

**DIRECTORATE OF EDUCATION  
GNCT OF DELHI  
ROOM NO 222-A, EXAMINATION BRANCH  
OLD SECRETARIAT, DELHI-110054**

**Invitation of Tender  
For Printing & Supply of Question Papers  
For Academic Session 2017-18**

**Directorate of Education, GNCT of Delhi, invites Technical & Financial Bids from eligible firms for Printing & Supply of Question Papers for academic session 2017-18. The detailed tender document is available on the website of the Directorate 'www.edudel.nic.in' and it can be downloaded free of cost. The date of release of tender is 11/07/2017 and the last date of the submission of bids is 31/07/2017 by 05.00 p.m.**

  
11/7/17  
Addl. DE (Exam)

**CONFIDENTIAL PRINTING AND SUPPLY OF QUESTION PAPERS**

**2017-18**

**DETAILED TENDER DOCUMENT FOR**  
**PRINTING AND SUPPLY OF QUESTION PAPERS**  
**FOR CLASSES IV TO XII**

**TENDER NO. (1)/P&SQP/17-18**

**TENDER DOCUMENT**

**DIRECTORATE OF EDUCATION**  
**ROOM NO. 222-A, EXAMINATION CELL**  
**OLD SECRETARIAT, DELHI-110054**

**DIRECTORATE OF EDUCATION  
ROOM NO. 222-A, EXAMINATION CELL  
OLD SECRETARIAT, DELHI-110054**

**INVITATION OF TENDER**

**Description of Work**

1. Printing of Question Papers of Common Problem Solving Assessment (CPSA)-I & II Examinations with response sheets for classes IV to VIII and without response sheet for classes IX to XII and their supply at 31 zonal centres situated within different parts of Delhi and New Delhi most likely to be held in the months of September & December 2017 tentatively. (16 Lac Students approx.).
2. Printing of Question Papers and Marking Schemes of Mid- Term & Annual Examinations, 2017-18 tentatively to be held in the months of September 2017 & February-March 2018 in different subjects for classes IV to XII and IV to XI respectively and their supply at 31 zonal centres situated within different parts of Delhi and New Delhi (approx. 16,00,000 Students each exam). There will be three different sets of question papers for classes VI to VIII for each shift and each exam.
3. Printing of Question Papers and Marking Schemes of Mock Test to be held in the month of December 2017 and of Common Pre-Board Examination tentatively to be held in the month of January 2018 in different subjects for class IX, X & XII and supply of these at 31 zonal centres situated within different parts of Delhi and New Delhi (approx. 1,45,000 Students).
4. Printing of Common Compartment Examination Question Papers and Marking Schemes in different subjects and supply of these at 31 zonal centres, possibly, for students of class IX & XI in April/May 2018.

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

Earnest Money to be deposited: Rs.14, 00,000/ (Rs. Fourteen Lac)

**Date of Release of Tender: 11/7/2017**  
**Date & Time of Closing of Tender: 31/7/2017 (5.00 p.m.)**  
**Date & Time of Opening of Technical Bids: 01/8/2017(11.00 a.m.)**

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 these 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 2017-18”. 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 12 pages, 7 Technical Bid Forms, 2 Financial Bid Proformas and a Check List.

**(Dr. SUNITA S KAUSHIK)  
ADDL. DE (Exam)**

## GENERAL TERMS & CONDITIONS

### 1. Eligibility Criteria:

The bidders must fulfill the following eligibility conditions:

**i. Work Experience:** Experience of having successfully printed and supplied question papers to any Government organization / undertaking / department during last five years ending on 31<sup>st</sup> March 2017.

**ii. Financial Turnover:** As per the CVC guidelines, the bidder must have, during the last five years, satisfactorily completed:-

a) Three jobs of printing of question papers for any Government organization / undertaking / department, costing not less than the amount equal to 40% of the estimated cost, which in the instant case is Rs.2, 80,00,000/ (Rs.Two Crore Eighty Lac) only.

Or

b) Two jobs of printing of question papers for any Government organization / undertaking / department costing not less than the amount equal to 50% of the estimated cost, which in the instant case is Rs.3,50,00,000/ (Rs.Three Crore Fifty Lac) only.

