

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA  
C/2, FRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

TENDER CALL NOTICE

No. PPS 9973 /CHSE  
26/18

Dated: 25.09.2018

**TENDER NOTICE FOR AWARD OF CONTRACT FOR PRINTING AND SUPPLY OF EXAMINATION  
 ANSWER BOOKS FOR ANNUAL HIGHER SECONDARY EXAMINATION, 2019**

Sealed tenders are invited in two bids system, i.e. "Technical Bid" and "Financial Bid" from intending printers, having experience of printing and supply of examination answer books, to prepare (printing) and supply of tentatively 31-00 lakhs of Main Answer Books and 18-00 lakhs of Practical Answer Books using 60 GSM Non-Absorbing Cream Wove Paper conforming to other specifications of IS-1848:2007 (BIS), to the Council of Higher Secondary Education (CHSE), Odisha, Bhubaneswar (in short Council). The tender details have been hoisted in the Council Website i.e. [www.chseodisha.nic.in](http://www.chseodisha.nic.in)

The detail tender documents can be downloaded from the Council Website i.e. [www.chseodisha.nic.in](http://www.chseodisha.nic.in). The tender along with Bank Draft of Rs.5,000/- (Rupees Five Thousand) only drawn in favour of the Finance Officer, C.H.S.E, Odisha, Bhubaneswar payable at Bhubaneswar towards Tender Fees is to be submitted to the Secretary, Council of Higher Secondary Education, Odisha, Bhubaneswar. The Council reserves the right to accept or reject any or all of the tenders received without assigning any reasons thereof.

The last date & time for submission of tender document is 29.10.2018 at 5.00 PM.

By order of Chairman

*Jain*  
 25/9/18  
 Finance Officer  
 C.H.S.E, Odisha, Bhubaneswar.

Memo No. PPS 9974 /CHSE 25.09.2018

Dated: 25.09.2018.

- (1) Copy forwarded to the P.S to Chairman/P.A to Secretary/All sections/All Zone office and office Notice Board for information of all concerned.
- (2) Copy along with the details of Tender documents forwarded to Director, NIC, Bhubaneswar with a request to hoist the same in the Council Website i.e. [www.chseodisha.nic.in](http://www.chseodisha.nic.in) immediately.

*Jain*  
 25/9/18  
 Finance Officer  
 C.H.S.E, Odisha, Bhubaneswar.

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA**  
C/2, PRAJNAPITHA SAMANTAPUR, BHUBANESWAR-751013.

TENDER DOCUMENT

**PRINTING AND SUPPLY OF EXAMINATION ANSWER BOOKS  
FOR ANNUAL HIGHER SECONDARY EXAMINATION, 2019**

- (a) Availability of Tender Document in the website : 26.09.2018 onwards
- (b) Last Date and time for submission of Tender document : 29.10.2018 up to 5.00 P.M
- (c) Date & time for opening of  
 (i) Technical Bids : 30.10.2018 at 11.00 A.M  
 (ii) Financial Bids of eligible Bidders : On receipt of the quality analysis report of the sample paper of the technically qualified bidders (date will be intimated to technically qualified bidders later.)
- (d) Tentative date for issue of work order : 20.11.2018
- (e) Likely date of completion of supply of answer scripts : 05.01.2019

CONTENTS OF TENDER DOCUMENTS

Sl. No.	Descriptions of Contents	Page Number
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2	Tender Application - Technical Bid	08 - 11
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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Council of Higher Secondary Education (Council), C/2, Prajnapitha, Samantapur, Bhubaneswar-13 is an examining body requires tentatively 31-00 lakhs of Main Answer Books and 18-00 lakhs of Practical Answer Books for the Annual H.S.Examination,2019 scheduled to commence from last week of January, 2019. Therefore tenders have been invited only from intending printers which are having capability as well as experience of printing and supply of required quantity of answer books as stated above within 45 days of approval of the sample answer book.

