bengali script and 14 point type English script (composing by laser technique) with Double Space

8. **Colours (Printing)** : Single colour

9. **Language**: The question papers for subjects of Classes IX to XII except that of English, Bengali and Kokborok shall be in two versions i.e. English version & Bengali version, whereas, for English, Bengali, Mizo and Kokborok subjects question papers shall be in single version. The manuscripts of question papers will be provided by the Examination Unit of the Department. Question Papers must be free from all printing errors. The Class wise subject wise requirement of printing of Question papers will be intimated at the time of issuing work order. The Class wise number of papers for which question papers are required in each Examination to be printed is shown below.

a. Question paper requirement for Pre-Board Examination for 2020-21:

| Class | Enrollment | No. of subjects | Requirement of question papers including 20% extra sets for each school and district reserve of 500 sets. |
|-------|------------|-----------------|---|
| X     | 50,675     | 5               | $(50675 \times 5 + 4000) = 2,57,376$  |
| XII   | 27,626     | 5               | $(27,626 \times 5 + 4000) = 1,42,130$   |
| Total |            |                 | <b>3,99,506</b>   |

b. Question paper requirement for Annual Examination for 2020-21:

| Class | Enrollment | No. of subjects | Requirement of question papers including 20% extra sets for each school and district reserve of 500 sets and 43000 sets for BBE |
|-------|------------|-----------------|---|
| IX    | 64,224     | 5               | $(64,224 \times 5 + 32000 + 4000) = 3,57,120$   |
| XI    | 31,068     | 5               | $(31,068 \times 5 + 11000 + 4000) = 1,70,340$   |
| Total |            |                 | <b>5,27,460</b>   |

c. Question paper requirement for Half yearly Examination for 2021-22

| Class | Enrollment | No. of subjects | Requirement of question papers including 20% extra sets for each school and district reserve of 200 sets and 100 sets for CEU |
|-------|------------|-----------------|---|
| IX    | 63,220     | 5               | $(63,220 \times 5 + 4000) = 3,20,100$   |
| X     | 50,675     | 5               | $(50,675 \times 5 + 4000) = 2,57,376$   |
| XI    | 31,068     | 5               | $(31,068 \times 5 + 4000) = 1,59,340$   |
| XII   | 27,626     | 5               | $(27,626 \times 5 + 4000) = 1,42,130$   |
| Total |            |                 | <b>8,78,946</b>   |

d. Question paper requirement for Pre-Board Examination for 2022-23:

| Class | Enrollment | No. of subjects | Requirement of question papers including 20% extra sets for each school and district reserve of 500 sets. |
|-------|------------|-----------------|---|
| X     | 50,675     | 5               | $(50675 \times 5 + 4000) = 2,57,376$  |
| XII   | 27,626     | 5               | $(27,626 \times 5 + 4000) = 1,42,130$   |
| Total |            |                 | <b>3,99,506</b>   |

e. Question paper requirement for Annual Examination for 2020-21:

| Class | Enrollment | No. of subjects | Requirement of question papers including 20% extra sets for each school and district reserve of 500 sets and 43000 sets for BBE |
|-------|------------|-----------------|---|
| IX    | 63,220     | 5               | $(63,220 \times 5 + 33610 + 4000) = 3,57,120$   |
| XI    | 31,068     | 5               | $(31,068 \times 5 + 11000 + 4000) = 1,70,340$   |
| Total |            |                 | <b>5,24,050</b>   |

d. Total requirement of question papers is  $(a+b+c) = 27,29,468$  sets

For Set C question papers will have to be composed and kept ready for printing. Printing and supply will have to be made on a short notice of 1 (one) day as it will be used only in case of exigency to replace Set A and B, or otherwise it will be used in the Bachchar Bachao examination.

The above requirements are indicative only. Variation of 20 % (may both increase or decrease) to the above referred requirement of class wise subject wise requirement may be made at the time of issuance of work order and assessment of the payable amount will be made accordingly.

