

**KENDRIYA VIDYALAYA SANGATHAN**

18 Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi-110001

**TENDER FOR PRINTING WORKS**

**NOTICE INVITING TENDERS (NIT) FOR PRINTING WORK OF KVS FOR 2017-18**

Kendriya Vidyalaya Sangathan is an Autonomous body of Ministry of human Resource Development funded by Government of India. The Sangathan intends to empanel the printers for printing work of Student PHYSICAL HEALTH AND FITNESS PROFILE CARD for the 25 Regional Offices of KVS functioning in i) Ahmedabad ii) Agra iii) Bhubaneswar iv) Bangalore v) Bhopal vi) Chandigarh vii) Chennai viii) Dehradun ix) Delhi x) Ernakulam xi) Guwahati xii) Hyderabad xiii) Jammu xiv) Jabalpur xv) Jaipur xvi) Kolkata xvii) Mumbai xviii) Patna xix) Raipur xx) Ranchi xxi) Gurgaon xxii) Silchar xxiii) Tinsukia xxiv) Varanasi xxv) Lucknow, which is to be distributed at concerned Regional Offices.

Interested Printers may obtain the tender document from Room No. 202, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016 on any working day from 12.01.2018 to 01.02.2018 upto 17.00 AM. It can also be downloaded from KVS website ([www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)) .

Sd/

Joint Commissioner (Acad.)

## PART –I

### NOTICE INVITING TENDER AND TERMS & CONDITIONS

Sealed tenders are invited in Two Bid format (Technical and Financial bid) **on per page basis** for finalization of rate contract for the printing of Student PHYSICAL HEALTH AND FITNESS PROFILE CARD/any other printing material, from the agencies specialized in printing works. The firms/agencies are also required to carry adequate financial status with an annual turnover of Rs 200 lakhs for each of the last two years(2015-16 & 2016-17) as per audited financial statements and a solvency status of Rs 50 Lacs issued by their bankers on or after 01.01.2018. 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 and Commercial bid. The technical bid and commercial bid should be sent in separate sealed envelopes marked as "A" and "B" respectively addressed to the Joint Commissioner, (Acad), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016. The technical bid should accompany the Earnest Money Deposit of Rs 5,00,000/- (Rs. Five Lakh only) in the form of account payee demand draft/banker's cheque of any scheduled bank in favour of ""KVS SPORTS CONTROL BOARD FUND" payable at New Delhi" or through RTGS/NEFT in A/c No 405039846, IFSC code IDIB000M089. The tenders containing technical bid and commercial bid in separate envelopes as above should be put and sealed in an outer cover (bigger envelope) super-scribed as "Tender for printing of STUDENT PHYSICAL HEALTH AND FITNESS PROFILE CARD" due on 01.02.2018 at 1700 hrs and addressed to Joint Commissioner (Acad.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016. The tenders will be received upto 1700 hrs. on 01.02.2018. The tender received after stipulated date and time shall not be considered and liable to be rejected summarily.

The technical bids in envelop "A" will be opened on 02.02.2018 at 1000 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), in Dronacharya kaksh, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016. The tenders not conforming to the requirements mentioned above and as laid down in the terms and 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 and commercial bids shall be duly filled in and submitted in original. The writing should 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.

SI No	Particulars	
1	Description of work	Printing and supply of Student PHYSICAL HEALTH AND FITNESS PROFILE CARD
2	Volume of work	Estimated Qty- 10-12 Lacs numbers of cards consisting of upto 16-20 pages
3	Owner	Kendriya Vidyalaya Sangathan, New Delhi
4	Bid Security	Rs.5,00,000/- (Rs. Five lakh only) drawn in favour of "KVS SPORTS CONTROL BOARD FUND" payable at New Delhi" or through RTGS/NEFT in A/c No 405039846, IFSC code IDIB000M089
5	Time of Completion	7 to 10 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 1700 hrs on 01.02.2018
8	Date & time of opening	1000 hrs on 02.02.2018
9	Place of opening	Dronacharya Kaksh, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.

Submission of sealed envelope of tender containing Technical and 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 & conditions.

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

**Part-III Commercial Bid Forms**- To be submitted in original as completed in all respect.

(a) The Terms and 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" .

b) 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".

c) 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 firm.

d) The bid must be unconditional and in the format given in the tender document. Both the envelopes carrying (i) Technical Bid - Envelop A (ii) Commercial Bid -Envelope B should then be put in a single outer bigger envelope, sealed and addressed to the Joint Commissioner (Acad.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016 and superscribed Tender for printing and delivery STUDENT PHYSICAL HEALTH AND FITNESS PROFILE CARD .