2. The size & specification of the Main and Practical Answer Books are given below.

A. MAIN ANSWER BOOKS.

Size – 22cm x 28cm (Finished Answer Book)

Specification

- (i) Answer Books must be made of 60 GSM Non-Absorbing writing and printing Cream Wove paper confirming to other specifications of IS-1848:2007 (BIS).
- (ii) 32 (thirty two) pages including cover page.
- (iii) Solid printing on the 1<sup>st</sup> (cover) page and 2<sup>nd</sup> page
- (iv) Printing of 26 horizontal lines from 3<sup>rd</sup> page onwards i.e. 3<sup>rd</sup> page to 32<sup>nd</sup> page except page No-28 and No-30, which will be graph page/paper.
- (v) Printing of two Graph paper pages in Main Answer Book at page No-28 and No-30.
- (vi) Vertical margin printing – 3 cm from the left side.
- (vii) Machine stitching with cotton thread in middle fold of answer book having one stitch per 1.5 centimeters gap. No side stitching of answer books shall be entertained.
- (viii) Each inner page (except cover page) to bear printing of page number i.e. page 2<sup>nd</sup> to 32<sup>nd</sup> at the right hand top corner of each page, printing of facsimile signature of Controller of Examinations of the Council at left bottom of each page.
- (ix) Each page of the answer books to contain printing of Council's Logo at the top middle of the page.
- (x) Continuous serial number on top of right side of the cover page of each main answer book.

Quantity -- 31-00 lakhs (Thirty One lakhs) only.

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**B. PRACTICAL ANSWER BOOKS.**

Size – 22cm x 28 cm (Finished answer book)

**Specification**

- (i) Answer Books must be made of 60 GSM Non-Absorbing writing & printing Cream Wove paper confirming to other specifications of IS-1848:2007 (BIS).
- (ii) 04 (four) pages including cover page.
- (iii) Part printing in the 1<sup>st</sup> page.
- (iv) Vertical margin printing – 3 cm from the left side from 2<sup>nd</sup> page onwards i.e. 2<sup>nd</sup> page to 4<sup>th</sup> page.
- (v) Each inner page shall bear printing of page number starting from 2<sup>nd</sup> to 4<sup>th</sup> at the right hand top corner.
- (vi) Side hole punch at the top of the left hand corner.
- (vii) Each page shall contain facsimile signature of Controller of Examinations of the Council at left side bottom of each page.
- (viii) Each page of the answer books to contain printing of Council's Logo at the top middle of the page.
- (ix) Continuous serial number on top of right side of the cover page of each practical answer book.

Quantity - 18-00 lakhs (Eighteen lakhs) only.

**C. QUALITY OF PAPER**

The main answer book and practical answer book must be made of 60 GSM Non- Absorbing Cream wove writing and printing papers confirming to other specifications of IS 1848:2007 (BIS).

**PACKING INSTRUCTION**

- 25/9/18
- (A) **Main Answer Books** – 200 main answer books serially arranged, required to be bundled with packing cover papers and wrapped/tied with strong plastic thread. Then the same is to be packed in HDPE Laminated white bags. The starting and ending Serial number of answer books packed inside are required to be written in 'Marker' on the cover of the HDPE Laminated bags.
  - (B) **Practical Answer Books** - 1000 practical answer books serially arranged, required to be bundled with packing cover papers and wrapped/tied with strong plastic thread. Then the same is to be packed in HDPE Laminated white bags. The starting and ending Serial number of answer books packed inside are required to be written in 'Marker' on the cover of the HDPE Laminated bags.
4. The supplier printer firm must complete the supply of the two types of answer books of the above quality and quantity at the Council office located at Bhubaneswar within 45 days from the date of approval of the sample answer book without fail.