**10. Particulars of material and its size to be used for printing worth:**

| SI No | Particulars     | Paper Size         | Printed Area       | Paper Quality                      |
|-------|-----------------|--------------------|--------------------|------------------------------------|
| 1     | Question Papers | 21 cm x<br>29.7 cm | 19 cm x<br>27.7 cm | Maplitho printing paper of 60 gsm. |

**11. Colors of Papers to be used as Question paper : 02 ( White & Yellow)**

Question papers for each subject of a class will consist of 3 sets, (A, B and C). Set A and B will be printed 50% each of the total requirement of a subject of a particular Class. Set A (50%) will be of white colored and remaining Set B (50%) will be of Yellow colored.



While for Set C 100 % of the total requirement of a subject of a particular class, will be in White Color, and will only be printed on a short notice of one day and to be delivered within two days to replace Set A and B in the event of any exigency.

**12. Style of Folding** : Except for more than 4 pages, the question paper is to be folded at the centre and creased. In case of more than four pages, it has to be glued in the spine at the centre. Care is to be taken in case of question paper of six pages, the two pages leaf is to be pasted in between the form and then creased or any other alternative proper arrangement may be made. The folding of the question papers should be done in such manner that the Nos. on even pages fall exactly on the page having odd number on the other side. No such page shall be folded which is torn or has spots, scum and is not perfect in printing. If the pages cannot be glued, the question paper must be stapled at least two places.

**13. Packing**: Question papers of each subject are to be packed in the sealed envelopes school-wise, class-wise, and enrollment-wise. Further, the smaller envelopes containing school-wise, class-wise, subject-wise and enrollment-wise question papers will have to be put in a single bigger packet Distribution Centre-wise (BRC-wise). Two categories of question papers i.e. Set A and Set B are to be inserted in separate envelopes, having divided equally of total number of enrollment of each class of each school. The Set C question papers are to be packed in a set of 20 or 10 each or both, class wise or subject-wise and school-wise in a single envelope.

All such sealed Envelopes containing Question papers are to be super scribed by the appropriate one as indicated below.

- (i) Examination \_\_\_\_\_
- (ii) Class \_\_\_\_\_ (IX,X,XI or XII)
- (iii) Subject \_\_\_\_\_ (English, Maths, etc,...)
- (iv) Quantity of Question paper \_\_\_\_\_ ( i.e, Set A and B , indicate separately)
- (v) Name of School \_\_\_\_\_
- (vi) Name of the Distribution Centre \_\_\_\_\_
- (vii) Name of District \_\_\_\_\_

The above particulars are indicative only. Specific status with respect to same will be quoted in Work order and assessment of the payable amount will be made accordingly.

**14. Timeline**: The two versions of Manuscripts of the question papers of all the subjects will be handed over only to the authorized person of the vendor immediately after the issuance of work order. Minor changes, if any, with respect to content of Question paper, class wise & subject wise requirement can be conveyed after the issuance of work order. All the work including delivery to the Head Quarter of Centralized Examination Unit for Secondary level (Old Sishu Bihar Complex), Agartala should be completed within 15 days of issue of work order.

Separate work orders will be issued for printing question papers of each examination accordingly to their schedule.

**15. Earnest Money Deposit (EMD)**: EMD @ Rs. 2,00,000/- (Two lakhs only) is to be enclosed in the form of Demand Draft from any Nationalized bank in favor of the " Director of Secondary Education, Tripura" with the technical bid. The firms registered as MSME are



exempted from submission of Earnest Money Deposit (EMD). It should be valid for 90 days beyond the date of closing of the tender. The EMD of the unsuccessful bidders shall be returned before the 30<sup>th</sup> days after the finalization and award of the tender. Tender bids not accompanied by EMD, if applicable, shall be summarily rejected. No interest shall be paid on EMD. Further, the Bid Security shall be forfeited if the successful bidder refuse or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Directorate.

