



DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA: CUTTACK (ODISHA)



XII-0219 Phone: 0671-2509937 / 2509934  
No. 123 /Date. 7.01.20  
E-mail: [dpccuttackssa.opepa@nic.in](mailto:dpccuttackssa.opepa@nic.in)

**Tender Call notice for printing of Questions Cum Answer Sheets for Summative Assessment-II, and Students Report Card,2020**

Sealed Quotations are invited from the registered offset printers having valid ITCC, PAN, GST regn. Certificate for printing & supply of Question Cum Blank Answer Sheets for Summative Assessment – II, 2020(Class I to VIII) and Students Report Card, 2020 for Cuttack District. The specification of Papers & its quality along with other terms and conditions can be downloaded from the official 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 **24.01.2020 by 1P.M.**. Quotations received after due date and time will not be entertained. The Quotation will be opened at 3.30 P.m. on the same day i.e; **Dt:24.01.2020** in DPO, Samagra Sikshya ,Cuttack

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

By order of Collector cum Chairman,SS Cuttack

  
District Project Co-ordinator,  
Samagra Shiksha,Cuttack



**DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA: CUTTACK (ODISHA)**



Phone: 0671-2509937 / 2509934

E-mail: [dpcuttackssa.oepa@nic.in](mailto:dpcuttackssa.oepa@nic.in)

**Terms & Conditions for printing of Questions Cum Answer Sheets for Summative Assessment-II,2020**

1. Quotation papers should be submitted in sealed cover addressed to District Project Coordinator, Samagra Sikshya, Cuttack either by Sped post / registered post only duly Super Scribed as '**Printing & Supply of Question-cum-Answer Sheets for Summative Assessment – II,2020**
2. The date & time schedule relating to "Tender for printing & supply of Question-Cum-Answer Sheet for Summative Assessment –II "are cited below.

Sl no	Activity	Date & Time
1	Last Date for Submission of Quotation Papers	24.01.2020 by 1 P.M.
2	Opening of Quotation	24.01.2020 at 3.30 P.M.

3. The Quotation papers must be accompanied with the following documents failing which the quotations shall be outrightly rejected.
  - Tender paper cost of Rs.1,000/- in shape of Demand draft drawn on any nationalized Bank Payable at Cuttack.(Non-refundable)
  - Self attested copy of GST Registration certificate
  - Self attested copy of PAN /ITCC
  - Self attested Copy of Firm registration Certificate under DIC/NSIC/MSME
  - Copy of IT return filing acknowledgement for the last financial year i.e; for the financial year 2018-19.
  - Sample papers for printing of Questions cum Answer Sheet (**10 sheets paper in A-2 size** ) with seal and signature of the Dealer mentioning the Mills/Industry.
  - EMD of Rs.30,000/- ( refundable without interest )in shape of DD drawn on any nationalized bank in favour of District Project Coordinator , SSA Cuttack payable at Cuttack.
  - Affidavit by notary that the firm is not blacklisted or defaulted for similar type of printing order.
  - Tender papers without Tender paper cost and EMD shall be outrightly rejected.