5. The supply of answer books shall be construed to be completed on receipt of the entire ordered quantity of main and practical answer books at the Council go-down located at Bhubaneswar. Unloading charges at the go-down of the Council shall be borne by the supplier/printer.
6. The estimated cost of the contract is Rs.1, 50, 00, 000/- (approximately).
7. The interested tenderers may submit their tender document complete in all respects along with Tender Fees of Rs. 5,000/- (Rupees Five Thousand) only and Earnest Money Deposit (EMD) of Rs.3,00,000/- (Rupees Three lakhs) only and other requisite documents by Registered Post/Speed Post or may drop the tender documents in the Tender Box kept in office chamber of Secretary at Council Office by dt. 29.10.2018 up to 5.00 PM.
8. The various crucial dates relating to "Tender for printing and supply of Examination Answer books for Annual Higher Secondary Examination, 2019 are cited as under.
- |   |   |
|---|---|
| (a) Availability of Tender Document in the website          | : 25.09.2018 onwards  |
| (b) Last Date and time for submission of<br>Tender document | : 29.10.2018 up to 5.00 P.M   |
| (c) Date & time for opening of                              |   |
| (i) Technical Bids  | : 30.10.2018 at 11.00 A.M   |
| (ii) Financial Bids of eligible Bidders                     | : On receipt of the quality analysis report of the sample paper of the technically qualified bidders (date will be intimated to technically qualified bidders later.) |
| (d) Tentative date for issue of work order                  | : 20.11.2018.   |
| (e) Likely date of completion of supply of answer scripts   | : 05.01.2019.   |
9. The tender has been invited under Two Bid system i.e. Technical Bid and Financial Bid. The interested printers/manufacturer are advised to submit tenders in two separate sealed envelopes super scribing "Technical Bid for supplying Examination Answer Books to Council" and "Financial Bid for supplying Examination Answer Books to Council". Both sealed envelopes should be kept in a third sealed cover envelope super scribing "Tender for supplying Examination Answer Books to Council".
10. The Earnest Money Deposit (EMD) of Rs 3,00,000/- (Rupees Three lakhs) only (refundable without interest), should necessarily be accompanied with the Technical Bid of the tenderer in the form of Demand Draft drawn in any Nationalised Bank in favour of Finance Officer, C.H.S.E. Odisha, Bhubaneswar payable at Bhubaneswar, failing which the tender shall be rejected summarily.

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11. The successful tenderer will have to deposit security money amounting to 10% of the contract value towards Performance Security in the form of Bank Guarantee to be made by the Supplier/Printer in any Nationalised Bank in favour of the Finance Officer, C.H.S.E, Odisha, Bhubaneswar covering minimum period of one year.
12. The tenderer are required to enclose photocopies of the following documents (self attested) along with the Technical Bid, **failing which their bid shall be summarily / out rightly rejected and will not be considered any further:**
- Registration certificate of the manufacturer/printing firm.
  - Affidavit to the effect that they have never been black listed or debarred by any Public or Private or Govt. Institutions or Organizations and that they have wave off-set printing machine (minimum two colour) in their printing firm.
  - Copy of PAN card.
  - Copy of the IT return filed for the last three financial years
  - Copy of the audited financial statement for the last three financial years.
  - Copy of the GST Registration Certificate.
  - Certified extracts of the Bank Account containing transactions during last three years.
  - Copy of Work done/Experience certificate issued by any Examining Body/ Board/University towards Supply of Answer Books
  - Disclosure by the tenderer in the form of declaration/undertaking/certificate of the name and address of the paper mill as well as brand name of the paper, if any, to be used in preparation of the Answer Book, of which sample is submitted along with the Technical Bid.
13. Copy of the terms and conditions at pages from 03 to 07 and from pages 13 to 16 of the Tender Document with each page duly sealed and signed by the authorized signatory of the tenderer as token of their acceptance to the terms and conditions of the tender notification.
14. The tenderer are also required to submit 30 (thirty) sheets of Double Demy size paper in rolled form with mention of name, seal and signature of the bidder, in the right bottom corner of the paper as Sample paper to be used in preparation of the Answer Book, along with the Technical Bid, **failing which their bid shall be summarily / out rightly rejected and will not be considered any further.** The sample paper of the technically qualified bidders shall be sent for quality/specifications testing and financial bid of those bidders only, whose sample paper will meet the quality/specification of this tender notice in the test report, shall be opened.
15. Any Conditional Bid or any Bid received beyond scheduled date and time shall not be considered and will be out rightly rejected in the very first instance.

Handwritten signature and date: 25/9/18

16. 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 such cases the tender shall be summarily rejected.** However, the cuttings/over writings, if any, in the Technical Bid must be initialed by the person authorized to sign the tender bids.
17. The Technical Bids shall be opened on the schedule date and time i.e. at 11 00 A.M on 30.10.2018 in the conference hall of C.H.S.E, Odisha, Bhubaneswar in presence of the tenderer or their authorized representatives, who wish to be present on the spot at that time. Only one person per tenderer shall be allowed to present in the process of opening of bid.
18. The sample papers of the technically qualified bidders shall be sent for quality/specification testing and financial bid of those bidders only, whose sample paper will meet the quality/specification of this tender notice in the test report, shall be opened.
19. The Financial Bid of only those tenders whose sample papers, submitted along with the Technical Bid, will meet the quality/specification of this tender notice shall be opened. The financial bids shall be opened in the office chamber of Secretary, C.H.S.E, Odisha, Bhubaneswar on receipt of the quality/specification testing report in the presence of representatives of the tenderer, if any, who wish to be present on the spot at that time. Date and time of opening financial bid will be intimated later to all technically qualified tenderer.
20. The Competent Authority of C.H.S.E, Odisha, Bhubaneswar reserves the right to annul all or any bids without assigning any reason thereof.

