

केन्द्रीय विद्यालय संगठन

**KENDRIYA VIDYALAYA SANGATHAN**

18 संस्थागत एरिया शहीद जीत सिंह मार्ग

48 INSTITUTIONAL AREA, SHAHEED JEEET SINGH MARG

New Delhi/नई दिल्ली -110016 दूरभाष/टेलीफोन 26858570

केन्द्रीय विद्यालय संगठन

**F11090-27/2014-KVS/S&S**

**27.10.2014**

- 1 M/s Yugantar Prakashan (P) Ltd., WH-23 Mayapuri Industrial Area Phase -1., New Delhi - 110064.
- 2 M/s Jagdish Printers & Computers Solutions Pvt Ltd, H-257 Sec.3 DSIIDC Bawana Delhi- 110039.
- 3 M/s A P India D-15/1 Okhla Industrial Area Phase -1 New Delhi-110020.
- 4 M/s Drishti Graphics & Printing Solutions C-114 Countrywide Apartments, Mohammadpur, R K Puram, New Delhi-110066.
- 5 M/s Dolphin Printo-Graphics 4E/7 Pabla Building, Jhandewalan Extension, New Delhi- 110050.
- 6 M/s Vedaansh Enterprises, Shyam Vihar, New Delhi
- 7 Ministry of Urban Development, Directorate of Printing, Nirman Bhawan, New Delhi
- 8 Any other firm

Subject: Tender for empanel the Printers for printing job of KVS(HQ)

Sir,

Please find enclosed the Tender documents for empanelment of Printers for printing job of KVS(HQ), for your information and submission of the same if desired.

Yours faithfully

( B C D Kumar )

Assistant Commissioner(S&S)

The Assistant Editor, KVS(HQ) for information please

The Deputy Commissioner(Acad/EDP) KVS for uploading the tender notice .

Assistant Commissioner(S&S)

**TENDER DOCUMENT**  
**FOR**

EMPANEL THE PRINTERS FOR PRINTING WORKS OF KVS (HQRS)

For the Year Jan 2015-Dec16

**KENDRIYA VIDYALAYA SANGATHAN**

(AN AUTONOMOUS BODY OF MINISTRY OF HUMAN RESOURCE  
DEVELOPMENT)

*Last Date of Receipt of Tender*  
*17<sup>th</sup> November 2014*

Cost of tender form : Rs 1000/-

# Tender for Empanelment of Printer

NOTICE INVITING TENDERS (NIT) FOR PRINTING WORK OF KVS (HQ) FOR 2015-2016

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 KVS (HQ).

1. "Sangam" a quarterly magazine
2. Annual Reports of the Sangathan
3. Annual Accounts and Audit Report of the Sangathan
4. Letter Heads
5. Visiting Cards
6. Circulars/Orders/Forms
7. Newsletters quarterly
8. Books/Manuals as Accounts Code, Education Code, Seniority List, Rule Manuals
9. Merit Certificate
10. Principal Planner (Table Calendar )

The bidders are required to quote rates as per specifications indicated in Annexure-1. The format for Techno-commercial Bid is placed at Annexure – 2 and that of Financial Bid at Annexure- 3. The bids are to be sent in two parts – one sealed enveloped superscribed as 'Techno-commercial Bid' giving details in the format as per Annexure-2 and the second sealed envelope superscribed as 'Financial Bid' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope superscribed as 'BID FOR Empanelment of printers AND 'NOT TO BE OPENED BEFORE 17.11.2014'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and should reach on or before 17.11.2014 in KVS(HQ), 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.

2. Tentative works for KVS (HQ) is as under:

1. "Sangam" a quarterly magazine
2. Annual Reports of the Sangathan
3. Annual Accounts and Audit Report of the Sangathan
4. Letter Heads
5. Visiting Cards
6. Circulars/Orders/Forms
7. Newsletters quarterly
8. Books/Manuals as Accounts Code, Education Code, Seniority List, Rule Manuals
9. Merit Certificate
10. Principal Planner (Table Calendar )

The specifications and approximate quantity are given in Annexure-I.

3. The sealed bids should be reached latest by ~~17th~~ November 2014. Any bid received after the prescribed deadline shall not be considered irrespective of rates and delay due to postal or any other reasons. The Techno-Commercial bids will be opened 18th November 2014 at 2.30 PM in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed techno-commercial criteria will be notified separately.

4. Earnest Money (EMD) of Rs.35, 000 /- (Rupees thirty five thousand only) should accompany the **Techno-commercial bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Kendriya Vidyalaya Sangathan payable at New Delhi. Such EMD shall not carry any interest. ~~As bid not accompanied by requisite EMD and tender cost of Rs. 5,000/- shall be deemed to be invalid and will be rejected by KVS.~~

5. The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, fails to furnish the required Performance Guarantee within the specified time limit.

#### 6. RATES AND PRICES

6.1 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.

6.2 No additional freight or any other charges, etc, would be payable for supply and delivery of the printing materials

6.3 Incomplete bids will summarily be rejected.

#### 7. TERMS OF PAYMENT

##### 7. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

7.1 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.

7.2 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.

#### 8. PERFORMANCE GUARANTEE

8.1 The successful bidder shall furnish a performance guarantee of an amount of Rs 70,000/- (Rupees Seventy thousand only) in form of Demand draft in favour of Kendriya Vidyalaya Sangathan, Head Quarter, New Delhi within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

8.2. 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.

#### 9. CONCILIATION/ ARBITRATION

9.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Tender Evaluation Committee constituted by the Commissioner, KVS.

9.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Commissioner, KVS.

9.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

9.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

9.5 The venue of the arbitration shall be New Delhi, India

9.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

10. KVS reserves the right to annul 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.

11. 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.

