



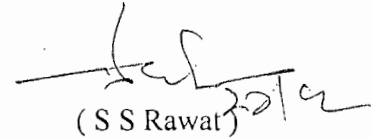
KENDRIYA VIDYALAYA SANGATHAN  
18 INSTITUTIONAL AREA  
SHAHEED JEET SING MARG  
NEW DELHI-110016

### TENDER NOTICE

Sealed tenders are invited from reputed printer for empanelment of printer for printing work of Kendriya Vidyalaya Sangathan (Head Quarter, New Delhi ).

Interested contractors may submit their tenders in the prescribed form available in S & S Section at Room No 213 Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi, which can be obtained on any working days on payment of Rs 500/- (Rupees five hundred only) in cash or demand draft in favour of KVS Fund A/c New Delhi and submit their tenders in the prescribed format or on before 1 PM on 15.03.2012.

The tender document can also be down loaded from KVS website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in), in which case cost of tender should also be remitted together with the tender document, failing which tender will be rejected.



( S S Rawat )  
Assistant Commissioner (S&S)



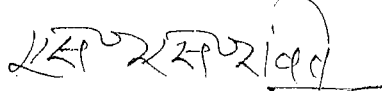
## निविदा सूचना

केन्द्रीय विद्यालय संगठन (मुख्यालय)  
सेवा एवं आपूर्ति

केन्द्रीय विद्यालय संगठन (मुख्यालय) के लिए प्रिंटिंग कार्य के लिए प्रिंटिंग फ़र्मों की नामिका बनाने के लिए (empanelment of printers ) निविदा आमंत्रित है ।

इच्छुक फ़र्म अपनी निविदाये, कमरा संख्या 213 केन्द्रीय विद्यालय संगठन (मुख्यालय) 18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली -110016 में लगे टेंडर बॉक्स में दिनांक 15.03.2012 को दोपहर 1 बजे तक जमा करा सकते हैं। निविदा फार्म किसी भी कार्य दिवस में 500/- (पाँच सौ रुपये ) के नगद अथवा केवीएस फंड अकाउंट के नाम डीडी के भुगतान कर प्राप्त किया जा सकता है

निविदा फार्म केवीएस की वेबसाइट [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) से भी downloaded किया जा सकता है, उन परिस्थितियों में निविदा फार्म की लागत (रुपये 500/- (पाँच सौ केवल ) टेंडर डॉक्यूमेंट्स के साथ भेजनी होगी अन्यथा निविदा निरस्त कर दी जाएगी ।

  
( एस एस रावत ) 28/2

सहायक आयुक्त (सेवा एवं आपूर्ति )

# **Tender Document**

**For**

**EMPANEL THE PRINTERS FOR PRINTING WORKS  
OF KVS (HQRS)**

**For the Year 2012-14**

**KENDRIYA VIDYALAYA SANGATHAN**

**(An autonomous body of Ministry of Human Resource Development )**

**Last Date of Receipt of Tender  
I PM of 15<sup>th</sup> March 2012**

**Cost of tender form : Rs 500/-**



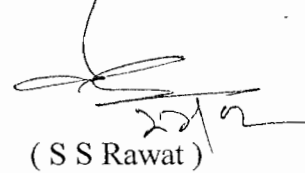
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( S S Rawat )  
Assistant Commissioner (S&S)

