

केन्द्रीय विद्यालय संगठन [मु.]

18, संस्थागत क्षेत्र,  
शहीद जीत सिंह मार्ग,  
नई दिल्ली -110016

निविदा दस्तावेज़

केन्द्रीय विद्यालय संगठन [मुख्यालय] के लिए डिजाइनिंग/प्रिंटिंग कार्यों के लिए प्रिंटर्स को वर्ष 2019 से 2022 तक पैनलबद्ध करने हेतु निविदा आमंत्रण सूचना

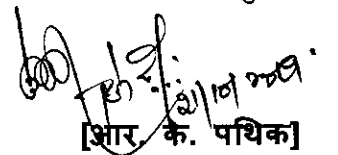
प्रिंटिंग कार्यों की अनुमानित वार्षिक लागत रु. 10,00,000/- हो सकती है।

इच्छुक प्रिंटर निविदा प्रपत्र इस कार्यालय की वेबसाइट [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) से डाऊनलोड कर सकते हैं तथा सभी प्रकार से परिपूर्ण निविदाएँ निर्धारित टेंडर फीस रु.1000/- (रु. एक हजार मात्र) तथा सुरक्षा जमा (Bid Security) रु.50,000/- (रु. पचास हजार मात्र) डिमांड ड्राफ्ट/बैंक पे. ऑर्डर जो केन्द्रीय विद्यालय संगठन, नई दिल्ली के पक्ष में देय हो के साथ कमरा संख्या - 213, केन्द्रीय विद्यालय संगठन (मुख्यालय) 18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016 में निविदा प्रपत्र जारी करने की दिनांक से दिनांक 13.11.2019 (अप.) 12:00 बजे तक जमा कर सकते हैं। विलंब से प्राप्त निविदाओं पर विचार नहीं किया जाएगा।

प्राप्त निविदाओं को दिनांक 13.11.2019 को 3.30 बजे द्रोणाचार्य कक्ष में सक्षमाधिकारी द्वारा गठित कमेटी द्वारा फ़र्मों के प्रतिनिधियों के समक्ष खोली जाएंगी।

बोलीदाताओं के लिए निर्देश

1. निविदा दस्तावेज के प्रत्येक पृष्ठ पर बोलीदाता द्वारा हस्ताक्षर और मुहर लगाई जानी चाहिए।
2. पिछले 3 वर्षों [वित्तीय वर्ष 2016 से 2019] के दौरान वार्षिक टर्नओवर/समान कार्य के अनुभव के दस्तावेज संलग्न किए जाने चाहिए तथा निविदा को भारी बनाने के लिए किसी अन्य अतिरिक्त कागजात को संलग्न नहीं किया जाना चाहिए।
3. सिर्फ़ पात्र बोलीदाता तकनीकी-वाणिज्यिक बोली में वर्णित पात्रता मानदंड क्रम संख्या 9-10 के निर्देशों के अनुपालना में बोली प्रस्तुत कर सकती हैं।
4. अपेक्षित निविदा शुल्क और सुरक्षा जमा के बिना निविदाएँ सिरे से खारिज कर दी जाएंगी तथा इस विषयक बाद में कोई दावा मान्य नहीं होगा।
5. बोलीदाताओं या उनके प्रतिनिधियों को शाम 3.30 बजे 13.11.2019 बोलियों को खोलने की बैठक में भाग लेने की अनुमति है।

  
[आर. के. पथिक]

सहायक आयुक्त (प्रशासन)

Kendriya Vidyalaya Sangathan [Hq]  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi-110016

## Tender document

Notice inviting tender for empanelment of printers for designing / printing works for  
Kendriya Vidyalaya Sangathan [HQ] from 2019 to 2022

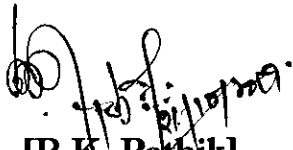
The estimated annual cost of printing works to be Rs.10,00,000 /-.