**16. Performance Security:** As per GFR 2017, the successful bidder will have to deposit the performance security at the rate of 10% of the bid value / value of the work at the time of issuance of job order in the form of Demand Draft from any Nationalized bank, valid up to 31<sup>st</sup> December, 2020, in favour of the "Director of Secondary Education, Tripura". The performance security will be released only after the successful completion and final payment of the Job. No interest shall be paid on the contract deed or fails to furnish the required performance security within the time frame specified by the department bid security will be forfeited.

**17. Payment:** The payment, after TDS at prevalent rates under Section 194-C of the Income Tax Act and other prevalent Taxes, shall be made through ECS/RTGS/NEFT on obtaining expenditure sanction and budget for the same from the Competent Authority. No interest shall be paid on late payment.

**18. Selection of Firms :** As per provision contained in GFR 2017, the contract will be awarded to the lowest evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms & conditions mentioned in the tender document. However, as printing of question papers is a time bound and sensitive work, Past Performance of the firm shall also be taken in consideration while assigning the job.

Firm (including sister concern) which had no experience of having successfully printed and supplied question papers / text books/ Academic Materials to any Government organization/ undertaking/department during three of the last five academic years ending on 31<sup>st</sup> March, 2020, shall not be considered for opening of the financial bid.

**19. Reservations :**

- a. The final acceptance of the tender bids would entirely vest with the Director of Secondary Education who reserves the right to accept or reject any or all tender bids assigning reason there for.
- b. There is no obligation on the part of the Director of Secondary Education to communicate, in any manner with unsuccessful bidders.
- c. Undersigned reserves the right to cancel the tender for selected bidder (L-1) in case of late supply or for non performance and to get the work done by the 2<sup>nd</sup> Lowest bidder or 3<sup>rd</sup> Lowest bidder, as the case may be, though in the that case the additional cost shall be borne out of dues / performance security of the selected (L-1) bidder.

**20. Penalty :**

- a. If the printing / delivery of the question papers are not done in the scheduled time and manner & quality prescribed in the job order and in case of gross negligence, the Director of Secondary Education may forfeit the performance security money and debar/blacklist the firm.



- b. In case of defective / errors in printing and inadequate supply a penalty up to 5% will be levied on the total cost of printing and in case of gross negligence the Director of Secondary Education may also debar/ blacklist the firm.
- c. Any kind of laxity noticed in sealing / packing / bagging, sub standard quality of packing late supply of question papers and other materials related to examination, use of inferior quality of ink or sub standard paper in printing, will be viewed seriously and penalty up to 15% of the cost of the work as determined by the Competent Authority i.e Director of Secondary Education may be imposed. In grave situations performance security may be forfeited and the firm may also be black listed.
- d. If at any stage the tenderer deviates from the terms and conditions of the contract agreement or his performance is found to be unsatisfactory, the contract shall be terminated without any notice and the performance security shall be forfeited.
- e. In case of a replacement required to be made to Set A and B by Set C in the examination of any subject due to wrong labeling or due to inclusion of question papers of some other subject other than the one indicated in the label, no additional payment will be made but will invite penalty indicated of 0-15% of the cost of the work.
- f. In the contents of any question paper is leaked due to willful or mala-fide negligence of the printing press resulting in the replacement of the question paper of any subject(s), the firm shall be blacklisted in addition to penalties mentioned above.

**21. Security Measures:** Conducting of exams is very sensitive issue. So, for ensuring secrecy of the question papers following directions shall be followed by the printing agency and the Examination Branch:

- a) The printing agency/firm shall authorize a responsible person for making any correspondence contact with the Examination Unit. Such authorized person shall carry an Identity Card, an attested copy of which shall be submitted by the printing agency to the Examination Unit in advance.
- b) The Examination Unit shall also depute a nodal officer to keep liaison with the authorized person of the printing agency.
- c) The approved manuscripts of the question papers would be exchanged between the aforesaid two persons of the printing agency and the nodal officer of the Examination Unit.
- d) Any information conveyed to the authorized person of the printing agency shall be deemed to have been conveyed to such printing agency itself.
- e) The printing agency shall be absolutely responsible and liable for the omissions and commissions of its workers/agents.
- f) It is the sacrosanct duty of the vendor to maintain the secrecy breach of which shall entail stringent action. Leakage of Question Papers or part thereof, before the end of the examination, shall be considered as a criminal offence and action shall be initiated under the provisions of CRPC and IPC along with withholding of all the payment, forfeiture of the performance security and black listing of the firm. Supply of any question paper/marking scheme prior to the scheduled date or mixing up of the questions papers of different subjects/classes/groups shall be deemed to be an act towards breach of secrecy and the firm shall be penalized accordingly.



**22. Jurisdiction:** Any dispute arising between the Directorate of Secondary Education and the selected bidder would be subject to the jurisdiction of Courts of Tripura

**23.False Information/Concealment of Facts:** In the event of furnishing false/ incorrect information or concealment of material facts by the bidder, the EMD of such bidder shall be forfeited. Further, if during the performance of it is detected/found that the contract has been obtained by way of furnishing false incorrect information or suppression of facts in the tender document, the agreement shall be considered null and void in accordance with the provisions of the Indian Contract Act, 1872 and the Performance Security of the contractor/firm shall be forfeited and the payment would be withheld till the final decision in this regard.

**24.Essential Documents to be submitted:** The bidder shall have to submit self attested copies of under mentioned documents with the technical bid. However, the original documents shall be produced by the bidder before the Joint Director, Secondary Education for verification or as would asked to do so

- a) Documents showing experience of having successfully printed and supplied question papers / text books/ Academic Materialsto any Government organization/ undertaking/department for any of the last three academic years ending on 31<sup>st</sup> March, 2020, having minimum Project cost of Rs.50,00,000/-(Rupees Fifty Lakhs only) for One Project or for  
Two projects of minimum Rs.25,00,000/- ( Rupees twenty Five Lakhs only) each.
- b) Copy of PAN Card.
- c) The average financial turnover during the last three previous financial years ending 31<sup>st</sup> March, 2020, should be at least Rs.100,00,000/-(Rupees One Crore only). Copy of Profit and Loss A/C and Balance Sheet duly attested by CA for the last three years i.e. 2016-17, 2017-18 and 2018-19 and ITR for 03 Assessment years i.e. 2017-18, 2018-19 and 2019-20 are to be submitted.
- d) Undertaking of any blacklisting or debarring order not being in operation against the firm or its sister concern at the time of submission of bids with regard to the instant tender.
- e) Undertaking that the bidder is well versed with the terms and conditions of the tender and that the bidder is competent to enter into a contract on behalf of his firm and he is submitting the bids unconditionally.
- f) A valid license of printing/declaration under Press & Registration Books Act, 1867.
- g) Every bidding firm shall be required to submit a certificate of satisfactory completion of work from all the government departments /organizations /agencies /undertakings it has worked for in any three of the academic year 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20. Suppression of facts may be regarded as a disqualification for participation.
- h) Copy of GST registration certificate.



**25. Agreement Deed:**

- a) The successful bidder(s) shall execute an agreement deed for the fulfillment of the contract on Rs.100/- non-judicial stamp paper within 3 days from the date of the contract. The bidder shall not be allowed to insert/ delete any terms and conditions on the Agreement Deed; Format of the affidavit may be obtained by the successful bidder from the examination branch after finalization of the tender.
- b) The incidental expenses of execution of Agreement/ Contract shall be borne by the successful bidder.
- c. The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Directorate of Education and any consequential loss will be recovered from the contractor.

**26. Further assigning of tender in whole or part:** The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or corporate body, 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 circumstance.