#### TECHNICAL REQUIREMENTS FOR THE TENDERING PRINTING FIRM

The tendering Printing firm should fulfill the following technical specifications:

- (a) They should be registered with the appropriate registration authority, i.e IBA/other statutory body/State Govt./ Central Govt.
- (b) They should be registered with Income Tax and Sales Tax departments.
- (c) They should have minimum two years experience during last five years in preparation and supply of examination answer books to any Board or University or any educational/examining institution.
- (d) They should have Annual Gross Turnover of Rs. 02.00 Crores and above in the last year.
- (e) They should have in house facility of printing with wave off-set printing machine (minimum two colour), stitching, numbering, etc. and storing the required quantity of answer books.
- (f) They should have never been black listed or debarred by any Public or Private or Govt. institutions or organizations.

*J. K. S.*  
25/9/18

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA**  
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

**APPLICATION - TECHNICAL BID**

Printing and Supply of Examination Answer Books to C.H.S.E, Odisha, Bhubaneswar.

1. Name of Tendering Manufacturer/Printer : \_\_\_\_\_

2. (a) Details of Tender Fees : D.D.No. \_\_\_\_\_ Date: \_\_\_\_\_

of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_

(b) Details of Earnest Money Deposit : D.No. \_\_\_\_\_ Date: \_\_\_\_\_

of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_

3. Name of the Proprietor/Partner/Director: \_\_\_\_\_

4. Full Address of Registered Office \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

5. Full address of Printing/Printing Unit : \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

6. Full address of Branch Office in Odisha, if any : \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*J. D.*  
25/9/18



7. Name, e-mail Id & telephone no. of Authorised officer/person to liaise with Council : \_\_\_\_\_

8. Banker of the Manufacturer/Printer : \_\_\_\_\_

(Attach certified copy of statement of bank account for the last three years)

Telephone Number of Banker \_\_\_\_\_

9. (a) Year of establishment (with documentary Proof): \_\_\_\_\_

(b) Organization to whom the agency has been registered with (attach certificate of registration issued form IBA/other statutory body/State Govt / Central Govt.)

10. PAN No  
(Attach self attested copy of PAN Card) : \_\_\_\_\_

11. GST Registration No. : \_\_\_\_\_  
(Attach self attested copy of Registration Certificate)

12. Financial turnover of the tendering Supplier/Printing firm for the last 3 Financial Years (attached audited financial statement for each financial year)

Financial Year	Amount (Rs. In lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

13. Infrastructural details

(a) Type & total No. of Wave off-set printing machines : \_\_\_\_\_  
available for such work. \_\_\_\_\_

(b) In-house facility of folding / gathering of printed pages serially as per page numbering in the Answer books YES/NO

(c) In-house facility of printing of serial number on answer books. YES/NO  
Automatic/Manual

(d) In-house facility of stitching with thread - YES/NO

J. Jain  
25/9/18

14. (a) Has the firm ever been debarred / blacklisted by any organization. YES / NO

If "yes" give details thereof. \_\_\_\_\_

If "no" please attach an affidavit to that effect.

- (b) Any of award / certificate / merit etc. received from any board / university. (If yes please attach copy of certificates). YES / NO

15. Sample of paper to be used in printing of answer books

Whether thirty sheets of Double Demy size of sample paper in rolled form submitted: YES / NO

(Attach the quality analysis report of the sample papers obtained from any Govt.

testing laboratory or testing laboratory of the concerned paper mill.)

16. Details of security features, if any, which can be provided in the answer books during course of production without any additional financial involvement. \_\_\_\_\_

17. Past experience in printing answer books along with the names of the Board / University. The copy of work done/ experience Certificate for each year may be enclosed. Particulars of last five years would be preferred.

