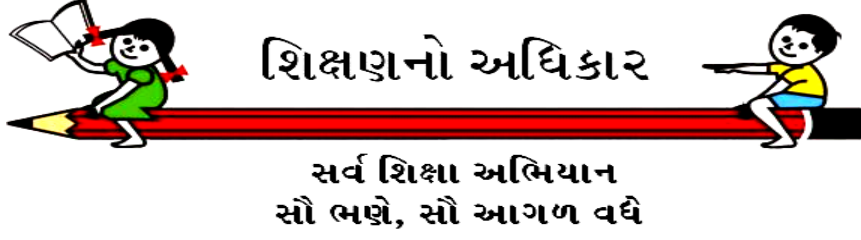


PACKAGE NO. ANNUAL REPORT 2013-14 /2014-15



**Gujarat Council of Elementary Education  
Sarva Shiksha Abhiyan**

## **REQUEST FOR PROPOSAL**

REGARDING PRINTING OF "ANNUAL REPORT- 2013-14 "

**Name of Client**

**STATE PROJECT OFFICE  
SARVA SHIKSHA ABHIYAN  
SECTOR-17, GANDHINAGAR-382017**

**Ph. No. 79-232-35069 / 232-35371**

**Fax No. 079-232 38404**

# **SARVA SHIKSHA ABHIYAN**

## **GUJARAT COUNCIL OF ELEMENTARY EDUCATION**

**PACKAGE NO: ANNUAL REPORT 2013-14 /2014-15**

### **SCHEDULE OF E-TENDERING**

1	Bid Reference	<b>ANNUAL REPORT 2013-14 /2014-15</b>
2	Document fee	Rs. 500/- in the form of DD in favour State Project Director, SSA Mission, Gandhinagar.
3	Bid Security	Rs. 4500/- in the form of DD in favour State Project Director, SSA Mission, Gandhinagar.
4	Submission of Technical bid, Document fee, Bid security, supporting document in physical form & display of specimen sample	15/11/2014 upto 15:00 Hrs.
5	Pre Bid Meeting	10/11/2014 at 12:00 Hrs.
6	Technical bid opening	15/11/2014 at 16:30 Hrs.
7	Place of Pre-bid meeting, submission of document in physical form display or specimen sample of paper opening of technical & commercial bids	Office of the State Project Director, State Project office, SSA Mission – Sector – 17, Gandhinagar.

**INVITATION FOR THE TENDER FOR THE PRINTING OF  
ANNUAL REPORT-2013-14**

Date:07/11/2014

To,

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**Subject: Request for proposal regarding Printing of Annual Report 2013-14**

Dear Sir / Madam,

1. You are here by invited to submit technical and financial bids for following printing work.

Particulars	Specifications	Quantity	Delivery Period	Place of Delivery
Annual Report 2013-14	<ul style="list-style-type: none"> <li>➤ Page Size : 8.5 x 12 Inch ( Finished)</li> <li>➤ No. of pages : 122 Pages ( approx) + Cover Page ( 78 Pages Printing, 38 Pages Scanning)</li> <li>➤ Cover Page : 4 + 0 Color Printing</li> <li>➤ Text Page : 4+4 Color Printing</li> <li>➤ Paper:</li> <li>➤ Cover Page : 210 GSM Glossy art card C2C both side coated.</li> <li>➤ Text Page : 80 GSM White Maplitho</li> <li>➤ Finish : Perefect Binding. Outside lamination on the cover page.</li> <li>➤ Packing 1 Packet of 50 Report</li> <li>➤ Input: Soft copy of the Annual Report 2013-14 will be provided in English and Hindi Version.</li> </ul>	200 copy English & 200 copy Hindi version	As Per Annexure-C	State Project Office, Gandhinagar

**2. Bid Price**

- a) The contract shall be for the full quantity as per description mentioned above.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) Rate quoted should be inclusive of sale and other all taxes, transportation, packing, folding, cutting, charges.

**3. Each bidder shall submit only one Tender.**

#### **4. Validity of Tender**

Tender shall remain valid for a period not less than 90 days after the deadline date for bid submission specified in e-tendering schedule or in exceptional circumstance any longer time limit mutually agreed by both bidder & employer.

#### **5. Evaluation of Tender**

5.1 The employer will evaluate and compare the tender determined to be substantially responsive i.e., which are properly signed and conformed to the terms and conditions and specifications.