12 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.

**ANNEXURE-1**

<b>Sl No</b>	<b>Item</b>	<b>Specification</b>	<b>Estimate quantity</b>
01	Sangam	64 pages 23x36/8 Paper White Maplitho (J K /Balarpur) 23x36/18.6Kg/20Kg(170GSM) TextWhite Art Card (Indian)23x36/300GSM	2500 quarterly
02	Audit Report	300-350 pages 23x36/8 size White Maplitho 23x36/18.6kg/20Kg(Text)ArtCard 23x36/300GSM(Cover)	300
03	Annual Report	350-400 pages 23x36/8 size +12 sheet card paper, photograph(24 page) 4 colours Paper White Maplitho 23x36/18.6kg/20kg (Text) (170GSM) Art Paper 23x36/130 gsm(photographes) Art Card 23x36/300 gsm (cover)	1500
04	Newsletter	8 pages (4 colours)	1200
05	Merit Certificate	Colour on art paper	10000
06	Principal Planner (Table calendar)	24 pages , colour ,art paper	6000
07	Letter heads Visiting cards	As per requirement	

**ANNEXURE-2**  
**Tender for empanelment of Printer**  
**TECHNO-COMMERCIAL BID**

01	Name and address of Firm	
02	Authorized person and detail of contract Telephone number Fax No Email address	
03	Type of Firm Ltd/P Ltd/Proprietor/PSU/NGO	
04	PAN No TIN No VAT No	
05	Annual Turnover for last three years 2011-12 2012-13 2013-14	
06	Experience of similar work in the field during the last three years 2011-12 2012-13 2013-14	
07	Infrastructure details	
08	Detail of EMD and Tender Cost DD No Date Amount	
09	Eligibility criteria	Turnover more than 30 lacs in last three year <b>Firm should be registered before 2010</b> Having at least three year experience in similar work and execute/completed at least 20 publication/printing job of more than Rs 2 lacs
10	Machinery	A) Designing, Composing, Hindi and English – page making, minimum 4system, Scanner, Proofer, colour Printer CTP / Image Setter, Plate making machine B)Two or more four colour, one double colour and one single colour good condition of CPC offset Printing Machine C) One or more Perfect Binder, One or more Programmer cutting machine, One or more Section sewing, One or more Stitching Machine, One or more folding machine, One or more lamination machine

**ANNEXURE "3"**  
**FINANCIAL BID FOR PRINTING JOB**  
**RATES IN RUPEES WITHOUT ANY TAX**

SI No	Item	Rate for 1000 copies	Rates for Additional 1000 copies or part thereof
01	Rates of Printing of per forme (text matter) single colour printing of following sizes ' i) Demy Quarto 23x36/8 pages or part thereof ii) Demy Octavo 23x36/16 pages or part thereof iii) Crown Quarto 20x30/8 pages or part thereof iv) Fool Scap 17x27/4		
02	Rates of printing of per forme (text matter) four colour printing for following size i) Demy Quarto 23x36/8 pages or part thereof ii) Demy Octavo 23x36/16 pages or part thereof iii) Crown Quarto 20x30/8 pages or part thereof iv) Fool Scap 17x27/4		

SI No	Item	2 side(2 pages)	4 side (four pages)
03	Cover 4 pages photograph with caption four colour of Art Card/Art Paper of 1000 copies or part thereof for following size i) Demy Quarto 23x36/8 pages or part thereof ii) Demy Octavo 23x36/16 pages or part thereof iii) Crown Quarto 20x30/8 pages or part thereof iv) Fool Scap 17x27/4		
04	Cover printing charges for single/double colours on Art Card/Art Paper for 1000 copies or part thereof i) Demy Quarto 23x36/8 pages or part thereof ii) Demy Octavo 23x36/16 pages or part thereof iii) Crown Quarto 20x30/8 pages or part thereof iv) Fool Scap 17x27/4		

SI No	Item	Centre/side stitching (up to 100 pages book)	Hard Bound (Book more 100 pages)
05	Binding charges per forme per 1000 copies or part thereof i) Demy Quarto 23x36/8 pages or part thereof ii) Demy Octavo 23x36/16 pages or part thereof iii) Crown Quarto 20x30/8 pages or part thereof iv) Fool Scap 17x27/4		



06	Lamination charges for cover only per cover for following size i) Demy Quarto 23x36/8 pages or part thereof ii) Demy Octavo 23x36/16 pages or part thereof iii) Crown Quarto 20x30/8 pages or part thereof iv) Fool Scap 17x27/4			
07	Any other charges, if any  Tax if any			
08	Rates of Paper per ream(Good quality) attached sample Maplitho Paper 70 to 80 GSM Art Paper 130 to 140 GSM Art card 300 GSM	23x36	20x30	17x27

**Rates for Miscellaneous Works**

**1. Letter Head on Bond Paper 100 leaf per pad**

Sizes	A-4	Fool Scap sizes
Single colour		
Double/Four colours		

**2. Merit Certificate on 300 GSM Art Card per certificate**

A-4 sizes	
Fool scap sizes	

**3. Numbering charges for per 100 Nos, if any**

4. Printing of coupons for admission for MP Quota 2 pages double colours per 100 Nos (Hindi and English both side ) or part thereof on A-4 sizes on 23x36/21 Kg Maplitho Paper with numbering	
5. Visiting Card four colour printing charges per 100 box	

**Rate per unit (Based on above rates , the sample of above articles may be seen by visiting KV's(HQ))**

Sl No	Unit	Rate per Unit (including all charges and tax) (Please note that no extra payment will be given )
01	Sangam	
02	Audit Report	
03	Annual Report	
04	Merit Certificate	
05	Principal Planner(Table calendar)	
06	Newsletter	
07	Coupon	