Sl.No.	Year	Name of the Board/ University	Quantity	No. of days taken to complete the supply
1	2018			
2	2017			
3	2016			
4	2015			
5	2014			

18. Additional information if any:

(Attach separate sheet if space provided is insufficient)

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Handwritten signature and date: 23/9/18

DECLARATION

1. I, Sri \_\_\_\_\_ Son / Daughter / Wife of Sri \_\_\_\_\_ Proprietor/ Director/ authorized signatory of the Printer/Manufacturer Firm, mentioned above, am 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 / 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.

Date:  
Place:

Signature of authorized person  
Full Name:

Seal:

*J. K.*  
25/9/13

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA  
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013.

APPLICATION – FINANCIAL BID

Printing and Supply of Examination Answer Books to C.H.S.E, Odisha, Bhubaneswar.

1. Name of Tenderer/Printers: \_\_\_\_\_

(Rate per 1000 (thousand) answer books required to be quoted)

I/We \_\_\_\_\_ hereby submit tender for printing and supply of 31-00 lakhs of Main Answer Books and 13-00 lakhs of Practical Answer Books to the Council for its Annual H.S.Examination,2019 as per size, specification, quantity, quality and terms & conditions etc. as given in the set of tender documents at the rates given below. The rates quoted by me are inclusive of the cost of 60 GSM Non-Absorbing writing & printing Cream Wave paper conforming to the other specifications of IS-1848:2007(BIS), printing, preparation, packing, forwarding, loading, transportation, unloading at the Council go-down and all taxes as applicable.

25/7/18

Sl.No.	Description	Rate per 1000 Answer Books (in figures)	Rate per 1000 Answer Books (in words)
01	Main Answer Books		
02	Practical Answer Books		

Further, we undertake to complete the supply of the above quantity of answer books within 45 days from the date of approval of the sample answer book at my quoted rate.

F.O.R. at C.H.S.E, Odisha, Bhubaneswar.

Date:  
Place:

Signature of authorized person  
Full Name:

Seal :

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA**  
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013.

**TERMS & CONDITIONS**

1. As the work relating to the printing of Answer Books involves special importance and sanctity, the reputation and capacity of the firm shall be taken into account while accepting or deciding the Printing/Printing firm. Rates alone will not be the deciding factor. Therefore, the Council reserves the right to reject any or all the tenders without assigning any reason there of or assign the works to any other tenderer(s).
2. In case of the work order/supply order is not honoured or the firm backs out of its contract or the work is not completed within the prescribed time, the Council reserve the right to cancel the supply order and forfeit the entire amount of EMD and Security Money, black list the firm and recover the differential cost whatsoever in getting the answer books printed by allotting the job to another firm. Therefore, the firm allotted with the above job, shall have to start submitting the proof of the work being undertaken by them, to the Council within five days of receipt of such work order otherwise, the Council shall initiate action as deemed proper and fit against the firm concerned.
3. The successful bidder has to maintain absolute confidentiality and secrecy while discharging the job.
4. The Supplier/Printing firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, safe custody and timely completion of supply of the answer books to the Council. In case of any loss of Answer Books from the Godown of the firm or while in transit, the firm concerned shall liable to be black listed besides legal actions and penalty to compensate the loss. In case of any of the Answer Book is found in damaged condition and not fit for use, the same shall be replaced by the firm at their own cost as soon as possible.
5. In case, at any time, it comes to the notice of the Council that the Answer Books have gone out or found in the possession of any unauthorized person/agency from a source connected with the firm either, through its connivance or negligence or otherwise, the action as deemed proper and fit shall be taken by the Council which would be to the extent of forfeiture of EMD amount and security deposits, black listing of the firm or even prosecuting of the firm at the appropriate court of law.
6. The Supplier/Printing firm must state or enclose documents in support of its capacity in terms of number of wave off-set printing Machines(minimum two colour), Ruling Machines, Stitching Machines, Work Floor Area, Storage capacity, financial stability, annual turn-over, production capacity & credentials etc, with the tender papers.
7. The Supplier/Printing firm shall not sub-let the work of printing of Answer Books allotted to it to any other firm/supplier. Action as deemed fit shall be taken against the defaulting firm in case of any deviations.