4. The Technical bid shall be opened on the same day i.e. on 15.03.2012 at 3 P M in Room No. 304, Kendriya Vidyalaya Sangathan, Head Quarter New Delhi- in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be evaluated by a Tender Evaluation Committee (TEC) constituted for the purpose by the K V S. At the second stage financial bids of only those firms who qualify in the technical bid stage shall be opened at a later date. The scheduled time, date and venue for opening the financial bids will be communicated separately. The Tender Evaluation Committee (TEC) shall, after evaluation of the Technical/ Financial bids, give its specific recommendations regarding the lowest responsive bid, which is to be selected alongwith a comparison statement duly signed by the members of TEC.
5. The Competent Authority, Kendriya Vidyalaya Sangathan reserves the right to cancel the tender at any time or amend /withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.
6. The tender shall be accepted under Two Bid System. The interested firms are advised to submit Technical & Financial bids in two separate sealed envelopes super scribing "Technical Bid for printing work to Kendriya Vidyalaya Sangathan and "Financial Bid for printing work to Kendriya Vidyalaya Sangathan "respectively. Both sealed envelopes should be kept in a third bigger sealed envelope superscribing "Tender for empanelment of printer to Kendriya Vidyalaya Sangathan".
7. Technical Bid of the service providers must necessarily be accompanied with Bid Security (BS) of Rs25,000 (Rupees Twenty five thousand only), refundable (without interest), in the form of Demand Draft / Pay Order drawn in favour of Kendriya Vidyalaya Sangathan (Head Quarter), New Delhi failing which the tender shall be rejected summarily.
8. The successful tenderer will have to deposit Performance Security Deposit of Rs. 50,000/- (Rupees Fifty thousand only) in the form of an Account payee Demand Draft / Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Kendriya Vidyalaya Sangathan (Head Quarter), New Delhi or a bank guarantee from a commercial bank covering the period of contract. The performance security should remain valid for a period of ninety days beyond the date of cessation of the contract for initial two year and completion of all contractual obligations of the bidder including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.
09. Conditional bids shall not be considered and will be Outrightly rejected.

10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.
11. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender alongwith the name of authorized partner to interact with Kendriya Vidyalaya Sangathan.
12. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.
13. The financial bid of only those tenderers will be opened who qualify in the technical bid. The scheduled time and venue etc. for opening financial bids will be communicated to only those agencies/firms who have qualified in the technical bid stage.
14. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government/Department/PSUs/Banks etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and the bid/contract will be rejected/ cancelled.
15. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its Bid Security (B S ) will be forfeited.
16. If after award of the contract, the successful bidder (L1) fails to undertake/complete the printing job the contract is liable to be cancelled alongwith forfeiture of performance security and other consequential actions such as blacklisting as deemed appropriate.
17. The lowest (L1) bidder will be decided on the basis of rates quoted in the Financial Bid form.

18. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority of Kendriya Vidyalaya Sangathan. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the competent authority of Kendriya Vidyalaya Sangathan.
19. The agreement can be terminated earlier by giving two month's written notice on Kendriya Vidyalaya Sangathan side and three months' notice on the side of printing firm without assigning any reason and the decision of the competent authority shall be binding on the printing firm. No claims for compensation of loss/revenues due to such decision shall be entertained.
20. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Kendriya Vidyalaya Sangathan. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
21. The firm should have an adequate number of telephones for contact round the clock and the number of the same should be given to the Assistant Commissioner (S &S) or any other officer authorized for this purpose by the competent authority.
22. Bidders should quote the rates in the format given at Annexure-3. All statutory duties and taxes (including excise and customs) VAT and other charges that may be payable by the bidder in connection with supply may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
23. No additional freight or any other charges, etc, would be payable for supply and delivery of the printing materials.
24. Incomplete bids will summarily be rejected.
25. Payment will be released within a month after satisfactory completion of work and receipt of bill, .
26. Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery. Failure to supply all or part of the delivery on or before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to 1% of the value of total contract price per day subject to maximum of 10% of total contract value.
27. In case of delay in compliance with the order beyond 10 days of the stipulated time period, KVS will have the right to cancel the order levying the above liquidated damages.

28. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
29. KVS reserves the right to cancel the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of KVS's action.
30. KVS reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
31. After award of LOA, the Contractor is required to enter into a Contract with KVS on the terms and conditions as detailed in the tender document.