5.2 The second part the commercial bid will be opened only of the technically qualified bidders. The bidders who have not qualified technically his commercial bid will not be opened under any circumstances.

#### **6. Award of contract**

The Employer will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. total amount will be considered while deciding L1. If required, the employer reserves the right to negotiate the prices, with 1<sup>st</sup> lowest Evaluated responsible bidder only.

7. Not with standing the above, the employer reserves the right to accept or reject any or all tender and to cancel the bidding process, prior to the award of contract.

8. The bidder whose bid is accepted will be notified for the award of contract by the Employer prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.

9. The bidder has to submit his bid in two cover in one envelope i.e. (1) Technical bid. Bidder has to submit all important documents in Technical bid ( tender, D.D. of tender fee & E.M.D., Sample of paper etc. & (2) Commercial Bid. Bidder has to submit his price **Annexure –A. in Commercial bid.**

#### **10. Tender Fee**

The bidder shall furnish, as part to his Document fee ( Non refundable) an amount as shown in tendering schedule for this work. The Document fee shall be in the form of D.D. in favour of State Project Director, SSA, Gandhinagar. A Tender without D.D. of Tender fee shall be considered as non-responsive.

#### **11. Bid Security :**

11.1 The bidder shall furnish, as part to his bid, an amount as shown in tendering schedule for this work. The Bid Security shall be in the form of D.D. in favour of State Project Director, SSA, Gandhinagar.

11.2 Any bid not accompanied by an acceptable bid security as indicated sub clause 11.1 above shall be rejected by Employer as non-responsive.

## **12. Performance Security**

- 12.1 The successful bidder will be required to furnish performance security amounting to 5% of the contract value in the form of D.D. in favour of State Project Director, SSA, Gandhinagar within 05 days receipt of work order and shall have execute agreement with employer.
- 12.2 Failure of the successful bidder to comply with requirements of sub clause 12.1 shall constitute sufficient grounds for cancellation of award and forfeiture of the bid security.
- 12.3 The performance security furnished by the bidder in respect of his bid will be returned to him at the end of 3 months subject to the satisfactory performance of the contractual obligations.

## **13. Payment :**

- 13.1 Bidder has to produce the bill of paper used of approved paper mill.
- 13.2 Payment will be made after production of receipt for delivery of Annual Report- 2013-14 as a proof of delivery by concern authority of state Project Office

## **14. Specimens :**

- 14.1 Specimen of paper attached should be of approve mills listed in Annexure-B
- 14.2 If Bidder has not mention specification of the paper i.e. GSM ,name of paper mill, type of paper etc on the sample, tender will be treated as non responsive.
- 14.3 Bidder can submit sample of any approved mill but he has to use the paper as per the sample only.
- 14.4 **Bidder has to print specification of Page i.e. gsm, type of paper and name of the paper mill on cover page of Annual Report- 2013-14 otherwise payment will not be made by SSA.**
- 15. Bidder has to finalize the proof from concerned officer i.e. OIC-M & D within 02 days of the work offer and get duly signed & dated Certificate by OIC.

## **16. Penalty**

- 16.1 If the contracted assignment is not completed in full within the period as stipulated in the Contract Agreement, a penalty at the rate of 0.5% of the value of delayed quantity will be levied per week from the date of expiry of the stipulated period. The total amount of penalty shall not exceed 10% of the contract value. The Contract may be terminated at the discretion of the Employer and at the risk and cost of the bidder.
- 17. The quantity & printing text pages as well as no. of module shown in the tender is an approximate, it may be **vary as per our requirement**. Payment will be made proportionately.

**18. Quality**

- 18.1 Bidder has to fulfill all the quality parameters of the paper, printing and bindings.
- 18.2 The Employer will appoint **M/s S.G.S. India as 3rd Party Consultants his authorize person Mr. Tarang (o) 60603100** will carry out testing for all the **parameters of paper, printing & Bindings & quality of printing work.**
- 18.3 50% of testing charge shall be borne by the employer in case of satisfactory result; in case of the failure 100% testing charge shall be recovered from bidder.
- 18.4 Bidder has to contact 3<sup>rd</sup> Party Consultant before delivery of the Annual Report- 2013-14 and get the testing report. He shall deliver the Annual Report- 2013-14 only after receiving satisfactory report from 3<sup>rd</sup> Party Consultant.
- 19.** Rate may be valid for 9 months of expiry of present empanelment or the time schedules this work whichever is earlier..
- 20.** The Employer reserve the right to allot 50% additional work ar approved rate.