## **TERMS & CONDITIONS**

1. This document states the complete information of date of submission & opening of tenders, period allowed for the work etc.
  
2. The tenderers 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 bidders/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 to the respective 25 Regional offices located at i) Ahmedabad ii) Agra iii) Bhubaneshwar iv) Bangalore v) Bhopal vi) Chandigarh vii) Chennai viii) Dehradun ix) Delhi x) Ernakulam xi) Guwahati xii) Hyderabad xiii) Jammu xiv) Jabalpur xv) Jaipur xvi) Kolkata xvii) Mumbai xviii) Patna xix) Raipur xx) Ranchi xxi) Gurgaon xxii) Silchar xxiii) Tinsukia xxiv) Varanasi xxv) Lucknow, which is to be distributed at concerned Regional Offices.
  
4. Rates quoted should include Binding, Stitching, Transportation, Freight and all kinds of taxes, GST, Octroi, etc. Separate mention for these activities of Binding, Stitching, Transportation, Freight and taxes, GST, Octroi etc, will not be accepted. Incomplete / Conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the Sangathan, if felt necessary.
5. The rates are to be quoted in Indian Rupees only. The bidder shall quote the prices both in words in figures. In case of difference in words in figures, the rates offered in words shall prevail for consideration.
  
5. The rates quoted by the contractor shall hold good and valid for initially one year. No amendment in the rate except increase in the rates of GST 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. 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 penalised by either rejecting 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 do not confirm to the 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 Kendriya Vidyalaya Sangathan, 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 4 (Four) copies of work orders of Rs. 20 Lakhs each or 2 (Two) copies of single work order of Rs 40 lakhs during the last two years (2015-16 & 2016-17) from Central/State Govt./PSUs/reputed organisation 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 the EMD 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 the 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, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of the respective Regional Office.

**13. Bid Security :**

(a) The Bid Security of Rs 5,00,000/- (Rs.Five Lakh only), will be deposited by the tenderer through bank DD / Pay order drawn in favour of the "KVS SPORTS CONTROL BOARD FUND" payable at New Delhi" or through RTGS/NEFT in A/c No 405039846, IFSC code IDIB000M089. 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. However, exemptions from EMD as per GFR provisions will be entertained.

(b) The Bid Security of those firms whose tenders are not approved will be refunded. However, no interest will be payable by Kendriya Vidyalaya Sangathan.

(c) **Performance Security Deposit** : The successful bidders will have to deposit the performance security at the rate of 5% of estimated value within a weeks 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 be 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 addition to any action by Kendriya Vidyalaya Sangathan that the contracting firm may invite upon themselves due to any of the reasons specified above.

14. **Evaluation of Bid:-** Kendriya Vidyalaya Sangathan reserves all the rights for placing the orders for **STUDENT PHYSICAL HEALTH AND FITNESS PROFILE CARD** to any reliable supplier at the L1 rates quoted by any other bidder, if deemed fit, in the interest of the organization. Further, in order to have prompt delivery of the booklet of cards, the supply orders may be bifurcated into more than a printer, at L1 rates quoted by the lowest bidder. The bidder shall be deemed to have agreed to the condition. The competent authority has the right to decide such bifurcation, as deemed fit.
15. **Delivery of STUDENT PHYSICAL HEALTH AND FITNESS PROFILE CARD:** The empanel printers will be required to print the Student Support Material and deliver it directly to the concerned Regional Offices.
16. **Payment:** The bills will be settled within 30 days from the date of delivery of **STUDENT PHYSICAL HEALTH AND FITNESS PROFILE CARD** to the respective Regional Offices. The bills shall be prepared in duplicate in favour of the Joint Commissioner(Acad), Kendriya Vidyalaya Sangathan (HQ) New Delhi and same should be submitted along with the delivery challan duly acknowledged by the Deputy commissioner of the respective Kendriya Vidyalaya Sangathan Regional Offices and an advance stamped receipt for the amount of each bill inclusive of all taxes should be mentioned in each bill.