Or

c) One job of printing of question papers for any Government organization / undertaking / department costing not less than the amount equal to 80% of the estimated cost, which in the instant case is Rs.5,60,00,000/ (Rs.Five Crore Sixty Lac) only.

**iii. Average Turnover:** As per the CVC guidelines, the average financial turnover during the last three Assessment years i.e. 2015-16, 2016-17 & 2017-18, should be at least 30% of the estimated cost, which in the instant case is Rs.2,10,00,000/ (Rs. Two Crore Ten Lakh),

**iv. Printing License:** The bidder must have a valid license in printing issued by the competent authority. Mere registration with NSIC or declaration before the police authorities will not be treated as a license.

**v. 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 it 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.

**vi. Certificate of Satisfactory Completion of Work:** Every bidding firm shall be required to submit a certificate of satisfactory completion of work from all the government departments / organizations / agencies / undertakings it has worked for in academic years 2012-13, 2013-14, 2014-15 2015-16 & 2016-17. Suppression of facts may be regarded as a disqualification for participation.

**vii. Labour Laws:** The bidder must have been following the Labour Laws framed by the Labour Commissioner of Govt. of NCT of Delhi.

**viii. Registration with Delhi VAT Department:** The prospective bidder must have a valid Delhi VAT Registration Number.

**ix. Registration of the Firm:** If the bidding firm is a partnership firm, the partnership deed must have been registered with the office of the Registrar.

**2. (I) Technical Specifications:** The minimum criteria for printing machines & equipments are as under:

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

**3. Particulars of material and its size to be used for printing work:**

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

**4. 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.

**5. Instructions regarding quality of printing & ink:**

- i) The ink should be of a good standard and quality having sufficient quantity of finely grind pigments.
- ii) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting “see through”.
- iii) The ink should have good drying quality particularly on smooth or glaze paper to avoid “set off”.
- iv) The ink should not be so tacky to snatch /pick up the paper or coating on paper while printing.
- v) 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.
- vi) There should be no variation of shade throughout.
- vii) There should be no roller mark on the printed area.

**6. Printing of Serial No. on the Question Paper:** Serial Numbers will be printed on the Question Papers. Even the pages of the Question Papers are to be numbered serially.

**7. Type Size & Font Preferred:** 12 point Devnagri for Hindi and 10 point type Roman for English (composing by laser technique) with Double Space.

**8. No. of Colours** : Single colour

**9. Language:** The question papers except that of languages shall be Bilingual (English-Hindi: English-Urdu). Proof reading is to be done by the printer. Manuscripts of question papers and marking schemes will be provided by the examination branch of the Directorate of Education. Question Papers must be free from all printing errors.

**10. Style of Folding:**

**Question papers for Mid Term, Pre-Board, Mock Test, 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 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.

**Question papers for CPSA:** Question paper in general will be in the form of booklet of 8/12/16/28/32 pages having questions of multiple choice and is to be folded in the form of a booklet and stapled properly. Manuscript of one set of each class and each shift shall be provided by the examination branch of the Directorate. The printer will have to jumble/re-arrange the questions to form other three sets of question papers.

### **11. Packing:**

#### **Question papers for Mid-Term Annual, Pre-Board, Mock Test and Common Compartment School Examinations:**

a) Question papers are to be serially numbered & counted, 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.

b) The marking schemes are to be supplied on the next day of the examination in separate sealed cover. Ten copies of marking scheme are to be kept in one small envelope for each school of that Zone and then packed in ORDINARY ENVELOPES, ZONEWISE (approximately 31 Zones). All the question papers are to be supplied on the day of the examination Zone wise as per list provided by the Directorate of Education.

#### **Question papers for CPSA-I & II.**

c) Question papers will be in four series namely A,B,C,D and these are to be packed in a packet of 24, 12, 08 & 04 in such a manner that first copy is of series 'A' then second copy of B, third copy of C, & fourth copy is of D series and same pattern is to be repeated thereafter. These are to be packed in a sealed cloth-lined craft envelope 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.

**12. Matter to be printed on each envelope:** Name & I.D. of School, class, subject, date and No. of Question Papers (from Sl. No. \_\_\_\_\_ to Sl. No. \_\_\_\_\_) contained in each envelope are to be printed on the cover.