1  
 Date  
 15/9/18

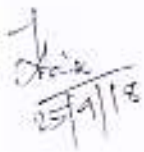
8. The tenderer firm must submit 30 (Thirty) sheet of 60 GSM Non-Absorbing Cream wave writing and printing papers, confirming to specification of IS 1843:2007(BIS) of **Double Demy size in rolled form** with mention of name, seal and signature of the bidder in the right bottom corner of the paper, to be used in printing of Answer Books as sample with supporting quality analysis report of the sample papers obtained from any Govt. testing laboratory or testing laboratory of the concerned paper mill along with the Technical Bid.
9. The Supplier/Printing firm shall be responsible for printing and supply of Answer Books as per the quality, quantity and specification given at Para 2 of the "SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS" of the Tender document. Appropriate action shall be taken as would be decided by the Council for non conformity to the specification.
10. The quantity of Answer Books to be manufactured is given at Para 2 of the "SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS" of the Tender document. The quantity can however, be increased at the direction of the Secretary, CHSE, Odisha. The manufacturer shall not print Answer Books more than the quantity ordered for. However, variation of 2% will be admissible. The Firm shall also certify that no Answer Book has gone out of the press/firm by unscrupulous methods and no surplus Answer Book is kept with the press/firm. In case of any contravention/discrepancy being noticed by the Council during the course of examination or subsequently, the manufacturer firm concerned shall be liable to be black listed.
11. The Answer Books shall be manufactured as per specification given by the Council in the tender form. The Firm shall ensure that the serial number to be printed on the each answer book is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate is to be submitted by the manufacturer with each consignment that the answer books have been counted physically and there is no error in putting serial numbers and counting. If errors are noticed in numbering and counting in the Answer Books, 1% penalty shall be imposed and deductions shall be made from the Bill. The printers shall also have to replace the answer book at their own risk and cost.
12. The supplier shall furnish an undertaking with each Bill that any shortage or deficit found by the Council shall be made good by the Firm. The Council shall make payment upon completion of receipt of materials.
13. The supplier firm should get the proofs, designs, materials to be contained etc. from the Council office through its messenger for the purpose. Proofs / Revised proofs, symbolic, designs, graphs etc. in appropriate size of Answer Books will be got approved from the Council office personally by the firm sending a special messenger to avoid delay for which two days time for each trip stated above, will be given for the purpose. The firm shall undertake all these two trips at their own cost. Under compelling situations, another trip may be allowed by the Council but within this, the firm shall complete the entire process of collection of proofs from the Council, delivery of the composed proofs for proof reading, verification/corrections if any, etc and for getting confirmation or approval of the final proof for printing of Answer Books. This entire process should be completed within 10 days from the date of receipt of the order.

  
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14. The Printing firm shall be responsible to complete delivery of Answer Books F.O.R, at Council office located at Bhubaneswar, Odisha by packing the same as per the specification given at Para 3 of the "SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS" of the Tender document and in good condition (WITHIN 45 DAYS OF THE APPROVAL OF THE SAMPLE ANSWER BOOK).
15. At the time of delivery of Answer Books one or two authorized representative of the firm must be present in the godown of the Council and Random sample packets shall be drawn for verification of size of answer books, packing method adopted, quality of printing, quality of answer books supplied, number of pages, counting of continuous serial numbers etc. Rejected material shall be at the supplier's risk and the same must be collected from the Godowns of the Council and be replaced at the earliest by the Firm at their own cost.
16. The supplier printing firm shall have to complete the printing & delivery of the ordered quantity of Answer Books as per the time limit given in the supply order i.e. within 45 days of the approval of the sample answer book, failing which a penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the Bill on account of delayed supply of the material shall be imposed.
17. The supplier on completion of the job shall submit a certificate that plates used for printing have been destroyed.
18. The Technical Bid should be accompanied with an Earnest Money Deposit (refundable without interest) of Rs.3,00,000/- (Rupees Three lakhs) only in the form of Demand Draft drawn in favour of Finance Officer, C.H.S.E, Odisha, Bhubaneswar, failing which, the tender shall be rejected out rightly.
19. The Earnest Money Deposit in respect of the Printer/Manufacturer which do not qualify the Technical Bid (First stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the Printer/Manufacturer fails to (a) supply the required quantity of the Examination Answer Books within 45 days from the date of approval of the sample answer book, (b) supply of answer books not as per the size, specification & quality and as per terms & conditions of tender papers, the EMD shall be forfeited.
20. The successful tenderer will have to deposit a security amounting to 10% of the contract value towards Performance Security Deposit in the form of Bank Guarantee to be made in any Nationalized Bank in favour of the Finance Officer, C.H.S.E, Odisha, Bhubaneswar, covering a minimum period of one year.
21. In case of breach of any terms and conditions attached to this agreement, the Security Deposit of the Manufacturer/Printer shall be liable to be forfeited besides annulment of the Agreement.
22. The rates quoted are inclusive of the cost of 60 GSM Non-Absorbing Writing & Printing Cream Wove paper conforming to the other specifications of IS-1848:2007(BIS), printing, preparation, packing, forwarding, loading, transportation, unloading at the Council go-down and all taxes as applicable. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Govt. order subsequent to issue of work order.