Interested bidders may download the Tender Document from the website of KVS [Hq.] i.e. [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in). The bids completed in all respect alongwith the requisite documents tender fee and bid security may be submitted in Room Number - 213, S&S Section KVS (Hq.), New Delhi latest by 13.11.2019 up to 12.00 PM. Late submission of bids will not be considered.

Tender fee of Rs. 1,000/- (Rupees One Thousand only) and EMD of Rs.50,000/- (Fifty Thousand Only) is required to be deposited through D.D in favour of KVS [Hq.], New Delhi. The bids will be opened on 13.11.2019 at 3.30 PM at Dronacharya Kaksh in presence of the bidders/their authorized representatives by a duly constituted committee, approved by the Competent Authority.

## Instructions to bidders

1. Each page of the tender document should be signed and stamped by the bidder.
2. Documents of annual turnover/similar work experience during the last 3 years [F.Y- 2016 to 2019] should be attached and no additional documents should be attached to make the bid bulky.
3. Only the eligible bidders can submit their bid in compliance with the instructions as per the eligibility criteria specified at the serial number 9-10 mentioned in the techno-commercial bid.
4. The tenders without the requisite tender fee and security deposit will be rejected summarily and no further claim in this regard will be admitted.
5. Bidders or their representatives are allowed to attend the opening of bids at specified time.

  
[R.K. Pathik]  
Assist. Comm (Admn.)

# TENDER FOR EMPANELMENT OF PRINTERS

## NOTICE INVITING TENDERS (NIT) FOR PRINTING WORK OF KVS FOR 2019-2022

Kendriya Vidyalaya Sangathan is an Autonomous body of Ministry of Human Resource Development fully funded by Government of India. The Sangathan intends to empanel the printers for following printing work of KVS (HQ).

S. No.	Item
1.	Newsletter (Quarterly)
2.	Annual Report (Annual)
3.	Annual Audit Report
4.	Kavya Manjari
5.	Education Code
6.	Accounts Code
7.	One fold Folder
8.	Certificate of Appreciation
9.	Letterhead

2. The bidders are required to quote rates as per specifications indicated in ANNEXURE-A. The format for Techno-commercial Bid is placed at ANNEXURE-B and that of Financial Bid at ANNEXURE-C. 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 –B and the second sealed envelope superscribed as ‘**Financial Bid**’ in the format at Annexure- C. 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 13.11.2019**’. The bids shall be signed by a person duly authorized on behalf of the bidder firm and should reach on or before **13.11.2019 by 12.00 Noon** in KVS (HQ), 18, Industrial Area, Shaheed Jeet Singh Marg, New Delhi-110016.

This specifications of items are given in ANNEXURE-A.

3. The Sealed bids should be reached latest **13.11.2019 by 12.00 Noon**. 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 **13.11.2019 at 3.30 PM** in the presence of the representatives of the bidders before a duly constituted committee by the competent authority. Date of opening of FINANCIAL BID of the firms which may meet the prescribed techno-commercial criteria will be notified separately.

4. Earnest Money (EMD) of Rs.50,000/- (Rupees Fifty 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. Any bid not accompanied by requisite EMD shall 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 C**. All statutory duties and taxes (including excise and customs) GST 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. The finally printed material has to be delivered at KVS (HQ), New Delhi by the empanelled agency.

6.3 Incomplete bids will summarily be rejected.

6.4 In case of rates quoted by two or more firms found equal then the L1 firm may be decided by the duly constituted committee (TEC) approved by the Competent Authority on the basis of turnover and experience.

## **7. TERMS OF PAYMENT**

The payment of designing/printing work may only be made after due verification from the publication division or any other unit of KVS HQ who may get the work done by the authorized printer.

## **8. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY**

8.1 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 liquidated damages equal to 1% of the value of total contract value.

8.2 In case of delay in compliance beyond 10 days of the stipulated time period. KVS will have the right to cancel the order levying the above liquidated damages.