## B. TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section D & E:

- A. The Office of the Applicant should be located either in Delhi/New Delhi. (Proof of address to be provided)
- B. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Applicant must have a minimum of three years' experience in printing work in Central Government Departments/Public Sector Companies/Banks. Proof of at least two contract relating to printing work to Central Government/State Governments/PSUs/Bank in last three years along with attested copies of the supply order should be enclosed.
- D. The Applicant should have a minimum annual turnover (billing amount) of Rs. 20 lakhs each year during three financial years i.e.2008-09, 2009-10, 2010-11. A copy of turn over statement duly certified by Chartered Accountant must be enclosed with the tender document and copy of Income Tax return for the assessment years, i.e 2008-09, 2009-10, 2010-11 (corresponding to financial year 2007-08, 2008-09 and 2009-10) .
- E. The Applicant should have its own Bank Account. Certified copy of the account maintained for 2009-10 and 2010-11 issued by the Bank, shall be enclosed.
- F. The Applicant agency ( not individual) should be registered with Service Tax department. Certified copy of the registration shall be attached with the Bid document.

- G. Self-Certificate that the firm has not been blacklisted by any Central Government Departments/Ministries/PSUs/Banks, etc. Should be enclosed.
- I. If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be ignored and Bid Security /Performance security forfeited.

**C. PROFORMA FOR TECHNICAL BID**

Criteria		
1	Name of Agency	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Delhi Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address(Attach Bankers certificate of account maintenance for the last three years) Telephone Number of Banker	
6	Registration No. of the Agency /firm	Attach attested copy of the Registration
7	Service Tax Registration No.	Attach attested copy of the Registration
8.	Financial turnover of the Agency financial year 2008-09,2009- the CA. 10 & 2010-11	Attach financial statement certified by for
9.	I.T. returns for Assessment Years -2008-09, 2009-10, 2010-11 (for F.Y:- 2007-08, 2008-09 and 2009-10)	Copy of the I.T. returns.
10	Details of major contracts handled in last two years	Attach as per format at "F"

11. Self Certificate- for non Blacklisting.	Attach Certificate (in Format 'A')
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Signature of authorized person

Date:  
Place:

Name:  
Seal:

**DECLARATION**

1. I, Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / I are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby undertake to work at the rates as per the terms and conditions given in the tender documents.

Signature of authorized person

Date:  
Place:

Full Name

(On letterhead of firm)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name & address of firm) -----  
-----is neither blacklisted by  
any Government Department nor any criminal case is registered against the firm.

Name & Signature of Proprietor/authorized signatory

**D** Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last three years in the following format {attested copies of the last three years work award may be enclosed):

5. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lakh per year)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

## Tender for empanelment of Printer

**TECHNO-COMMERCIAL BID****1. THE FIRM**

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office at Delhi/NCR \_\_\_\_\_

**d) Contact Person's**

i) Name &amp; Design. \_\_\_\_\_

ii) Address \_\_\_\_\_

iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iv) Email ID \_\_\_\_\_

**2. Type of Firm : Private Ltd./PublicLtd./ Cooperative/  
NGO/PSU**(Please tick and enclose copy of Memorandum/ Articles of  
Association/ Certificate of Incorporation)

\_\_\_\_\_ enclosed.

(Pl. specify)

**3. PAN No. :** \_\_\_\_\_

(Please enclose photocopy)

**4. TIN No. :** \_\_\_\_\_

(Please enclose photocopy)

**5. VAT No. :** \_\_\_\_\_

(Please enclose photocopy)

Page 9

**6. Annual Turnover for the last 3 years :**

(Should be more than Rs.20 lakh) 2010-11 \_\_\_\_\_

2009-10 \_\_\_\_\_

2008-09 \_\_\_\_\_

(Please enclose copies of audited balance sheet and P&amp;L A/c /Annual Reports)

\_\_\_\_\_ enclosed (Pl. specify)

**7. Experience of similar work in the field during the last three years**

\_\_\_\_\_ enclosed (pl. specify)

**8. Infrastructure Details**

\_\_\_\_\_ enclosed (pl. specify)

**9. Earnest money details : DD No. \_\_\_\_\_ dated \_\_\_\_\_**

Amount Rs.25,000/- (Rupees twenty five thousand only)

Drawn On \_\_\_\_\_

Signatures of authorized signatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