### 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 ten percent (10%) plus/minus in the quantities of the printing 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 :

- 1) Not meeting the qualifying criteria i.e. carrying required financial/solvency status, registration with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc.
- 2) Tender not enclosed with the required DD/PO of EMD amount of Rs 5 Lac .
- 3) Unsigned tender document/terms & conditions/pricing bid document
- 4) The specification of the paper attached with the tender document not found of the quality asked for.
- 5) 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.
- 6) 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 for the execution of the contract or any other part thereof is permitted under any circumstances.
- 7) **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.

- 8) **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 KVS website ([www.kvsangathan.nic.in](http://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 reasons thereof, either in full or in part.

Joint Commissioner(Acad.)

**PART - II**

**TECHNICAL BID**

Information on profile of the Printer with enclosures

1	Name of the Firm	
2	Address	
3	Nature of the Firm, Sole Prop/Partnership/Pvt/Ltd company	
4	Registration Certificate under Shops and establishments Act or Municipal Factory Licence	
5	NSIC Registration Number	
6	Udyog Aadhar Number	
7	ISO Certified Firm/Company	
8	SSI Registration Number	
9	Police declaration under Press and Registration of Books Act	
10	Details of bank Account: Name of the bank Address Account No. Savings/Current Account IFSC Code No. Pl enclose a copy of the cheque leaf duly cancelled)	
11	Four Copies of printing work orders/bills for Rs 20 Lacs each or Two copies of single order for Rs 40lakhs during last 2 years for printing works	
12	Copy of printing work orders/bills for similar printing work including student support material along with performance report	
13	Copy of the PAN Card of Firm	
14	GST Registration Certificate	
15	Copy of GST Registration No. (Whichever is applicable)	
16	Copy of Latest IT return/Clearance Certificates for 2015-16 & 2016-17	
17	Copy of Latest VAT/ST returns/Clearance Certificates for 2015-16 & 2016-17	



18	Audited Account Statements (Balance Sheets & Profit and Loss Account) for 2015-16 & 2016-17 duly attested by Chartered Accountant & Annual Report (in case of Pvt./Public Ltd. Firms	
19	Copy of Solvency certificate for Rs 50 Lacs issued on or after 01.01.2018.	
20	Affidavit regarding blacklisting on Non-Judicial Stamp Paper of Rs. 100/-	
21	Details of the No. & Type of own Machines (photo Layout of plant)	
22	Details of Bid Security Name of the Bank DD/BC No. Date Amount	
23	SAMPLE of paper (specimen duly attested under seal of bidder) for Grade-A mill Art paper -148 GSM as per IS certification.	
24	Documents for partnership firm/other firm	
25	Pre contract Integrity pact	
26	Whether all enclosures signed with Seal by the owner/partner/director	

Please assign page no. and indicate against each of the 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 & conditions of the tender.

Signature of the bidder/  
Authorised person with seal  
Date & Place

**PART - III**

**COMMERCIAL BID (To be submitted separately)**

**(To be submitted in original along with the tender)**

To,

Dt : / /2018

The Commissioner,  
Kendriya Vidyalaya Sangathan,  
18 Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi-110067

Sub: Submission of Commercial Bid for printing of **STUDENT PHYSICAL HEALTH AND FITNESS PROFILE CARD** etc.

Sir,

Having examined the tender documents, terms and condition stipulated therein, specification of work etc. I/we, the under signed 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 securities 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 encloses. 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 Sangathan.

Yours faithfully,

Signature of the Bidder

With Full Name & Seal

**PART - III**

**Commercial/Financial Bid**

**Quotation of Rates**

**Rate for printing and supply of Cards in booklet form to be quoted:**

Student Physical Health & Fitness Profile Card of 8.5"X10.5" finished size in the form of booklet on Art Sheet of 148 GSM of Grade-A Mill in multi colour (4 Colour) printing and Pin binding/packing. All specifications have to be as per IS Certifications.

**Rates of Printing Jobs in INR Rupees (including proper packaging)**

<b>S. No.</b>	<b>Item</b>	<b>Rates for upto 10 Lacs copies of card/printing material, each of 16-20 pages</b>	<b>Rates for Additional each 1 Lac copies or part thereof</b>
1.	<b>Rates of Printing and supply/delivery of card booklets (Bilingual Hindi and English) in four colour from CD material to be provided by KVS :</b>  "Student Physical Health & Fitness Profile Card of 8.5"X10.5" finished size in the form of booklet on Art Sheet of 148 GSM of Grade-A Mill in multi-colour (4 Colours) including printing and pin binding. All specifications have to be as per IS Certifications.		

Signature of the Bidder

With Full Name & Seal