



Government of West Bengal
Sarva Shiksha Mission • Cooch Behar
Jnanankur Bhawan (2nd Floor), Harendra Narayan Road, Cooch Behar

Memo No.: 232/SSM/COB/18-19Date: 01.10.2018**NOTICE INVITING TENDER**

Sealed Tenders are invited from the bonafide Agencies having experience in printing of different format or similar type of materials in any Educational Institution / Government Department/ Government Undertaking / Semi-Government Organization under single bid system for U-DISE & SDMIS printing work.

◆ PLEASE EXAMINE EACH AND EVERY CONDITION CAREFULLY ◆

1. Bidders are requested to go through carefully the Tender documents including instruction even therein an enclosed hereto before filling up the page provided therein and signing the Tender documents. Failure to compile with any of the requirements indicated as in the provision of NIT would disqualify the Tenderer to participate in Tender Selection Process.
2. The Bidders should submit the whole Tender document along with Rate-Schedule with seal & signature signing and affixing his / her Agency's Stamps at each page of the Tender and all its Annexure (if any) as the acceptance of the offer made by him / her Agency will be deemed as a contract and no separate formal contract will be drawn. No page should be detached / removed from the tender paper containing page no. 1 to 5.
3. Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1	Selling of Tender Papers free of cost	From 03.10.2018 to 12.10.2018
2	Submission of Tender papers	From 03.10.2018 to 12.10.2018 (12.00 Noon) by Registered Post or by person to the Tender Box kept in DPO office.
3	Opening of Tender	12.10.2018 at 3.00 pm at the Chamber of DPO, SSM, Cooch Behar.

4. Work Description with Specification:

Sl. No.	Name of the Component to be supplied	Quantity to be supplied	Specification
1	Printing of U-DISE Data Capture Format up to Teacher Page using Duplex Printer in both side (Total – 13 Pages)	60000 Copies	Paper Size = A4 (Century Paper with 75 Gsm)
2.	Printing of U-DISE Data Capture Format from 14 to 28 No. of Pages in both side using Offset Printer (Total - 15 Pages)	4000 Copies	Paper Size = A4 (Century Paper with 75 Gsm)
3.	U-DISE Guidelines (Bengali) in both side using Offset Printer (Total – 29 Pages).	4000 Copies	Paper Size = A4 (Century Paper with 75 Gsm)
4.	Printing of Data Capture Format for Student Tracking in SDMIS : 2018-19 Format using Offset Printer – 6 Students par page in both side	25000 Pages	Paper Size = ½ DFC (Cartridge Paper)
5.	SDMIS Guidelines using Offset Printer in both side (Total – 2 Pages)	4000 Copies	Paper Size = A4 (Century Paper with 75 Gsm)

5. Details information will also be seen at www.coochbehar.gov.in.
6. **Earnest Money:** EMD shall be calculated as Rs.5,000.00 (Rupees six thousand) only and it is to be deposited with the Bid and it shall be in favour of the DPO, SSM, Cooch Behar in the shape of Demand Draft / Banker's Cheque / Call Deposit / Pay Order on any schedule bank payable at Cooch Behar. EMD of the unsuccessful bidders shall be returned as promptly as possible after award of contract.
7. **Security Deposit:** It shall be calculated as Rs.25,000.00 (Rupees twenty five thousand) only. The EMD of the successful bidder shall be converted to Security Deposit and the rest amount shall be deposited by 3 days calculated from the date of opening of the tender in favour of the DPO, SSM, Cooch Behar in the shape of Demand Draft / Banker's Cheque. It shall be refunded within three months of the supply of the products and if found those items work at satisfactorily.
8. **Credential:** For submission of tender, the bidder shall submit self attested photocopies of payment or execution certificate & Work Order in support of successful completion of similar type of work of value **not less than 50% as total value of the work for the last three years (FY 2015-16 to 2017-18)** in any Government Department/ Government Undertaking/ Semi-Government Organisation / Schools /Colleges, failing which the tender shall be rejected.
9. Interested and eligible Bidders are required to submit the Bid in a sealed envelope super scribing such as **“Tender for Printing of U-DISE DCF, SDMIS DCF & others papers for Primary & Upper Primary Schools under SSA, Cooch Behar”**
10. Each corrections made by the bidder in the tender paper shall be authenticated by the person or persons signing the bid. The bid shall contain no interlineations, erasures or overwriting.
11. No change shall be permitted after opening of bids.
12. Tender will be opened by the DPO, SSM, Cooch Behar in presence of intending Tenderers or their authorized representatives in the chamber of the District Project Officer, SSM, Cooch Behar.
13. Rate should be quoted both in figure as well as in words. Rates shall be unconditional and inclusive of every demand in Indian Rupees i.e. all charges, taxes, royalty, toll charge, carriage, delivery charge etc. No escalation and / or price adjustment shall be entertained under any circumstances.
14. The Tender shall be valid up to 90 (ninety) days from the date of opening of the tender.
15. **Time is the essence of this Contract.** Time for completion shall be reckoned from the date of issue of Work Order by the Authority. Supply is to be completed within 7 days calculated from the issue of supply order. No extension of time will be allowed except in special cases. If any delay occurs, an amount not exceeding 1% of the estimated work value for each day of delay will be charged as compensation without any prejudice to the generality of this provision. Apart from this any other measures undersigned may take like black listing / forfeiture of EMD/ Security Deposit.
16. The Partnership firm shall furnish the registered partnership Deed, the power of attorney for the firm for signing the tender by a partner and the company shall furnish the Article of Association and Memorandum.
17. Joint venture shall not be allowed.
18. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid by law. Current Audit Report, valid clearance certificate for the current financial year along with other relevant supporting papers.