IN A SEPARATE SEALED ENVELOPE SUPERSCRIBED AS 'FINANCIAL BID')  
ANNEXURE-3

(A)

Sl No	Items	Rates
1	Printing of 8 PP form in 23x36/8 size (including comparing by presenting )	
2	Printing of 4 PP form on Art paper in 23x36/8 size 04 colour printing	
3	Printing of Cover(with Photos and caption)in colour inner and outer 23x36/4 PP frame & 2 PP forme or 22x28/3 PP forme colour printing	
4	Printing of Cover in two colour (ground and title ) on Art paper 23x36/8 size ( 4 & 2 PP forme)	
5	Binding per forms 8 PP & 4 PP& part thereof	
6	Scanning of Line drawing/photographs m/m size/per 100 sqcm	
7	Lamination (per cover) or per inch	

Details of item/specification/quantity/Rates(The rate may be arrived as per above )

(B)

Sl No	Items	Specification	Estimate quantity	Rate
1	Sangam	64 pages 23x36/8 Paper White Maplitho (J K /Balarpur) 23x36/18.6Kg/20Kg(170GSM) Text White Art Card (Indian) 23x36/300GSM	2500/- quarterly	
2	Audit Report	300-350 pages 23x36/8 size White Maplitho 23x36/18.6kg/20Kg(Text) Art Card 23x36/300GSM(Cover)	300/-	
3	Annual Report	350-400 pages 23x36/8 size +12 sheet art paper, photograph(24 page)4 colours Paper White Maplitho 23x36/18.6kg/20kg (Text) (170GSM) Art Paper 23x36/130 gsm(photographs) Art Card 23x36/300 gsm (cover)	1500/-	
4	Newsletter	8 pages on art paper (4 colours)	1200/-	

The printing charges should not be exceeded 10% of total cost in other word the paper cost should be below 90% of total cost

- The cost at B should be as per rates quoted in A



## **Annexure I A**

**The sample of following books are available in Publication Division of KVS(HQ), the same can be seen by representative of firm on any working day .**

- 1. Sangam**
- 2. Annual Report**
- 3. Audit Report**
- 4. Newsletter**



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सेवा एवं आपूर्ति

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( एस एस रावत )

सहायक आयुक्त (सेवा एवं आपूर्ति )

STATEMENT INDICATING THE RATES FOR DIFFERENT KIND OF PRINTING WORK (WITH PAPER)

Sl. No.	Size & specifications	Cost of Printing including composing, proofing, plate making charges of 8 pages format or part thereof	Scanning charges (Per image/picture)	Printing charges for colour pages in 4 pages format upto 1100 copies and subsequent 1000 copies or part thereof	Printing charges for colour pages in 2 pages format upto 1100 copies and subsequent 1000 copies or part thereof	Printing charges for cover 2 page (outer/inner) for 1100 copies and subsequent 1000 copies or part thereof	Binding charges per format of 8 pages or part thereof for upto 1100 copies and subsequent 1000 copies or part thereof	Cover lamination charges (per cover)	Printing of letter head on Bond paper (with paper)	Printing of visiting card per 100 (with cards)	Any other charges if any			
			B/W or line drawing	2 colour	4 colour	2 colour	Centre stitching	Perfect thread with little pasting	Side stitching	Hard case binding	Single colour	Double colour	Single colour	Double colour
	Demy Quarto (23" x 36" 1/8")		Subsequent 1000 copies or part thereof											
	Demy Octavo (23" x 36" 1/16")													
	Crown Quarto (20 x 30" 1/8")													
	Crown Quarto (20 x 30" 1/16")													
	Full size (17" x 27" 1/4")													

All rates are invited for upto 1100 copies and subsequent 1000 copies or part thereof except for which otherwise specified.

Paper to be used:

- (1) *White* MAPLITHO NSD PRIM PAPER: 33 X 36 / 18.6 KG GSM Bellarpur / JK
- (2) *White* Paper 36 x 36 / 300 GSM Bellarpur / JK
- (3) *White* Paper 23 x 36 170 GSM or 45.2 Kg.

Seal of authorised person