4. The successful bidder will have to deposit Rs.50,000/- as **security money** in shape of DD drawn on any nationalized bank in favour of District Project Coordinator, SSA Cuttack payable at Cuttack at the time of execution of agreement.
5. The bidders must have experience in similar type of printing work.
6. No exemption in respect of EMD & Security deposit will be allowed .
7. Conditional Quotations shall not be considered.
8. All entries in the quotation form should be legible & filled clearly. No overwriting or cutting is permitted in the Quotation Paper.
9. For printing of Question cum Answer Sheet, papers are to be chosen from mentioned Mills / Industry such as H.P.C.L, TNPL/ J.K / BILT / DELTA/ ANDHRA PAPER / EMAMI / SATIA. Others papers will not be allowed for the purpose.
10. Bidder must give the details about the Mill on sample paper with the signature & seal of the dealer.
11. Printing must be in offset process using eco friendly ink ( I.S.O. I. S. I ) standard as directed by Hon'ble High Court .
12. The bidder must have experience as regards to similar type of printing work.
13. Quality of paper must be 60 GSM ( Cream Wove )
14. The size of papers is A4.
15. The rate must be quoted separately for single and double side printing of 1000 sheets (One Sheet means 2 pages) inclusive of paper cost , printing cost, packing cost, Plate making, folding cost, trimming cost and taxes as per central Govt. /State Govt. rule.
16. Transportation cost as per local rate should be mentioned in amount separately. The Committee reserves the right to negotiate with the bidder/firm.
17. Sample paper of a single Mill should be submitted along with the quotation paper. If any firm intends to quote different rates with more than one sample paper, then it is his/her responsibility to furnish separate quotation papers for which separate EMD money is to be deposited.
18. Order for supply will be placed in bulk as per requirement, which is approximately 40 lakh( Forty lakhs ) pages of Questions cum Answer for both side printing. The quantity may increase or decrease as per actual.
19. Payment will be made to the party on submission of bill in duplicate, only after obtaining clearance & no objection certificate from the Blocks to whom the question papers will be delivered & on the basis of testing the quality of papers as directed by OPEPA, Bhubaneswar.
20. Secrecy in printing of question paper has to be maintained. Any leakage of question paper before the date of Assessment at the level of Press will affect penal provision as well as forfeiting of EMD money & security deposit.



21. If successful bidder fails to execute the order of supply in the scheduled date & time and fails to maintain the norms in quality of paper the EMD & security money will be forfeited & if necessary possible steps for penalty under rules will be initiated with legal action.
22. The printer shall print the Question papers in Odia , English , Urdu & Persian language as per specification & indent to be supplied during agreement with successful bidder .
23. Question –Cum-Answer sheet shall be packed and supplied as per indent in sealed packed i.,e; subject wise ,class wise, School wise, Cluster wise and Block wise in gunny bags . The details shall be furnished at the time of issue of work order. The bidder will be responsible for proper counting of exact number of Question-cum-Answer sheets as per indent.
24. The printer shall have to deliver the question papers to 14 Blocks & 1 URC point within 15days of issue of work order.
25. After use, if any doubt will arise on quality of GSM, printed sample may be sent to concerned mill for confirmation of its quality if required by the certifying authority..
26. The selected firms /press have to make an agreement with the DPC,Samagra Sikshya,Cuttack soon after the selection of the bidder in non Judicial Stamp paper to print and supply the printed and packed Question –cum- Answer sheets as per the terms and conditions.
27. In case the selected bidder fails to execute the agreement within the time period, the EMD submitted by the firm will be forfeited and the offer for execution of agreement will be placed to the next party as decided by the Committee.
28. Two bid system will be followed. The bidders shall have to submit their technical bid and financial bid as per the format enclosed at annexure-'A' and 'B' in separately sealed envelope. Both the sealed bids should be packed in a large envelope.
29. Financial bid of those firm will be opened which will qualify the technical bidding process.
30. If anybody or firms deviates from this terms & conditions his/ her quotation papers will be rejected without assigning any reason thereof.
31. The Quotation is to be submitted to the following postal address.

**District Project Coordinator  
Samagra Sikshya , Cuttack  
Collectorate Building, Cuttack  
At/ Po –Chandini Chowk  
Dist-Cuttack, PIN-753002**

The Collector-Cum-Chairman, Samagra Siksha, Cuttack reserves the right to cancel all or any of the quotations without assigning any reason thereof.

**By order of Collector cum Chairman, SS,Cuttack**

  
**District Project Co-ordinator,  
Samagra Sikshya,Cuttack**

**Annexure-A**

**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 / MSME : (Yes/No)
3. Photocopy of PAN/ITCC. (Yes/No)
4. IT return acknowledgement: (Yes/No)
5. Sample Paper of prescribed Mill/Industry duly signed and stamped with seal of the dealer : (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**



**Annexure-B**

**Application for Financial Bid**

(To be submitted in separately sealed envelope)

**Name of the firm and Address:**

Sl No	Type of Printing Material	Rate Quoted for Printing of 1000 sheets in A4 size (single side printing)	Rate Quoted for Printing of 1000 sheets in A4 size (Double side printing)	Transportation cost (to be mentioned in Rs.)
1.	Question Cum Answer Sheets			

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

Date:

Seal and Signature of the Bidder





**DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA: CUTTACK (ODISHA)**



Phone: 0671-2509937 / 2509934

E-mail: [dpccuttackssa.opepa@nic.in](mailto:dpccuttackssa.opepa@nic.in)

**TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF STUDENTS REPORT CARD,2020**

Quotation Papers should be submitted in sealed cover addressed to District Project Coordinator, Samagra, Cuttack by **speed post,/ registered post** only duly superscribed as "Quotation for printing and supply of report card, 2020 (Class I to VIII)". No other mode of submission will be entertained.

