

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
ROOM NO. 222A Examination cell, Old
Secretariat, Delhi-110054

Notice Inviting Expression of Interest for
confidential work

Directorate of Education, Govt. of NCT of Delhi, invites Expression of Interest for engagement/empanelment of agencies for composing and printing of confidential examination related material. Details are available on the website of Directorate of Education www.edudel.nic.in. The last date for submitting the application on prescribed format in sealed cover along with relevant documents is 08/08/2011 (Monday) by 1.00 p.m.

Sd./-

Addl. D. E. (School)

DIRECTORATE OF EDUCATION

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ROOM NO. 222A Examination cell, Old Secretariat, Delhi-54

NOTICE INVITING EXPRESSION OF INTEREST

Directorate of Education, Govt. of NCT of Delhi, invites Expression of Interest for engagement/empanelment of agencies located in National Capital Region for composing, printing and supply of confidential, examination related material.

Proposed Printing work during 2011-12:

A. Question Papers

S. No.	Name of Exam	Total no. of Students appearing (approx.)
1.	Continuous and Comprehensive Evaluation Programme (CCEP)	13 Lakhs.per CCEP (Twice in a year)
2.	Summative Assessment (SA)	12 Lakhs
3.	Common Pre-Board School Examination	1.5 Lakhs
4.	Common Compartment School Examination (CCSE) and Common Reappear Secondary School Examination (CRSSE)	30,000

Note: - Question Papers are to be printed in Hindi, English and Urdu languages or bilingual in some subjects.

B. Report cards and certificates (Approx. 5 lacs copies)

Eligibility Criteria:

The applicant must fulfill the following eligibility conditions and has to submit documentary evidences in its support while submitting the application.

1. At least five years of experience in the field of printing confidential material.
2. A valid license in printing issued by the competent authority.
3. A minimum of average financial turnover of Rs. One crore during the last three years ending 31 March of the previous year i.e. 2008-09, 2009-10 and 2010-11
4. The printer should have ownership document in support of proper capacity for printing and binding work machines. Outsourcing or subletting of the work is prohibited.
5. The printer should possess sufficient number of offset machines, composing units, proof readers, proper security arrangements, sufficient space for storing of question papers, proper arrangement for packing of question papers (for 947 schools) and delivery of the same at designated location/locations.
6. The printer blacklisted by any Govt. Department or by any other organization shall not be eligible for empanelment.
7. The firm should be registered with the Sales Tax/VAT Department

Documents required:-

1. Documents showing experience of printing such confidential material.
2. Documents indicating that the firm has its own printing press (Specifically mentioning the area of the printing press)
3. Copies of PAN and TIN registration.

4. The firm should have turnover of at least Rs one crore per annum during previous 3 financial years 2008-09, 2009-10, 2010-11. Documents related to turnover for the last 3 years should be certified by Chartered Accountant.
5. Proof of having executed similar type work for various organizations.
6. Undertaking of not being blacklisted by any organization.
7. Copy of license in printing issued by the competent authority

Last date for submission of EOIs:

EOI in a sealed cover in the prescribed format as available on our website should reach in the office of Addl. D.E. (School), Examination Cell, Room No. 222A, Old Secretariat by 08.08.2011 up to 1.00 p.m. EOIs received after due date and time will not be considered.

Process of Selection:

Incomplete EOIs or EOIs not in proper format shall be summarily rejected.

The selection process would involve short listing of eligible firms who are technically competent and financially sound. The basis of evaluation would be a two-step process. The first step would involve scrutiny of submitted documents. Secondly the firms whose documents would be in order shall be visited by team of officers of Directorate of Education for physical inspection.

Period of Validity:

The validity of empanelment will be for one year which may be extended annually for two more years on yearly basis, based on performance.

Note: - Director of Education reserves the right to reject any EOI, without assigning any reason and his decision in this regard shall be final and binding.

Addl. DE(Sch/Exam)

Annexure

**Format for Expressions of Interest for confidential work in Directorate of
Education Govt. of NCT of Delhi.**

Firm's Name: _____

Owner's Name: _____

Full Postal Address: _____

_____ PIN _____

Email Address: _____

Website: _____

Contact Person's Name: _____

Contact No. : Phone No.: _____ Mobile No.: _____

Fax No.: _____ City _____ State _____

Year in which established _____

Sales Tax Registration No. : _____ (Enclose Xerox Copy)

PAN of the firm: _____ (Enclose Xerox Copy)

Current Bank A/c No. : _____ (Enclosed last 12 months statement)

Annual Turnover for last 3 years : _____ (Enclosed statement of
A/c's for last 3 financial years duly audited by competent authority)

Proof of similar type of confidential work executed.

I/we hereby certify that all the particulars given above are correct. I/we shall also abide
by all the terms and conditions of empanelment required by Directorate of Education.

Date:

(Signature of authorised person of the firm)