**27. Instructions Regarding Financial Bid:**

- a) The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures the rate indicated in words shall apply.
- b) Rates submitted in the quotation should be inclusive of each and every work related to the supply i.e. processing and plate making, printing, paper charges, packing charges including numbering, folding and pasting, super scribing on the sealed envelopes, transportation charges at the Head Quarter of the Centralized Examination Unit (Near Shishu Bihar Complex).
- c) There should not be any overwriting/ cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.
- d) The rates of the question papers should be quoted in rupees per A4 size sheet folded in the middle making two leaves(excluding all Taxes such as GST.)
- e) Rates should be quoted in Indian currency, only as per enclosed format.

**28. OTHER TERMS AND CONDITIONS**


- i) Manuscripts of question papers will be delivered to the selected bidder.
- ii) The Director of Secondary Education/ Joint Director Secondary Education / Head of the Centralized Examination Unit has all rights to enter in to the premises of the printer at any time and day. The printer shall extend full co-operation to the officers visiting the press to inspect the progress of the printing work and answer their queries to their fullest satisfaction. They may authorize any other person to visit the premises of the printer, on their behalf. Such officer will carry an Authority Letter with him duly signed by the Director of Secondary Education/ Authorized officer.

- iii) Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions of the NIT.
- iv) In case of strikes, fire, accidents or circumstances beyond the control of the printer causing stopping of their work, the printer shall have to get the work done from some other source maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any, shall be borne by the printer.
29. If the work of the tender awardees is found satisfactory the Director of Secondary Education may extend the contract by one or more year/s (maximum up to two years).
30. The tender document complete in all respect addressed to "The Director of Secondary Education", must reach Directorate of Secondary Education, Shiksha Bhavan , Agartala, Tripura by 28/12/2020 (5.30 p.m.).

Decision of the Director of Secondary Education shall be final and binding in all respects.

**Note-**

- a. Bidding firms are directed not to enclose extra documents with their bids lest it should be presumed that they are unable to comprehend the terms and conditions of the NIT.
- b. Additional instructions will be provided to the tender awardees firm separately along with the work order.

  
U. K. Chakma 11.12.20

Director, Secondary Education



## CHECK LIST

**TECHNICAL BID FOR THE PRINTING OF CONFIDENTIAL MATERIAL QUESTION PAPERS**  
(EACH PAGE OF THE TECHNICAL BID MUST BE SERIALY NUMBERED AND SIGNE BY THE BIDDER)

| Sl. No | Description of Self Attested Documents   | Page No. |
|--------|--|----------|
| 1      | Any Three academic years, of the last five academic years. ' experience of printing of question papers question papers/Textbooks/ Academic Materials , of any Govt. Department/undertaking / Organization /institute |          |
| 2      | Documents regarding financial turnover duly verified by CA   |          |
| 3      | Copy of PAN card   |          |
| 4      | A valid license of printing/declaration under Press & Registration Books Act, 1 867 from/before Competent Authority  |          |
| 5      | Copy of GST Registration Certificate   |          |
| 6      | Certificate of Satisfactory Completion of Work of three years certificate of which is submitted at S.No.-1   |          |
| 7      | Undertaking regarding no blacklisting or debarring order in operation against the bidding firm or its sister concern   |          |
| 8      | Undertaking regarding authority of the bidder for entering into contact on behalf of his firm. of his having understood the terms and conditions of the contract and submitting the bids unconditionally             |          |
| 9      | Registration of the Firm / Copy of partnership deed of the firm & proof of its registration if applicable.   |          |
| 10     | Technical Bid Form-I- Proforma for Annual Turnover   |          |
| 11     | Technical Bid Form-2- Certificate regarding implementation of Labour Laws  |          |
| 12     | Technical Bid Form-3- Undertaking reg. Acceptance of All Terms & Conditions the Tender Document  |          |
| 13     | Technical Bid Form-4- Declaration Regarding Supply of Question Papers as per Specification   |          |
| 14     | Technical Bid Form-5- Proforma for Detail of Machines  |          |

|    |  |  |
|----|--|--|
| 15 | Technical Bid Form-6- Declaration Regarding Commercial Bid           |  |
| 16 | Technical Bid Form-7- Proforma for Detail of Earnest Money           |  |
| 17 | Earnest Money of in the form of Fixed Deposit                        |  |
| 18 | ITRs for Assessment Year 2017-18, 2018-19 & 2019-20                  |  |
| 19 | Submission of Earnest Money Deposit (EMD) / document related to MSME |  |



