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DETAILED TENDER DOCUMENT FOR
PRINTING AND SUPPLY OF QUESTION PAPERS
AND MARKING SCHEMES OF CLASSES III TO XII
FOR ACADEMIC SESSION
2022-23

TENDER NO. (1)/P&SQP/22-23

TENDER DOCUMENT

DIRECTORATE OF EDUCATION
ROOM NO. 214, EXAMINATION BRANCH
OLD SECRETARIAT DELHI-110054

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**DIRECTORATE OF EDUCATION
ROOM NO. 214-A, EXAMINATION BRANCH
OLD SECRETARIAT, DELHI-110054**

INVITATION OF TENDER

1. Description of Work

1.1 Printing & supply of Question Papers and Marking Schemes of Mid- Term & Annual Examinations 2022-23 tentatively to be held in the month of September/October 2022 & February-March 2023 in different subjects for classes III to XII and III to IX, & XI, respectively, and their supply at 31 zonal centres situated within different parts of Delhi and New Delhi (approx. 17,00,000 Students).

1.2 Printing & supply of Question Papers and Marking Schemes of Common Pre-Board Examination tentatively to be held in the month of December, 2022/January 2023 in different subjects for classes X & XII and supply of these at 31 zonal centres situated within different parts of Delhi and New Delhi (approx. 2,55,000/- Students).

1.3. Printing & supply of Common Compartment School Examination Question Papers and Marking Schemes in different subjects and supply of these at 31 zonal centres, for students placed in Compartment Examinations 2022-23 of class IX & XI in April-June 2023.

2. COST & SCHEDULE OF TENDER

2.1 Total Estimated Cost of Job: Rs.7,50,00,000/ (Rs. Seven Crore Fifty Lac)

2.2 Release of Tender: 05/07/2022

Closing of Tender: 25/07/2022 (5.00p.m.)

Opening of Technical Bids: 26/07/2022 (11.00a.m.)

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3. SUBMISSION OF BIDS

The interested bidders shall submit the technical bid and the financial bid in two separate sealed envelopes with "Technical Bid" and "Financial Bid" written on top of the envelopes and both the sealed envelopes are to be put in a bigger envelop which should also be sealed and duly superscribed "Confidential- Bids for Printing & Supply of Question Papers & Marking Schemes for 2022-23". **Financial Bids of only those bidders, who are found eligible in technical evaluation, will be considered for financial evaluation. No bids shall be accepted after the specified date and time for receipt of bids. The financial bids will be opened and evaluated after verification of technical bids.**

This tender document contains 14 pages, Ten Technical Bid Forms, one Financial Bid Proforma and one Check List(Two Pages).



ADDL. DE (Exam)

4. TERMS & CONDITIONS

4.1 **Eligibility Criteria:** The bidders must fulfill the following eligibility conditions:

i) **Work Experience/Certificate of Satisfactory Completion of Work:** Every bidding firm shall be required to submit a certificate of satisfactory completion of work i.e. printing & supply of question papers and marking schemes from all the Government Departments / Govt. organizations / Govt. agencies / Govt. undertakings it has worked for in academic years 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.

As per CVC guidelines, the bidders must have completed the work during the last five Academic Years ending 31/03/2022 satisfactorily:

a) Three similar completed works i.e. printing and supply of question papers and marking schemes costing not less than the amount equal to 40% of the estimated cost which in the instance case is Rs.3,00,00,000/- (Rs.Three Crore) for each work

Or

b) Two similar completed works i.e. printing and supply of question papers and marking schemes costing not less than the amount equal to 50% of the estimated cost which in the instance case is Rs.3,75,00,000/- (Rs.Three Crore Seventy Five Lac) for each work

Or

c) One similar completed works i.e. printing and supply of question papers and marking schemes costing not less than the amount equal to 75% of the estimated cost which in the instance case is Rs.5,62,50,000/- (Rs.Five Crore Sixty Two Lac Fifty Thousand)

In support of completed and satisfactory works, one condition i.e (a) or (b) or (c) given in Para 4.1(i) must be mentioned in the work experience/certificate of satisfactory completion of work. Suppression of facts may be regarded as a disqualification for participation.

ii) **Average Turnover:** As per the CVC guidelines, the average financial turnover during the last three previous financial years ending 31st March 2021 should be atleast 30% of the estimated cost which in the instant case is Rs. 225,00,000/ (Rs. Two Crore Twenty Five Lac). Copy of Profit and Loss A/C and Balance Sheet duly attested by CA for the last three financial years i.e. 2018-19, 2019-20 and 2020-21 and ITR for 03 Assessment years i.e. 2019-20, 2020-21 & 2021-22, are to be submitted.

iii) **Printing License:** The bidder must have a declaration of printing under Press & Registration Books Act, 1867 and a valid factory license issued by the Competent Authority for example MCD in Delhi.

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iv) **Undertaking:** Every bidding firm is required to submit an undertaking that no blacklisting or debaring order by any Govt. department or by any other agency is in operation against the bidding firm or its sister concern at the time of its submission of bids with regard to the instant tender. Any firm against which or sister concern of which such order is in operation at the time of submission of bids with respect to the present tender is not eligible for participating in it.

v) **Labour Laws:** The bidder must have been following the Labour Laws framed by the Labour Department and fulfilling all the statutory conditions with regards to labour laws.

vi) **Registration with GST Department:** The prospective bidder must have a valid GST Registration Number.

vii) **Registration of the Firm:** In case of partnership firm, the bidder shall submit a partnership deed registered with the office of Registrar and list of Partners and in case of private/public limited company or registered society, certificate of registration/incorporation/commencement of business and list of Directors alongwith the technical bid documents.

4.2. **Technical Specifications:** The minimum criteria for printing machines & equipments are as under:

S.No.	Particulars
1	Plate making: Full fledged plate making unit with pasting table and printing down frame.
2	Printing Machines: Two Offset printing machines for printing of Question papers.
3	Composing & proof reading units: Separate space for composing & proof reading units.
4	Storage Space: Sufficient (100 sq.mtrs.) space for the safe storage of paper and printed material.
5	Power Back up: Generator, at least of the capacity of 20 KW
6	Binding machine & equipment: One folding machine capable of performing two folds. Two cutting machines. Complete arrangement of stapling.

5. Particulars of material and its size to be used for printing worth:

S.No	Particulars	Paper Size	Printed Area	Paper Quality
1	Question Papers & Marking Schemes	21cm x 29.7cm	19cm x 27.7cm	White offset maplitho printing paper of 60 gsm.

6. Own Paper to be used By Printing Firm: The paper for the printing of text as specified above shall be arranged by the printer himself.

7. Instructions regarding quality of printing & ink:

7.1) The ink should be of a good standard and quality having sufficient quantity of finely grind pigments.

7.2) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "see through".

7.3) The ink should have good drying quality particularly on smooth or glaze paper to avoid "set off".

7.4) The ink should not be so tacky to snatch /pick up the paper or coating on paper while printing.

7.5) The selection of the set of printing of ink should be made taking into account the shade of paper and the nature of illustration used in the question papers

7.6) There should be no variation of shade throughout.

7.7) There should be no roller mark on the printed area.

8. Type Size & Font Preferred:

(8.1) 12 points Devnagri for Hindi, 12 points Asees for Punjabi, 12 points Noori Nastaleeq for Urdu and 10 points type Roman for English (composing by laser technique) with Double Space.

(8.2) The pages of the question papers are to be numbered serially.

(8.3) **Printing for Student ID & Name on the Question Paper:** Fifteen boxes will be printed on the first page of question paper on the Right Corner for student ID and a single line for name of the student on the left corner.

9. No. of Colours

Single colour



10. Language: The question papers & marking schemes of classes III to XII except that of languages (Hindi, English, Sanskrit, Urdu & Punjabi), shall be Bilingual (English-Hindi: English-Urdu). Proof reading is to be done by the printer at his own cost. Manuscripts of question papers and marking schemes will be provided by the Examination Branch of the Directorate of Education. Question Papers and marking schemes must be free from all printing errors.

11. Style of Folding:

Question papers & Marking Schemes of Mid Term, Pre-Board, Annual and Common Compartment School Examinations: Except for more than 4 pages, the question paper is to be folded at the centre and creased. In case of more than four pages, it has to be glued in the spine at the centre. Care is to be taken in case of question paper & marking scheme of six pages; the two pages leaf is to be pasted in between the form and then creased or any other alternative proper arrangement may be made. The folding of the question papers should be done in such manner that the Nos. on even pages fall exactly on the page having odd number on the other side. No such page shall be folded which is torn or has spots, scum and is not perfect in printing. If the pages cannot be glued, the question paper & marking scheme must be stapled at atleast two places.

12. Packing of Question papers for Mid-Term, Annual, Pre-Board and Common Compartment School Examinations:

12.1) 25 question papers are to be encased in a paper band (about 1" wide) and the total number of question papers of one school in each subject based on the enrolment of the school in that subject are to be packed in sealed cloth-lined craft envelopes in packets of 50, 25, 10, 5 etc. as per requirement of each school. The cloth lining of the craft paper envelope must be strong enough to bear the wear and tear of transportation. These sealed envelopes are to be put in a thick transparent bag which is to be heat-sealed. All the Question papers are to be supplied at Zonal Distribution Centres (ZDCs) Zone-wise on the day of examination between 6.00 a.m to 7.00 a.m or at the time decided by the Competent Authority, as per the ZDC list provided by the Directorate of Education, Delhi.

12.2) (i) Five copies of Marking Schemes of **only those subjects in which the examination has been conducted in the school**, are to be supplied to that school on the next day of examination through Zonal Distribution Centres (ZDCs).

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(ii) Subject wise Marking Schemes are to be kept in one small envelope for each school separately and name of the school, school ID, subject written on the top of each envelope and then packed in ORDINARY ENVELOPES, ZONEWISE (approximately 31 Zones) and supplied to Zonal Distribution Centres as per the list provided by the Examination Branch, Directorate of Education Delhi.

12.3) Timeline: Manuscripts of the Question Papers & Marking Schemes of all the exams will be handed over only to the authorized person of the vendor 25 days before the commencement of the examination. However, the datesheet and the enrollment will be supplied only 15 days before the exam. Minor changes, if any, in the enrolment may be notified even a day before the exam.

12.4) Matter to be printed on each envelope: Name & I.D. of School, Morning or Evening shift, class, subject; date and No. of Question Papers contained in each envelope are to be printed on the cover.

13. Mid Term, Annual, Pre-Board and Common Compartment Examinations shall be held for Morning & Evening shift schools separately as per Date Sheet and the Question Papers for both the shifts shall be separate:

13.1) Printing & school wise/zone wise sealing/packing and bagging of Question Papers & Marking Schemes shall be done separately for the Morning & Evening Shift Schools and the same are to be supplied/delivered simultaneously at approximately 31 Zonal Distribution Centres in Delhi and New Delhi between 6.00 a.m. to 7.00 a.m. or at the time decided by the Competent Authority on each day of Examination as per Date Sheet.

13.2) Envelopes/Packets of question papers of each subject are to be made school-wise, class-wise and subject-wise for each Zonal Distribution Centre as per the requirement shown in the list supplied. However, printer has to add 04 to 08 extra copies of question papers in only one packet in addition to the requirement as shown in the list for each school. Numbering of question papers encased in the packets/ envelopes is to be shown on the body of the packet on the space provided for this purpose.

13.3) School-wise packets of question papers are to be sealed for approximately for 1200 schools and are to be delivered at about 31 Zones. The bidder has to strictly adhere to the schedule of examination (copy of Date-Sheet will be supplied).

13.4) Four packets of 25 question papers or 5% of the total enrolment of each zone whichever is less of each class and each subject for Mid Term Exams & Annual Examinations are to be supplied EXTRA to each Zonal Distribution Centre (ZDC) with a specified mark 'RESERVE' on its body.

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13.5)) Two packets of 25 question papers or 5% of the total enrolment of each zone whichever is less of each class and subject for Pre-Board Exams and Common Compartment School Examinations are to be supplied EXTRA to each zone with a specified mark 'RESERVE' on its body.

13.6) Manuscripts of question papers and marking schemes for Morning & Evening Shift Schools will be provided to the bidder.

13.7) The Director of Education/Addl. DE (Exam) has all rights to enter in to the premises of the printer at any time and day. The printer shall extend full co-operation to the officers visiting the press to inspect the progress of the printing work and answer their queries to their fullest satisfaction. They may authorize any other person to visit the premises of the printer, on their behalf. Such officer will carry an Authority Letter with him duly signed by the Director of Education/Addl. DE (Exam).

13.8) Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions of the NIT.

13.9) In case of strikes, fire, accidents or circumstances beyond the control of the printer causing stopping of their work, the printer shall have to get the work done from some other sources maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any shall be borne by the bidder.

14. Earnest Money Deposit (EMD):

14.i) As per GFR 2017, EMD @ 2% of the estimated cost of the job, which in the instant case is Rs.15,00,000/- (Rs. Fifteen Lac), is to be enclosed in the form of FDR from any scheduled bank in favour of the "Director of Education, GNCT of Delhi" with the technical bid except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). It should be valid for 90 days beyond the date of closing of the tender. The EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the tender. Tender bids not accompanied by EMD shall be summarily rejected. No interest shall be paid on EMD. Further, the Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Directorate of Education, Delhi. The bid security will be refunded to the successful bidder on receipt of Performance Security.



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14.2) The bidders who have registered under Micro and Small Enterprises (MSEs) as mentioned in above Para will have to submit the Udhyam Registration Certificate with the Udhyam Registration No. as Proof of their being registered on the Udhyam Registration Portal. The bidder will also have to submit "Bid Security Declaration" accepting that if they withdraw or modifying their bid during the period of validity or if they are awarded the contract and they fail to sign the contract agreement or fail to submit the performance security before the dead line defined in the request for bid document, they will be suspended for the time as decided by the Competent Authority.

15. Performance Security: As per Office Memorandum No.F.9/4/2020-PPD dated 12/11/2020 issued by Department of Expenditure, Min. of Finance, the successful bidder will have to deposit the performance security at the rate of 03% which amounts to Rs. 22,50,000/- (Rs, Twenty Two Lac Fifty Thousand) within 5 working days from the date of award of the contract in form of FDR issued by any scheduled bank, valid upto 30th September 2023 or for a period of 60 days beyond the date of completion of all contractual obligation of the bidder, in favour of the "Director of Education, GNCT of Delhi". The performance security will be released only after the successful completion and final payment of the job. No interest shall be paid on the performance security by the Directorate of Education, Delhi. If the successful bidder refuses or neglects to execute the contract deed and terms & conditions of the BID or fails to furnish the required performance security within the time frame specified by the department his bid security will be forfeited. The work order will be provided only after the submission of performance security.

16. Payment: The payment will be made after deducting TDS at prevalent rates under Section 194-C of the Income Tax Act and other prevalent Taxes i.e. GST through ECS / RTGS / NEFT on obtaining expenditure sanction and budget for the same from the Competent Authority, Finance Department, GNCT of Delhi. No interest shall be paid on late payment.

17. Selection of Firm: As per provision contained in GFR 2017, the contract will be awarded to the lowest evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms & conditions mentioned in the tender document. However, as printing of question papers & marking schemes is a time bound, confidential and sensitive work, Past Performance of the firm shall also be taken into consideration while assigning the job. The **firm**, which had worked for the Directorate of Education, Delhi during the last Five years and whose work / services had not been satisfactory, or the sister concern of such firm, shall not be considered for opening of the financial bid.



18. Reservations:

18.1) The final acceptance of the tender bids would entirely vest with the Director of Education, Delhi who reserves the right to accept or reject any or all tender bids assigning reason there for.

18.2) There is no obligation on the part of the Director of Education, Delhi to communicate, in any manner with the unsuccessful bidders.

19. Penalty:

19.1) If the printing/delivery of the Question Papers and Marking Schemes is not done in the scheduled time and manner, quality & quantity prescribed in the job order and in case of gross negligence, the Director of Education, Delhi may forfeit the Performance Security money and debar/blacklist the firm.

19.2) In case of defective/errors in printing and inadequate supply of Question Papers & Marking Schemes, a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director of Education, Delhi may also debar/blacklist the firm.

19.3). Any kind of laxity noticed in sealing/packing/ bagging, sub standard quality of packing, late supply of Question Papers and other materials related to examinations, use of inferior quality of ink or substandard paper in printing, will be viewed seriously and penalty upto 50% of the total cost of the work, as determined by the Competent Authority i.e. Director of Education, may be imposed. In grave situations Performance Security may be forfeited and the firm may also be blacklisted.

19.4) If at any stage the bidder deviates from the terms and conditions of the contract agreement or his performance is found to be unsatisfactory, the contract shall be terminated without any notice and the Performance Security shall be forfeited.

20. Security Measures: Conducting of exams is very confidential and sensitive issue. So, for ensuring secrecy of the question papers & marking schemes following directions shall be followed by the printing agency and the Examination Branch, Directorate of Education, Delhi:

20.1) The printing agency/firm shall authorize a responsible person for making any Correspondence contact with the Examination Branch. Such authorized person shall carry an Identity Card, an attested copy of which shall be submitted by the printing agency to the Examination Branch in advance.

20.2) The Examination Branch shall also depute a Nodal Officer for liasoning with the authorized person of the printing agency.

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20.3) The manuscripts of the question papers, marking schemes and proofs of the same would be exchanged between the aforesaid two persons of the printing agency and the Nodal Officer of the Examination Branch.

20.4) Any information conveyed to the authorized person of the printing agency shall be deemed to have been conveyed to such printing agency itself.

20.5) The printing agency shall be absolutely responsible and liable for the omissions and commissions of its workers/agents etc.

20.6) It is the sacrosanct duty of the bidder to maintain the secrecy, breach of which shall entail stringent action. Leakage of Question Papers/ Marking Schemes or part thereof, before the end of the examination, shall be considered as a criminal offence and action shall be initiated under the provisions of Cr. P C and IPC alongwith withholding of all the payment, forfeiture of the Performance Security and black listing of the firm. Supply of any question paper/marking scheme prior to the scheduled date or mixing up of the questions papers of different subjects/classes/groups shall be deemed to be an act towards breach of secrecy and the firm shall be penalized accordingly.

21. Jurisdiction: Any dispute arising between the Directorate of Education, Delhi and the bidder will, at the first instance, be resolved by the Arbitrator appointed by the Competent Authority i.e. Director of Education, Delhi in accordance with the provisions of Indian Arbitration and Conciliation Act 1996. **Unsettled matters would be subject to the Jurisdiction of Courts of Delhi.**

22. False Information/Concealment of Facts: In the event of furnishing false/incorrect information or concealment of material facts by the bidder, the EMD in r/o such bidder shall be forfeited. In case the bidders who have registered under MSME as mentioned in previous paras will be suspended for the time as decided by the Competent Authority.

Further, if during the performance of the contract it is detected/found that the contract has been obtained by way of furnishing false / incorrect information or suppression of facts in the tender document, the agreement shall be considered null and void in accordance with the provisions of the Indian Contract Act, 1872 and the Performance Security of the contractor/firm shall be forfeited and the payment would be withheld till the final decision in this regard.



23. Agreement Deed:

23.1) The successful bidder(s) shall execute an agreement deed for the fulfillment of the contract on Rs.100/- non-judicial stamp paper within 5 days from the date of the contract. The bidder shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. Format of the affidavit may be obtained by the successful bidder from the Examination Branch, Directorate of Education, Delhi after finalization of the tender.

23.2) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.

23.3) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Directorate of Education, Delhi and any consequential loss will be recovered from the bidder.

23.4) After signing the agreement, if successful bidder fails to perform any contractual obligation, Performance Security can be forfeited or any other action as deemed fit may be taken by the Competent Authority. Depending upon the gravity of violation/omission, the bidder is liable to be blacklisted for a considerable period.

24. Further assigning of tender in whole or part:

The bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or corporate body. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstance.

25. Instructions Regarding Financial Bid:

25.1) The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures, the rate indicated in words shall apply.

25.2) Rates submitted in the quotation should be inclusive of each and every work related to the supply i.e. composing charges, proof reading, processing and plate making, printing, paper charges, packing charges including numbering, folding and pasting, transportation charges at approximately 31 Zonal Distribution Centres within Delhi and New Delhi etc.

25.3) There should not be any overwriting / cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.