State Project Director, SSA reserves the right to reject any or all bid without assigning any reason thereof.

# ANNEXURE-A

## PRINTING OF ANNUAL REPORT 2013-14

### Price Bid

Description of Goods	Specifications	Quantity (sets)	Rate for Unit		Total Amount Rs.
			In Figure	In Word	
1	2	3	4	5	6 (col. 3 x 4)
Annual Report 2013-14	<ul style="list-style-type: none"><li>➤ Page Size : 8.5 x 12 Inch ( Finished)</li><li>➤ No. of pages : 122 Pages ( approx) + Cover Page ( 78 Pages Printing, 38 Pages Scanning)</li><li>➤ Cover Page : 4 + 0 Color Printing</li><li>➤ Text Page : 4+4 Color Printing</li><li>➤ Paper:</li><li>➤ Cover Page : 210 GSM Glossy art card C2C both side coated.</li><li>➤ Text Page : 80 GSM White Maplitho</li><li>➤ Finish : Perefect Binding. Outside lamination on the cover page.</li><li>➤ Packing 1 Packet of 50 Report</li><li>➤ Input: Soft copy of the Annual Report 2013-14 will be provided in English and Hindi Version.</li></ul>	200 copy English version			
Annual Report 2013-14	<ul style="list-style-type: none"><li>➤ Page Size : 8.5 x 12 Inch ( Finished)</li><li>➤ No. of pages : 122 Pages ( approx) + Cover Page ( 78 Pages Printing, 38 Pages Scanning)</li><li>➤ Cover Page : 4 + 0 Color Printing</li><li>➤ Text Page : 4+4 Color Printing</li><li>➤ Paper:</li><li>➤ Cover Page : 210 GSM Glossy art card C2C both side coated.</li><li>➤ Text Page : 80 GSM White Maplitho</li><li>➤ Finish : Perefect Binding. Outside lamination on the cover page.</li><li>➤ Packing 1 Packet of 50 Report</li><li>➤ Input: Soft copy of the Annual Report 2013-14 will be provided in English and Hindi Version.</li></ul>	200 Hindi version			
			Total Rs. in Figure		
Total Rs. in Word					

Date :-

Signature :-

Note: (1) Price should be inclusive all taxes.

(2) Total Amount of column no.6 will be considered while deciding L1

## **ANNEXURE-B**

### **LIST OF PAPER MILLS WHOSE PAPER CAN BE USED**

<b>Sr. No.</b>	<b>"A" Group Mill</b>
1	J. K. Paper Mills Ltd.
2	The west coast Paper Mills Ltd.
3	Hindustan Paper Corporation Ltd.
4	Bellarpur India Ltd.
5	Andhra Pradesh Paper Mills Ltd.
6	Tamil Nadu Paper Mills Ltd.
7	Seshasayee Paper & Boards Ltd.
8	Orient Paper Mills

#### **Note:-**

- (1) Bidder has to submit the sample of paper with specification, i.e. gsm, type of paper, name of paper mill with sign. & seal with technical proposal otherwise tender will be treated as none responsive. And he has to use same paper in the material as per sample only.

**Sign & Seal of the Bidder**



## ANNEXURE-C

### TIME SCHEDULE FOR

### PRINTING OF ANNUAL REPORT 2013-14

Sr. No.	Particular	Nos. of Days for work	Total days for work
1	Work Order	W.O.	
2	Proof Reading	02	W. O.+ Proof Reading (02)
3	Printing of Materials	03	W. O.+ Proof Reading + Printing of Materials (05)
4	Testing materials & Receive its Report	03	W. O.+ Proof Reading + Printing of Materials + Testing materials & Receive its Report (08)
5	Supply the materials	01	W. O.+ Proof Reading + Printing of Materials + Testing materials & Receive its Report + Supply the materials (09 )

**Note:**

**Above Time Schedule is suggestive but bidder has to supply the materials on or before 09 days from the date of Work Order otherwise penalty will be levied as per tender clause No.16.**