## **9. PERFORMANCE SECURITY**

9.1 The successful bidder shall furnish a performance security for an amount of Rs. 1,00,000/- (Rupees One Lakh 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.

9.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Security 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.

## **10. CONCILIATION/ARBITRATION**

10.1 If any dispute (s) or difference 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.

10.2 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

10.3 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 as subject matter of the arbitration.

10.4 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.

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

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

12. 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.

13. 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 and liability.

14. After award of LOA, the Contractor is required to enter into a Contract with KVS on the terms and conditions as detained in the tender documentt.

15. Validity- The contract may be valid for 03 Years from the date of issue of work order and can be extended 02 more years but not more than 05 years in any case on same rates, terms & conditions mutually by both the parties as per the requirement of the organisation and on the basis of satisfactory performance of the firm.

### List of Publications for Printing Work with Designing and Page Set-up

S. No.	Item	Size	No. of Pages	Paper Quality	Remarks
1.	Newsletter (Quarterly)	Demi Quarto 23''X36''/8 (A-4) 11.5''X8.5''	8, 12 and 16	150 GSM Art Paper	Bilingual, 4 Colour
2.	Annual Report (Annual)	Demi Quarto 23''X36''/8 (A-4) 11.5''X8.5''	175 to 250	Cover: 300 GSM, Text Matter: 130 GSM,	Bilingual, 4 Colour
3.	Annual Audit Report	Demi Quarto 23''X36''/8 (A-4) 11.5''X8.5''	175 to 250	Cover: 300 GSM, Text Matter: 70-80 GSM,	Bilingual, Cover 4 Colour, Text Matter Single Colour
4.	Kavya Manjari	Demi Octavo 23''X36''/16 (A-8) 6'' X9''	150 to 250	Cover: 300 GSM, Text Matter: 70-80 GSM	Bilingual, Cover: 4 Colour, Text Matter: Single Colour
5.	Education Code	Demi Octavo 23''X36''/16 (A-8) 6'' X9''	500 to 600	Cover: 300 GSM, Text Matter: 70-80 GSM	Hindi and English Cover: 4 Colour Text Matter: Single Colour
6.	Accounts Code	Demi Octavo 23''X36''/16 (A-8) 6'' X9''	500-600	Cover: 300 GSM, Text Matter: 70-80 GSM	Hindi and English Cover: 4 Colour Text Matter: Single Colour
7.	One fold Folder	Demi Quarto 23''X36''/8 (A-4) 11.5''X8.5''	4	300 GSM	Bilingual, 4 Colour
8.	Certificate of Appreciation	Demi Quarto 23''X36''/8 (A-4) 11.5''X8.5''	1	300 GSM	Bilingual, 4 Colour
9.	Letterhead	Demi Quarto 23''X36''/8 (A-4) 11.5''X8.5''	As per Requirement	Bond Paper	Bilingual, 4 Colour
10.	Wall Calendar	17''x24'' (7-10 leaf or 14-20 pages)	As per Requirement	Art Paper 170 GSM	Bilingual, 4 Colour, top viro bound

**TENDER FOR EMPANELMENT OF PRINTER  
TECHNO-COMMERCIAL BID**

01	Name and Address of Firm	
02	Authorized person and detail of contract Registration No. of Firm Telephone number Fax number Email Address	
03	Type of Firm Ltd/Pvt. Ltd/Proprietor/PSU/NGO	
04	PAN No  GST No	
05	Annual Turnover for last Three years 2016-2017 2017-2018 2018-2019	
06	Experience of similar work in the Field during last Three years 2016-2017 2017-2018 2018-2019	
07	Infrastructure details	
08	Detail of Tender Fee a) Name of the Bank DD No Date Amount  b) Detail of EMD Name of the Bank DD No Date Amount	
09	<b>Eligibility criteria</b> Turnover more than 30 lacs in the last three years Firm should be registered before 2015. Having at least three year experience in similar work and execute/completed at least 20 publication/ printing job of more than Rs.2.00 Lakhs ( <b>Proof may be enclosed</b> )	
10	<b>Machinery</b> A) Designing, Composing, Hindi and English- page making, minimum 4 system, 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 Paper cutting Machine, One or more Section Sewing, One or more Stitching Machine, One or more folding machine, One or more lamination Machine. ( <b>Proof may be enclosed</b> )	