## TECHNICAL BID FORM - 1

### 1. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Code No of the Firm \_\_\_\_\_

Annual turnover for the last three years \_\_\_\_\_

(In Indian Rupees)

| Assessment Year | Turnover (Rs. In Crore) | Trading A/C, Profit & Loss A/C,<br>Balance Sheet - I<br>Authenticated by Chartered<br>Accountant |
|-----------------|-------------------------|--|
| 2017-18         |                         | Copy Attached/Not Attached<br>Page No.   |
| 2018-19         |                         | Copy Attached/Not Attached<br>Page No.   |
| 2019-20         |                         | Copy Attached/Not Attached<br>Page No.   |

Signature of Authorized Signatory: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

## TECHNICAL BID FORM – 2

CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS. etc.

Name of the Firm: \_\_\_\_\_

It is certified that my firm is implementing the labour laws as framed by the  
Labour Department, Government of \_\_\_\_\_

Signature of Authorized Signatory \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_



### TECHNICAL BID FORM – 3

#### 3. UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

Code No. of the Firm

\_\_\_\_\_

I/We hereby undertake that all the technical & commercial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I /We shall abide by the same fully.

Signature of Authorized Signatory:\_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place\_\_\_\_\_

Date\_\_\_\_\_

## TECHNICAL BID FORM - 4

### 4. DECLARATION REGARDING SUPPLY OF QUESTION PAPERS AS PER SPECIFICATION AND SCHEDULE

Code No. of the Firm \_\_\_\_\_

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.

Signature of Authorized Signatory: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_



## TECHNICAL BID FORM – 5

### 5. PROFORMA FOR DETAILS OF MACHINES

Code No. of the Firm \_\_\_\_\_

No. of Web offset Machines (Single Colour): \_\_\_\_\_

Details of Plate Making Unit

a) Pasting Table \_\_\_\_\_

b) Printing Down Frames: \_\_\_\_\_

Covered Storage Space \_\_\_\_\_ Sq. metres

Binding unit within the premises

a) No. of folding machines \_\_\_\_\_

b) No. of staple machines \_\_\_\_\_

c) No. of cutting machines \_\_\_\_\_

Proof Reading Experts \_\_\_\_\_

### CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists under one roof of my press at the following address and as per the technical specifications.

Signature of Authorized Signatory: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

## TECHNICAL BID FORM – 6

### DECLARATION REGARDING COMMERCIAL BID

Code No of the Firm \_\_\_\_\_

I/We declare that the commercial bid has been submitted by me on behalf of my firm without any condition and strictly as per the conditions of the tender documents and I/We aware that the commercial bid is liable to be rejected if it contains any other condition.

Signature of Authorized Signatory: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_



## TECHNICAL BID FORM —7

### 1. DETAILS OF EARNEST MONEY DEPOSIT (EMD)

Code of the Firm: \_\_\_\_\_

| No | Name of the Bank | Amount | Details of the EMD |
|----|------------------|--------|--------------------|
|    |                  |        |                    |

NOTE: Please enclose the original deposit receipts as mentioned above.

Signature of Authorized Signatory: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

**FINANCIAL BID-1**

CODE NO OF Firm: \_\_\_\_\_

**QUOTATION OF PRINTING AND SUPPLY OF MONOLINGUAL QUESTION PAPERS  
BOTH ENGLISH AND BENGALI VERSIONS FOR HALF-YEARLY / PRE-BOARD AND  
ANNUAL EXAMINATION**

RATE IN RUPEES PER A4 SIZE SHEET (FOLDED IN THE MIDDLE MAKING TWO  
LEAVES) EXCLUSIVE OF ALL TAXES

Rs..... (in words).....

.....

Signature of Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY