

**ଶିକ୍ଷା ଅଭିଯାନ**  
**ସର୍ବଶିକ୍ଷା ଅଭିଯାନ**  
ଓଡ଼ିଶା ସରକାର, ଓଡ଼ିଶା

**DISTRICT PROJECT OFFICE**  
**SARVA SIKSHA ABHIYAN, CUTTACK**

PHONE NO (0671)2509937/2509934/2509935

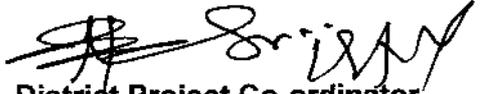
No. 361 // Date: 19.01.19  
XXII-24/18

**Quotation Call notice for printing of Student Report Card - 2019**

Sealed Quotations are invited from the registered offset printers having valid TIN, PAN, GST regn. Certificate for printing & supply of Student Report Card - 2019 ( Class I to VIII) for Cuttack District. The specification of Papers & its quality along with other terms and conditions can be downloaded from the website of OPEPA i.e. [www.opepa.odisha.gov.in](http://www.opepa.odisha.gov.in) and District website i.e. [www.cuttack.nic.in](http://www.cuttack.nic.in). The last date of receipt of Quotation only through Speed Post /Registered Post is **16.02.2019 by 5 PM**. Quotations received after due date and time will not be entertained. The Quotation will be opened on **19.02.2019 at 12 noon** in the District Project Office, RTE-SSA. Cuttack

The Collector –cum- Chairman, RTE-SSA. Cuttack reserves the right to cancel all or any quotation without assigning any reason thereof.

By order of Collector cum Chairman, SSA Cuttack

  
District Project Co-ordinator,  
Sarva Shiksha Abhiyan, Cuttack

**TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF STUDENTS REPORT CARD, 2018-19**

1. Quotation Papers should be submitted in sealed cover addressed to District Project Coordinator, SSA, Cuttack by **speed post, / registered post** only duly superscribed as "Quotation for printing and supply of report card, 2018-19 (Class I to VIII)". No other mode of submission will be entertained.
2. The date and time schedule relating to "Quotation for printing and supply of report card, 2018-19 (Class I to VIII)" are cited as under.

Sl.No	Activity	Date and Time
1	Last Date for Submission of Quotation Papers	16.02.19
2	Opening of Technical Bid	19.02.19
3	Opening of Financial Bid	19.02.19

3. Quotations must be accompanied with the following documents failing which the bid shall be outrightly rejected
  - Tender paper Cost of Rs.500/- in shape of DD drawn on any nationalized bank in favour of the DPC, SSA, Cuttack payable at Cuttack (Non-Refundable)
  - GST Registration certificate
  - PAN/TAN certificate
  - Copy of IT return filed for the last financial year i.e; for the year 2017-18
  - Registration Certificate under DIC/NSIC/MSME.
  - Sample paper **white colour only ¼ Demy Size (10 sheet , full scape) with due seal and signature of the bidder**
  - **EMD of Rs.20000/- (refundable without interest)** in shape of DD drawn on any nationalized bank in favor of District Project Coordinator, SSA, Cuttack payable at Cuttack.
  - Affidavit at notary that the firm is not blacklisted or defaulted for similar type of printing order.
  - Experience certificate if any as regards to similar type of printing work.
4. The successful bidder will have to deposit **Rs.40,000/- only** as security money at the time of execution of agreement in shape of DD drawn on any nationalized bank in favour of the District Project Coordinator, SSA, Cuttack payable at Cuttack.
5. Exemption Certificate in respect of E.M.D and security deposit will not be accepted.
6. All entries in the Quotation form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form.
7. Conditional Quotations shall not be considered.
8. Only one type of sample paper with single quotation will be entertained. If anybody or firm intends to quote different rates with more than one sample paper, then it is his/her / its responsibility to furnish separate quotation papers for which separate EMD money along with other requisites are to be submitted . If anybody or firm deviates from this terms & conditions his/ her / its quotation papers will be rejected without assigning any reason thereof.
9. After selection of the bidder if the party fails to execute agreement his EMD will be forfeited.



10. Order for supply will be placed in bulk as per requirement, which is approximately as follows.

<b>Report Card</b>				
<b>Class</b>	<b>I &amp; II</b>	<b>III , IV &amp; V</b>	<b>VI, VII &amp; VIII</b>	<b>TOTAL</b>
No. of Report card	40740	66810	77893	<b>185443</b>

The quantity may increase or decrease as per actual enrollment.

11. The successful bidder has to submit bill in duplicate after successful completion of the work order alongwith acknowledgement of receipt from block point.
12. Payment will be made to the party on submission of bill in duplicate after obtaining clearance from the blocks point and on the basis of testing the quality of papers used as directed by OPEPA, Bhubaneswar.
13. The successful bidder has to deliver the report cards at Block point within 15days of receipt of Work order.
14. If the successful bidder fails to execute the order of supply properly in the schedule date and time, the EMD and security money will be forfeited and if necessary possible steps for penalty under rules will be initiated along with legal action
15. The bidder should quote the rate of report card (Class I to VIII) per ~~card~~ inclusive of all cost i.e; paper cost, printing cost , folding, trimming, plate making, transportation and taxes if any.
16. Specifications recommended for printing of Report card as follows,
  - Printing of Report card
  - Size : Demy ¼
  - Paper : 220 GSM Pulp board **White** Colour only
  - Printing : Bi-colour
  - Page : 4 pages (2 sheets) both side printing
  - Printing must be in offset process using eco-friendly ink (I.S.O, I.S.I) standard.
17. Student report card 2018-19 (Class I to VIII) must be packed school wise, cluster wise and block-wise for delivery at 14 Block point and one URCC failing which the security deposit will be forfeited.
18. No transportation cost to be charged separately.
19. The bidders have to submit their technical bid and financial bid as per the format enclosed at annexure-'A' and 'B' in separate envelope and both the bid should be submitted in a sealed cover through Regd.Post/ Speed Post only on or before 16.02.2019 by 5 P.M The envelope containing the quotation should be superscripted as "**QUOTATION FOR PRINTING AND SUPPLY OF "Students Report Card,2018-19"**".

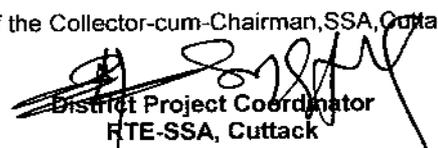
. The Quotation is to be submitted to the following postal address.

**District project Coordinator, RTE-Sarva Shikshya Abhiyan , Cuttack**  
**Collectorate Building, Cuttack At/ Po –Chandinchowk**  
**Dist-Cuttack PIN-753002**

If anybody or firm deviates from this terms & conditions his/ her quotation papers will be rejected without assigning any reason thereof

The Collector-Cum-Chairman, SSA, Cuttack reserves the right to accept or reject any or all Quotation without assigning any reason thereof.

By the order of the Collector-cum-Chairman, SSA, Cuttack

  
**District Project Coordinator**  
**RTE-SSA, Cuttack**

**Application for Technical Bid**

(To be submitted in separately sealed envelope)

**Name of the firm and Address:**

**Documents Enclosed:**

1. Photocopy of GST Registration Certificate : (Yes/No)
2. Photocopy of Firm Registration under DIC / NSIC / MSMSE : (Yes/No)
3. Photocopy of PAN/TAN. (Yes/No)
4. IT return acknowledgement: (Yes/No)
5. Sample Paper duly signed and stamped with seal of the bidder (10 sheets ¼ demy size) : (Yes/ No)
6. PAN No.
7. GST Regn. No.
8. EMD Details : Amount :  
D.D No / Date: Bank /Branch:
8. Tender Paper cost details: Amount:  
D.D No / Date: Bank /Branch:
9. Affidavit by the bidder as regards to black listing/default: (Yes/ No)
10. Experience certificate if any as regards to similar type of work: (Yes/No.)

Date:

**Seal & Signature of the Bidder**



**Application for Financial Bid**

(To be submitted in separately sealed envelope)

**Name of the firm and Address:**

SI No	Type of Printing Material	Specification	Cost of printing per card (In Rs.)	Total rate quoted for printing of 185443 nos. of Report Card
1.	Students Report Card	Paper Quality – 220 GSM Pulp Board white colour Size of Paper –Demy ¼ Printing – Bi - Colour		

N.B: Rate should be quoted inclusive of all cost ,taxes and duties if any.

Date:

Seal and Signature of the Bidder