1. The date and time schedule relating to "Quotation for printing and supply of report card for the year 2019-20 (Class I to VIII) are cited as under.

Sl no	Activity	Date & Time
1	Last Date for Submission of Quotation Papers	24.01.2020 by 1 P.M.
2	Opening of Quotation	24.01.2020 at 3.30 P.M.

2. Quotations must be accompanied with the following documents failing which the bid shall be out rightly 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/ITC Certificate
  - Copy of IT return filed for the last financial year i.e; for the year 2018-19
  - 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.
  - Quotation papers without tender paper cost and EMD will be rejected..
  - 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.

3. 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, SS, Cuttack payable at Cuttack.
4. Exemption Certificate in respect of E.M.D and security deposit will not be accepted.
5. All entries in the Quotation form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form.
6. Conditional Quotations shall not be considered.
7. 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.
8. After selection of the bidder if the party fails to execute agreement the EMD submitted at the time of bidding will be forfeited and the offer for execution of agreement will be placed to the next party .
9. 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	37711	66729	74740	179180

- The quantity may increase or decrease as per actual enrollment.
10. The successful bidder has to submit bill in duplicate after successful completion of the work order alongwith acknowledgement of receipt from block point.
  11. 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 OSEPA, Bhubaneswar.
  12. The successful bidder has to deliver the report cards at Block point within 15days of receipt of Work order.
  13. 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



14. The bidder should quote the rate of report card (Class I to VIII) per copy inclusive of all cost i.e; paper cost, printing cost, folding, trimming, plate making, transportation and taxes if any.

15. 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.

16. Student report card 2019-20 (Class I to VIII) must be packed school wise, cluster wise and block-wise for delivery at 14 Block point and one URCC.

17. No transportation cost to be charged separately.

18. 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 24.01.2020 by 1 P.M The envelope containing the quotation should be superscripted as "**TENDER FOR PRINTING AND SUPPLY OF "STUDENTS REPORT CARD,2020"**".

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

**District project Coordinator, Samagra Sikshya, Cuttack**  
**Collectorate Building, Cuttack At/ Po –Chandinchowk**  
**Dist-Cuttack PIN-753002**

20. If anybody or firm deviates from this terms & conditions the 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,SS,Cuttack

  
**District Project Coordinator**  
**Samagra Sikshya, Cuttack**

**Application for Technical Bid**

(To be submitted in separately sealed envelope)

**Name of the firm and Address:**

**Documents Enclosed:**

- I. Photocopy of GST Registration Certificate : (Yes/No)
- II. Photocopy of Firm Registration under DIC / NSIC / MSMSE : (Yes/No)
- III. Photocopy of PAN/ITCC. (Yes/No)
- IV. IT return acknowledgement: (Yes/No)
- V. Sample Paper duly signed and stamped with seal of the bidder (10 sheets ¼ demy size) : (Yes/ No)
- VI. PAN No.
- VII. GST Regn. No.
- VIII. EMD Details : Amount :  
D.D No / Date: Bank /Branch:
- IX. Tender Paper cost details: Amount:  
D.D No / Date: Bank /Branch:
- X. Affidavit by the bidder as regards to black listing/default: (Yes/ No)
- XI. Experience certificate if any as regards to similar type of work: (Yes/No.)

**Date:**

**Seal & Signature of the Bidder**



**Annexure-B**

**Application for Financial Bid**

(To be submitted in separately sealed envelope)

**Name of the firm and Address:**

Sl No	Type of Printing Material	Specification	Cost of printing per card (In Rs.)	Total rate quoted for printing of 179180 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