**13. Earnest Money Deposit (EMD):** As per Rule 157 of GFR 2005, EMD @ 2% of the estimated cost of the job, which in the instant case is Rs.14 Lac, is to be enclosed in the form of FDR/Bank Guarantee from any scheduled bank in **favour of the “Director of Education, GNCT of Delhi”** with the technical bid. It should be valid for 90 days beyond the date of closing of the tender. The EMD of the unsuccessful bidders shall be returned before the 30<sup>th</sup> day after the finalization and 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.

**14. Performance Security:** As per Rule 158 of GFR 2005, the successful bidder will have to deposit the performance security at the rate of 10% which amounts to Rs.70 Lac at the time of issuance of job order in the form of FDR/Bank Guarantee from any scheduled bank, valid upto 30<sup>th</sup> September 2018, **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. If the successful bidder refuses or neglects to execute the contract deed or fails to furnish the required performance security within the time frame specified by the department his bid security will be forfeited.

**15. Payment:** The payment, after TDS at prevalent rates under Section 194-C of the Income Tax Act and other prevalent Taxes, shall be made 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.

**16. Selection of Firms:**

As per provision contained in Rule 160 of GFR 2005, 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 is a time bound and sensitive work, Past Performance of the firm shall also be taken in consideration while assigning the job.**

**17. Reservations:**

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

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

**18. Penalty:**

a) If the printing/delivery of the question papers is not done in the scheduled time and manner & quality prescribed in the job order and in case of gross negligence, the Director of Education may forfeit the performance security money and debar/blacklist the firm.

b) In case of defective/errors in printing and inadequate supply a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director of Education may also debar/blacklist the firm.

c) 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 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.

d) Violation of secrecy viz. leakage of Question Papers, leakage of parts of Question Papers, supply of unnumbered question papers, leakage of marking scheme before end of examination will be considered as criminal offence and action shall be initiated under the provisions of Cr. P C and IPC including total withholding of the payment, forfeiture of the performance security and black listing of the firm.

e) If at any stage the tenderer 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.

**19. Jurisdiction:** Any dispute arising between the Directorate of Education and the contractor will, at the first instance, be resolved by the Arbitrator appointed by Hon'ble Lt. Governor of 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.

**20. 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. 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.

## **21. Essential Documents to be submitted**

The bidder shall have to submit self attested copies of under mentioned documents with the technical bid. However, the original documents shall be produced by the bidder before the Addl. DE (Exam) for verification.

- a)** Documents showing last 5 years' (2012-13 to 2016-17) experience of printing of question papers of any government department/organization/agency/undertaking.
- b)** Copy of PAN CARD.
- c)** Documents showing turnover of at least Rs.2,10,00,000/ (Rs.Two Crore Ten Lac), per annum during previous 3 Assessment Years 2015-16, 2016-17, 2017-18 duly certified by Chartered Accountant. The turnover should be in respect of printing of question papers.
- d)** Experience certificate from any Govt. department/undertaking/organization showing that the firm has printed question papers of cost equal to the amount specified in "Financial Turnover" under the head Eligibility Criteria 1(ii).
- e)** Undertaking of any blacklisting or debarring order not being in operation against the firm or its sister concern at the time of submission of bids with regard to the instant tender.
- f)** Undertaking that the bidder is well versed with the terms and conditions of the tender and that the bidder is competent to enter into a contract on behalf of his firm and he is submitting the bids unconditionally.
- g)** Copy of license in printing issued by the competent authority.
- h)** Copy of Delhi VAT registration certificate.
- i)** Certificate of satisfactory completion of work in academic years 2012-13 to 2016-17 from relevant Govt. department/agency/organization/undertaking.

## **22. Agreement Deed:**

- a)** The successful bidder(s) shall execute an agreement deed for the fulfillment of the contract on Rs.100/- non-judicial stamp paper within 3 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 after finalization of the tender.
- b)** The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
- c)** 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 and any consequential loss will be recovered from the contractor.

**23. Further assigning of tender in whole or part:** The contractor 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.