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- 25.4) The rates of the question papers and marking schemes should be quoted per unit (**excluding all Taxes such as GST.**)
- 25.5) Rates should be quoted in Indian currency, **ONLY IN THE FORMAT ENCLOSED.**
- 25.6) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered..
26. **If the work of the tender awardee is found satisfactory the Director of Education, Delhi may extend the contract for printing and supply of Question Papers & Marking Schemes by one or more years (maximum upto two years).**
27. **Amendment of tender document** – At any time prior to the deadline for submitting of bids, Directorate of Education, Delhi may amend the tender document by issuing an addendum. The amendment will be displayed on the website of the DoE i.e.edudel.nic.in under the head of tender. The amendment will be binding on all the bidders. In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid. The DoE may, at its discretion extend the deadline for submission of bids.
28. The complete tender document in all respect, addressed to “The Additional Director of Education”, must reach “Room No. 214-A (Examination Branch), Directorate of Education, Old Secretariat, Delhi-110054” by 25/07/2022(5.00 p.m.).
29. **Documents to be submitted: The bidder shall have to submit self attested copies of the documents as given in the enclosed checklist. In the event of such document not submitted with the technical bid, the tender will be rejected.**

Decision of the Director of Education, Delhi shall be final and binding in all respects.

Note:-

- a) Bidding firms are directed not to enclose extra documents with their bids, lest it should be presumed that they are unable to comprehend the terms and conditions of the NIT.
- b) Detailed instructions will be provided to the Tender Awardee firm separately alongwith the work order, datesheet and enrollment for each exam.


01/07/22

**Additional Director of Education (Exam)
Directorate of Education
GNCT of Delhi**

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CHECK LIST

TECHNICAL BID FOR THE PRINTING OF CONFIDENTIAL MATERIAL (QUESTION PAPERS & MARKING SCHEMES) FOR AY 2022-23

The bidder shall have to submit self attested copies of under mentioned documents with the technical bid. In the event of such document not submitted with the technical bid, the tender will be rejected. However, the original documents shall be produced by the bidder before the Addl. DE (Exam) for verification.

(EACH PAGE OF THE TECHNICAL BID MUST BE SERIALLY NUMBERED AND SIGNED BY THE BIDDER)

Code No. of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

S. N	Description of Self Attested Documents	Page No.
1	Work Experience/Certificate of Satisfactory Completion of Work- Clause 4.1(i) a,b,c.	
2	Documents regarding Average Financial Turnover duly verified by CA- Clause 4.1(ii)	
3	Copy of Valid license in printing issued by Competent Authority- Clause 4.1(iii)	
4	Copy of GST Registration Certificate - Clause 4.1(vi)	
5	In case of partnership firm, submitted a copy of partnership deed registered with the office of Registrar and list of Partners and in case of private/public limited company or registered society, certificate of Registration/incorporation/commencement of business and list of Directors	
6	Copy of PAN Card	
7	Undertaking that the bidder is well versed with the terms & conditions of the tender and that the bidder is competent to enter into contract on behalf of his firm and submitting the bids unconditionally.	
8	Earnest Money Deposit (EMD) of Rs.15 Lac in the form of Fixed Deposit	
9	ITRs for Assessment Year 2019-20, 2020-21 & 2021-22	
10	Technical Bid Form-1-Proforma for Annual Turnover	
11	Technical Bid Form-2- Certificate regarding implementation of Labour Laws	
12	Technical Bid Form-3-Undertaking reg. Acceptance of All Terms & Conditions of the Tender Document	

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13	Technical Bid Form-4-Declaration Regarding Supply of Question Papers and Marking Schemes as per Specification	
14	Technical Bid Form-5-Proforma for Detail of Machines	
15	Technical Bid Form-6-Declaration Regarding Technical/Financial Bid	
16	Technical Bid Form-7-Proforma for Detail of <u>Earnest Money Deposit (EMD)</u>	
17	Technical Bid Form-8 -Declaration Regarding EMD to be submitted by bidders who are registered with MSEs	
18	Technical Bid Form-9 - Declaration Regarding False Information/Concealment of facts	
19	Technical Bid Form-10 - Undertaking Regarding No Black Listing Or Debarring Order In operation against the Bidding Firm Or Its sister concern	
20	In case of MSEs, Udhyam Registration Certificate with the Udhyam Registration No. as Proof of their being registered on the Udhyam Registration Portal	



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TECHNICAL BID FORM - 1

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Code No. of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

Annual turnover for the last three years _____
(In Indian Rupees)

Financial Year	Turnover (Rs. In Crore)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2018-19		Attached/Not Attached Page No.
2019-20		Attached/Not Attached Page No.
2020-21		Attached/Not Attached Page No.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



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TECHNICAL BID FORM — 2

CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS, etc.