  
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23. The Supplier/Printer shall raise the bills in triplicate, along with other details to the Secretary, CHSE, Odisha, Bhubaneswar soon after completion of delivery of the ordered quantity of Answer Books and on receipt of the same in good condition by the Council.
24. 80% payment of the billed amount shall be released within 30 days from the raising of the bill or completion of supply of the answer books, whichever is earlier and the rest 20% of the payment shall be made soon after receipt of the quality testing reports from the Govt. Testing Laboratory on quality and specifications and/or other formalities, etc.
25. The supplier printing firm shall intimate the Council on procurement of the papers to be used for printing of answer books before start of printing so that the said paper shall be inspected in the premises of the printing firm and random sample of paper (Double Demy size paper in rolled form) shall be obtained through an authorized official by the Council. Copy of the supplied answer books along with the above said collected sample papers shall be sent to the Govt. Testing Laboratory for quality testing.
26. The Tax deducted at Source (T.D.S) shall be made as per the provisions of Income Tax Act and Goods & Services Tax Act and Rules made under the respective Act, as amended, from time to time and a certificate to this effect shall be provided by the Council.
27. The Tenderer is required to furnish an Affidavit on non-judicial stamp paper duly attested by the First Class Judicial Magistrate or Notary Public to the effect that they have never been black listed or debarred by any Public or Private or Govt. institutions or organizations and that they have wave off-set printing machine (minimum two colour) in their printing firm.
28. The Council shall have the right to get the stock of Answer Books, progress of work checked and verified by its officer, at any time without notice, from the premises of the manufacturer.
29. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage to complete the work in time for smooth conduct of examinations.
30. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
31. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the Council authority, who has executed the agreement, is located.
32. The successful bidder will enter into an agreement with this Council for supply of the required quantity of answer books as per terms and conditions of the tender documents of the Council and work order etc.


  
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CHRONOLOGICAL ORDER OF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid.
2. Demand Draft of Rs. 5,000/- (Rupees Five Thousand) only drawn in favour of the Finance Officer, C.H.S.E, Odisha, Bhubaneswar towards Tender Fees, which is non-refundable.
3. Demand Draft of Rs 3,00,000/- (Rupees Three lakhs) only drawn in favour of the Finance Officer, C.H.S.E, Odisha, Bhubaneswar towards Earnest Money Deposit (EMD).
4. Affidavit to the effect that they have never been black listed or debarred by any Public or Private or Govt. institutions or organizations and that they have wave off-set printing machine (minimum two colour) in their printing firm.
5. Self Attested copy of registration certificate of the Supplier / Printing firm.
6. Certified copy of the statement of Bank Account of the Supplier / Printing firm for the last three years.
7. Self Attested copy of PAN of the Supplier / Printing firm.
8. Self Attested copy of the I.T returns filed by the Supplier / Printing firm for the last three years.
9. Self attested copy of Audited Financial Statement in support of the financial turnover of the Supplier / Printing firm.
10. Self Attested copy of GST registration certificate of the Supplier / Printing firm.
11. Self attested copy of Work done/Experience certificate issued by Education Board/University towards Supply of Answer Books.
12. Copy of the terms and conditions at pages from 03 to 07 and from 13 to 16 of the Tender Document with each page duly sealed and signed by the authorized signatory of the Supplier / Printing firm as token of their acceptance to the terms and conditions of the tender notification.
13. Thirty sheet of Sample Paper of Double Demy size in rolled form.
14. The quality analysis report of the sample papers obtained from any Govt. testing laboratory or testing laboratory of concerned paper mill.
15. Disclosure by the tenderer in the form of declaration/undertaking/certificate of the name and address of the paper mill as well as brand name of the paper, if any, to be used in preparation of the Answer Book, of which sample is submitted along with the Technical Bid.

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*Handwritten:*  
25/7/18