## **24. Instructions Regarding Financial Bid:**

- a) 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.
- b) 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 Centres in Delhi etc. **If any tax is applicable, it should be mentioned in the quotation clearly along with rate of tax.**
- c) 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.
- d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- e) The rates of the question papers should be quoted per unit (excluding all Taxes such as VAT.)
- f) Printer/Supplier has to deposit the specimen of the seal used by the firm for sealing the envelope with the undersigned before making supplies so that it may be used for checking.
- g) Rates should be quoted in Indian currency, **ONLY IN THE FORMAT ENCLOSED.**

## **25. TERMS AND CONDITIONS**

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

- i) Printing & school wise/zone wise sealing/packing and bagging of Question Papers shall be done separately for the Morning & Evening Shift Schools and the same are to be supplied/delivered simultaneously at approximately 31 Zonal Centres in Delhi between 6:30 a.m. to 7:00 a.m. on each day of Examination as per Date Sheet.
- ii) Envelopes/Packets of question papers of each subject are to be made school-wise, class-wise and subject-wise as per requirement of different Zones. However, printer has to add 04 to 08 extra copies of question papers in each packet in addition to the requirement shown in the list supplied. Numbering of question papers encased in the packets/ envelopes is to be shown on the body of the packet on the space provided for the purpose.
- iii) 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 supplier has to strictly adhere to the schedule of examination (copy of Date-Sheet will be supplied).
- iv) Four packets of 25 question papers of each class and each subject is to be supplied EXTRA to each zone with a specified mark 'RESERVE' on its body.
- v) Manuscripts of question papers for Morning & Evening Shift Schools will be supplied to the printer.

**vi)** 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. He may authorize any other person to visit the premises of the printer, on his behalf. Such officer will carry an Authority Letter with him duly signed by the Director of Education/Addl. DE (Exam).

**vii)** As far as possible printing work shall be entrusted in accordance with the Equipment and Machinery installed and past performance of the printer. The printers shall execute the work as entrusted. Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions.

**viii)** 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 source maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any shall be borne by the printer.

**28.** If the work of the tender awardee is found satisfactory the Director of Education may extend the contract by one or more year/s (maximum upto two years).

**29.** The tender document complete in all respect, addressed to “The Additional Director of Education”, must reach “Room No. 222-A (Examination Cell), Directorate of Education, Old Secretariat, Delhi-110054” by 31/7/2017 (5.00 p.m.).

**Decision of the Director of Education shall be final and binding.**

**Additional Director of Education  
GNCT of Delhi**

## CHECK LIST

### TECHNICAL BID FOR THE PRINTING OF CONFIDENTIAL MATERIAL (QUESTION PAPERS & MARKING SCHEMES) FOR 2017-2018

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

S. N	Description of Self Attested Documents	Remarks
1	Last Five Academic Years' Experience of printing of question papers of any Govt. Department/undertaking/organization/institute	
2	Documents regarding financial turnover duly verified by CA	
3	Copy of PAN card	
4	Copy of license in printing issued by competent authority	
5	Copy of Delhi Vat Registration Certificate	
6	Certificate of Satisfactory Completion of Work in 2016-17	
7	Affidavit regarding no blacklisting or debarring order in operation against the bidding firm or its sister concern	
8	Undertaking regarding authority of the bidder for entering into contact on behalf of his firm, of his having understood the terms and conditions of the contract and submitting the bids unconditionally	
9	Copy of partnership deed of the firm & proof of its registration	
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	
13	Technical Bid Form-4-Declaration Regarding Supply of Question Papers as per Specification	
14	Technical Bid Form-5-Proforma for Detail of Machines	
15	Technical Bid Form-6-Declaration Regarding Commercial Bid	
16	Technical Bid Form-7-Proforma for Detail of Earnest Money	
17	Earnest Money of Rs.14 Lac	
18	Photocopy of Documents showing that the bidding firm has its own printing press	

## TECHNICAL BID FORM - 1

### 1. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

1.1 Code No. of the Firm \_\_\_\_\_

1.2 Annual turnover for the last three years \_\_\_\_\_  
(In Indian Rupees)

<b>Assessment Year</b>	<b>Turnover (Rs. In Crore)</b>	<b>Trading A/c, Profit &amp; Loss A/c, Balance Sheet Authenticated by Chartered Accountant</b>
2015-16		Attached/Not Attached Page No. _____
2016-17		Attached/Not Attached Page No. _____
2017-18		Attached/Not Attached Page No. _____