Code of the Firm: _____
(To be filled by Exam Branch, DoE, Delhi)

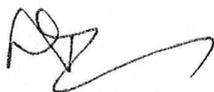
**It is certified that my firm is implementing the labour laws as framed by the
Labour Department, Govt. of NCT of Delhi.**

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



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TECHNICAL BID FORM - 3

3. UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

Code No. of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

I/We hereby undertake that all the technical & commercial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____ Date _____



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TECHNICAL BID FORM - 4

4. DECLARATION REGARDING SUPPLY OF QUESTION PAPERS AS PER SPECIFICATION AND SCHEDULE

Code No. of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



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TECHNICAL BID FORM - 5

5 PROFORMA FOR DETAILS OF MACHINES

Code No. of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

No. of offset Machines (Single Colour): _____

Details of Plate Making Unit:

a. Pasting Table _____

b. Printing Down Frames: _____

Covered Storage Space _____ Sq. metres

Binding unit within the premises

a. No. of folding machines _____

b. No. of staple machines _____

c. No. of cutting machines _____

Proof Reading Experts

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists under one roof of my press at the following address and as per the technical specifications.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



451C

TECHNICAL BID FORM - 6

6. DECLARATION REGARDING TECHNICAL AND FINANCIAL BID

Code No. of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

I/We declare that the technical and financial bid have been submitted by me on behalf of my firm without any condition and strictly as per the conditions of the tender documents and I/We aware that the technical and financial bid are liable to be rejected if it contains any other condition.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



44/C

TECHNICAL BID FORM -7

2. DETAILS OF EARNEST MONEY DEPOSIT (EMD):

Code of the Firm _____

(To be filled by Exam Branch, DoE, Delhi)

S.No.	Name of the Bank	Amount	Details of the EMD

NOTE: Please enclose the original deposit receipts as mentioned above.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



43/C

TECHNICAL BID FORM - 8

DECLARATION REGARDING EMD TO BE SUBMITTED BY
BIDDERS WHO ARE REGISTERED WITH MSEs

Code of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

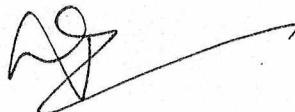
I/We hereby accept that if I/we withdraw or modify the bid(s) during the period of validity or if the contract is awarded to us and I/we fail to sign the contract agreement or to submit a Performance Security within the time period defined in the request for bid document, I/we will be liable to be suspended for the period of time as decided by the Competent Authority.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



42/C

TECHNICAL BID FORM —9

DECLARATION REGARDING FALSE INFORMATION/CONCEALMENT OF FACTS

Code of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

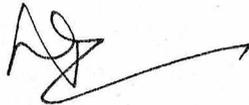
It is hereby declared that I/we have furnished the correct information in the tender and I/we shall be solely responsible for furnishing wrong/false information and concealment of the facts in the tender.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place _____

Date _____



7-

TECHNICAL BID FORM --10

**UNDERTAKING REGARDING NO BLACK LISTING OR
DEBARRING ORDER IN OPERATION AGAINST THE BIDDING
FIRM OR ITS SISTER CONCERN**

Code of the Firm _____
(To be filled by Exam Branch, DoE, Delhi)

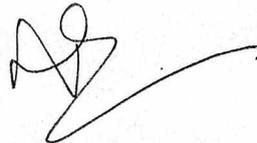
I/we hereby undertake that our firm or its sister concern has never been blacklisted / debarring in the past by any Govt. Department/organization /undertaking. Further no blacklisting or debarring order by any Govt. Department or by any other agency is in operation against it or its sister concern at the time of submission of bids with regard to the instant tender.

Signature of Authorized Signatory: -

PLEASE DON'T RUT SEAL OF THE AGENCY

Place _____

Date _____



401C

FINANCIAL BID-1

CODE NO. OF Firm _____
(To be filled by Exam Branch, DoE, Delhi)

**QUOTATION OF PRINTING AND SUPPLY OF QUESTION PAPERS
& MARKING SCHEMES FOR MID TERM EXAMINATION, ANNUAL
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Monolingual/Bilingual (English—Hindi/ English-Urdu) Question papers
Having two pages Rs. (in words).....

Signature of Authorized Signatory: _____
Date: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