19. List of document shall be submitted with the Bid are as follows:

- i. Application in prescribed proforma vide Annexure-A
- ii. Earnest Money Deposit (EMD),
- iii. GST Registration Certificate,
- iv. PAN,
- v. Professional Tax Clearance Certificate with challan copy,
- vi. Valid Trade License or Proof of registration of Company/Firm.
- vii. Credential Certificate

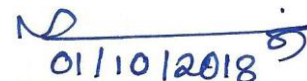
20. Payment: Payment will be made after successful delivery of printed item in good condition along with the challan and original Bill produced.

- Income Tax at the prevailing rate as applicable from time to time shall be deducted from Supplier's Bills as per Income Tax Act.
- No claim for delay issuance of work order as well as payment will be entertained.

21. Award of contract shall normally be made within 7 days from the date of opening of the tender.

22. The tender inviting authority reserves the right to negotiate with the Tenderer whose offer is the lowest evaluated price for further reduction of price. The same also reserves the right to negotiate with other Tenderers to match the negotiated L1 price.

23. The tender inviting authority reserve the right to reject any or all the tenders without assigning any reason whatsoever and to split up work if necessary and to accept the tender whole or part subject to satisfaction of the tender inviting authority at any point of time and without incurring any liability to the affected bidder or bidders, if any.


01/10/2018

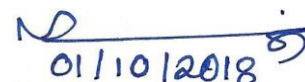
**District Project Officer,
Sarva Shiksha Mission, Cooch Behar**

Memo No.: 232/1(6)/SSM/COB/18-19

Date: 01.10.2018

Copy forwarded for kind information and wide circulation through the office notice board of the respective offices to:

1. The Sabhadhipati, Coochbehar Zilla Parisad , Coochbehar.
2. The District Magistrate, Coochbehar.
3. The Additional District Magistrate (General & SSM), Coochbehar.
4. The District Inspector of Schools (S.E), Cooch Behar.
5. The District Information & Cultural Officer, Coochbehar.
6. This Office notice board of this office.


01/10/2018

**District Project Officer,
Sarva Shiksha Mission, Cooch Behar**

APPLICATION

(Printing of U-DISE DCF - 13 Pages upto Teacher Page using Duplex Printer)

Annexure-A

(vide NIT No.: 232/SSM/COB/18-19 , Dated: 01.10.2018)

1. Name of the Agency _____
2. Postal Address of the Agency _____
3. Contact Person: (Name) _____
4. Telephone _____ Mobile _____, Fax No. _____
5. E. Mail ID.

6. Nature of Agency [please put tick mark]
 - i. Proprietorship
 - ii. Partnership
 - iii. Cooperative
 - iv. Other (Please Specify)
7. PAN of the agency _____
8. GST No. _____
9. Trade License No. of the Agency _____
10. Registration No. (In case of the Firm/Company/Manufacturer) _____

CERTIFICATE

Certified that the information furnished above is correct to the best of my knowledge and belief.

(Full signature of the Tenderer with Rubber Stamp)

Address: _____

APPLICATION

(Printing of U-DISE DCF - 13 Pages in both side , U-DISE Guidelines in Bengali & SDMIS DCF, SDMIS Guidelines using Offset Printer)

Annexure-A

(vide NIT No.: 232/SSM/COB/18-19 , Dated: 01.10.2018)

11. Name of the Agency _____

12. Postal Address of the Agency _____

13. Contact Person: (Name) _____

14. Telephone _____ Mobile _____ , Fax No. _____

15. E. Mail ID.

16. Nature of Agency [please put tick mark]

- v. Proprietorship
- vi. Partnership
- vii. Cooperative
- viii. Other (Please Specify)

17. PAN of the agency _____

18. GST No. _____

19. Trade License No. of the Agency _____

20. Registration No. (In case of the Firm/Company/Manufacturer) _____

CERTIFICATE

Certified that the information furnished above is correct to the best of my knowledge and belief.

(Full signature of the Tenderer with Rubber Stamp)

Address: _____

Rate Schedule

Annexure-B

(vide NIT No.: 232/SSM/COB/18-19 , Dated: 01.10.2018)

Sir,

I have gone through the terms & conditions of the Tender (para earmarked as 1 to 23) and with satisfaction the following rate is offered by me:

Description of Item	Specifications	OFFERED RATE	
		Amount (in Rs.)	Amount (in Words)
Printing of U-DISE Data Capture Format up to Teacher Page using Duplex Printer in both side (Total – 13 Pages)	Paper Size = A4 (Century with 75 Gsm)		
Printing of U-DISE Data Capture Format from 14 to 28 No. of Pages in both side using Offset Printer (i.e, 15 Pages)	Paper Size = A4 (Century Paper with 75 Gsm)		
U-DISE Guidelines (Bengali) in both side – 29 Pages.	Paper Size = A4 (Century Paper with 75 Gsm)		
Printing of Data Capture Format for Student Tracking in SD MIS : 2018-19 Format using Offset Printer – 6 Students par page in both side	Paper Size = ½ DFC (Cartridge Paper)		
SD MIS Guidelines in both side – 2 Pages	Paper Size = A4 (Century Paper with 75 Gsm)		

Certified that:

1. The work will be done exactly as per specification.
2. The requisite papers as asked for is submitted with the Tender Form and those are true
3. Terms & Conditions of the Tender is accepted by me
4. The submitted Earnest Money of Rs. _____ (Rupees _____) in the shape of _____ in favour of _____ should this Tender be accepted I / We hereby agree to affirm and undertake to abide by all the terms, conditions and specifications given in the Bid Document while performing the contractual obligations relating to supply of mentioned article in the said condition.

(Full signature of the Tenderer with Rubber Stamp)

Address: _____