**Signature of Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**TECHNICAL BID FORM – 2**

**CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS, etc.**

**Name of the Firm:** \_\_\_\_\_

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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_



**TECHNICAL BID FORM - 3**

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

Code No. of the Firm \_\_\_\_\_

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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**TECHNICAL BID FORM - 4**

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

Code No. of the Firm \_\_\_\_\_

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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## TECHNICAL BID FORM - 5

### 5. PROFORMA FOR DETAILS OF MACHINES

Code No. of the Firm \_\_\_\_\_

5.1 No. of Web offset Machines (Single Colour): \_\_\_\_\_

5.2 Details of Plate Making Unit:

a) Pasting Table : \_\_\_\_\_

b) Printing Down Frames: \_\_\_\_\_

5.3 Covered Storage Space : \_\_\_\_\_ Sq. metres

5.4 Binding unit within the premises

a) No. of folding machines : \_\_\_\_\_

b) No. of staple machines : \_\_\_\_\_

c) No. of cutting machines : \_\_\_\_\_

5.5 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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## TECHNICAL BID FORM - 6

### 6. DECLARATION REGARDING COMMERCIAL BID

Code No. of the Firm \_\_\_\_\_

I/We declare that the commercial bid has 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 commercial bid is liable to be rejected if it contains any other condition.

**Signature of Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## TECHNICAL BID FORM –7

### 2. DETAILS OF EARNEST MONEY DEPOSIT (EMD):

Code of the Firm : \_\_\_\_\_

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: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE DON'T PUT SEAL OF THE AGENCY**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## FINANCIAL BID-1

CODE NO. OF Firm \_\_\_\_\_

**QUOTATION OF PRINTING AND SUPPLY OF QUESTION PAPERS FOR MID TERM EXAMINATION, ANNUAL EXAMINATION, PRE-BOARD EXAMINATION & COMMON COMPARTMENT EXAMINATION**  
**(RATE IN RUPEES PER QUESTION PAPER EXCLUSIVE OF ALL TAXES)**

**Bilingual (English–Hindi) Question papers**

Having four pages Rs. .... (in words) .....

Having eight pages Rs. .... (in words) .....

Having twelve pages Rs. .... (in words) .....

Having sixteen pages Rs. .... (in words).....

For each extra two pages Rs. .... (in words) .....

**Bilingual (English–Urdu) Question papers**

Having four pages Rs. .... (in words) .....

Having eight pages Rs. .... (in words) .....

Having twelve pages Rs. .... (in words) .....

Having sixteen pages Rs. .... (in words).....

For each extra two page Rs. .... (in words) .....

**Single Language Question papers**

Having four pages Rs. .... (in words) .....

Having eight pages Rs. .... (in words) .....

Having twelve pages Rs. .... (in words) .....

Having sixteen pages Rs. .... (in words).....

For each extra two pages Rs. .... (in words) .....

**RATE OF TAX -----**

**Signature of Authorized Signatory: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**PLEASE DON'T PUT SEAL OF THE AGENCY**

**FINANCIAL BID-2**

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Sixteen pages each Rs..... (in words) .....

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**RATE OF TAX** -----

**Signature of Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**DIRECTORATE OF EDUCATION  
GNCT OF DELHI  
ROOM NO 222-A, EXAMINATION BRANCH  
OLD SECRETARIAT, DELHI-110054**

**Invitation of Tender  
For Printing & Supply of Question Papers  
For Academic Session 2017-18**

**Directorate of Education, GNCT of Delhi, invites Technical & Financial Bids from eligible firms for Printing & Supply of Question Papers for academic session 2017-18. The detailed tender document is available on the website of the Directorate 'www.edudel.nic.in' and it can be downloaded free of cost. The date of release of tender is 11/07/2017 and the last date of the submission of bids is 31/07/2017 by 05.00 p.m.**

**Sd/-  
Addl. DE (Exam)**