Note:- As per rule 173 of GFR, 2017, the condition of prior turnover / experience (for Sl.No. 5 & 6 above) may be relaxed for startups (as defined by department of industrial policy and promotion subject to meeting of quality and technical specifications).

## Financial Bid for Printing

### 1. Printing Charges

S.No.	Specification/ sizes	Printing Charges including Composing /Plate Making/Page set up /Designing			
		Rate for 1000 copies and part thereof		Rate per addl. 1000 copies and part thereof	
		Single Color	Four Color	Single Color	Four Color
(i)	Rate per page of a size 11.5"X8.5"				
(ii)	Rate per page of a Size 6" X9"				
(iii)	Rate per page of a Size 7.5"x10"				
(iv)	Rate per page of a Size 8.5"X13.5"				

### 2. Rate per color per side of Cover

	Rate per side of a Sheet of following sizes	Printing charges including composing /plate making/page setup/designing	
		Single Color	Four Color
(i)	11.5"x18"		
(ii)	9"x11.5"		
(iii)	7.5"x10"		
(iv)	13.5"x17"		

### 3. Binding charges

	Page Size 11.5"X8.5"	Page Size 6" X9"	Page Size 7.5"x10"	Page Size 8.5"X13.5"
<b>(1) Centre Stitching</b> (Rates in Rs. Per 1000 copies) Cover Creasing & Stitching upto 100 Pages				
<b>(2) Section Sewing</b> (Rates in Rs. Per 1000 copies) Folding/gathering/sewing Pasting of cover on perfect binding machine				
<b>(3) Hard bound</b> <b>(a)</b> Case making per copy with cloth (in Rs.) <b>(b)</b> Case making per copy without cloth (in Rs.)				
<b>(4) Perfect bound</b> (Including folding/gathering) <b>(a)</b> Rates per copy upto 100 pages and part thereof				



4. **Thermal Lamination for cover**  
 (a) Gloss Rs. \_\_\_\_\_ per sq-inch  
 (b) Matt Rs. \_\_\_\_\_ per sq-inch

5. **Other charges, if any** \_\_\_\_\_

6. **Tax, if any** \_\_\_\_\_

7. **Rates of Paper Per ream (500 sheets) with paper sample attached**

Paper Sizes		23"x36" per ream	20"x30" per ream	17"x27" per ream
SS Maplitho paper Good quality	70 GSM			
	80 GSM			
	90 GSM			
Imported Art paper	100 GSM			
	130 GSM			
	170 GSM			
Imported Art Card	300 GSM			
Galgo Card Imported	300 GSM			

8. **Rates for Wall Calendar Per Piece**

Four colour Printing of wall calendar size 17"x24" (7-10 leaf or 14-20 pages) front and back printing on Art Paper 170 GSM with top Viro bound:

	Per piece calendar charges
Upto 500	
Upto 500 to 2000	
Upto 2000 to 5000	

**Rates for Miscellaneous Works**

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

	A4	Foolscap sizes
Single colour		
Double colour		
Four colours		

2. Merit Certificate on 300 GSM Art Card/Galgo per certificate-

A4 Sizes-	
Foolscap sizes-	

3. Numbering charges for per 100 Nos. if any Rs. \_\_\_\_\_

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 90 GSM Maplitho paper with numbering.  
 Rs. \_\_\_\_\_

5. Visiting Card four colour printing charges per 100 V/C box Rs. \_\_\_\_\_