

DETAILED TENDER DOCUMENT FOR PRINTING  
AND SUPPLY OF QUESTION BOOKLET, OMR SHEET,  
SCANNING OF OMR SHEET & PREPARATION OF  
RESULT

FOR ACADEMIC SESSION  
2024-25

TENDER NO: F.1-(S)/Printing/24-25/ 1298  
Dated:23/08/2024

TENDER DOCUMENT

DIRECTORATE OF EDUCATION  
SCIENCE BRANCH  
OLD SECRETARIAT DELHI-110054

**DIRECTORATE OF EDUCATION  
SCIENCE BRANCH  
OLD SECRETARIAT, DELHI-110054**

**INVITATION OF TENDER**

**1. Description of Work**

- 1.1 Printing & supply of Question Paper Booklet and OMR Sheets for different examinations (Chief Minister Super Talented Children Coaching Scheme, Mukhyamantri Vigyan Pratibha Pariksha, National Means Cum Merit Scholarship, National Talent Search Examination) during 2024-25 and their supply at Nodal centres or any other center decided by competent authority situated within different parts of Delhi/New Delhi. The estimated number of copies of Question Paper Booklet & OMR Sheets is approx. 1,00,000 copies on the basis of total registered students in previous year exams.
- 1.2 Collection of OMR Sheets from Nodal Centers or any other designated center(s) situated within different parts of Delhi/New Delhi & Scanning of OMR Sheets for different examinations as mentioned at 1.1
- 1.3 Preparation of Result as per requirement of DOE.

**2. COST & SCHEDULE OF TENDER**

- 2.1.Total Estimated Cost of Job:Rs.25,00,000/ (Rs. Twenty Five Lakh )
- 2.2. Release of Tender: 23/08/2024
- 2.3. Closing of Tender: **12/09/2024 upto 2 PM**
- 2.4.Opening of Technical Bids: 12/09/2024

**3. SUBMISSION OF BIDS**

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 the sealed envelopes are to be put in a bigger envelop which should also be sealed and duly super scribed "Confidential- Bids for Printing & Supply of Question Papers & OMR Sheets for 2024-25". **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.**

**4. TERMS & CONDITIONS**

- 4.1 **Eligibility Criteria:** The bidders must fulfill the following eligibility conditions:
- i) **Work Experience/Certificate of Satisfactory Completion of Work:** Every bidding firm shall be required to submit a certificate of satisfactory completion of work i.e. printing & supply of question booklets and OMR Sheets from all the Government Departments / Govt. organizations / Govt. agencies / Govt.undertakings it has worked for in academic years 2019-20, 2020-21, 2021-22,2022-23 & 2023-24.

As per CVC guidelines, the bidders must have completed one of the following work during the last five Academic Years ending 31/03/2024 satisfactorily:

a) Three similar completed works i.e. printing and supply of Question Paper Booklet and OMR Sheet costing not less than the amount equal to 40% of the estimated cost which in the instance case is Rs.10,00,000/- (Rs. Ten Lac) for each work

OR

b) Two similar completed works i.e. printing and supply of question paper Booklet and OMR Sheet costing not less than the amount equal to 50% of the estimated cost which in the instance case is Rs.12,50,000/- (Rs. Twelve Lakh Fifty Thousand Lac) for each work

OR

c) One similar completed works i.e. printing and supply of question paper Booklet and OMR Sheets costing not less than the amount equal to 80% of the estimated cost which in the instance case is Rs. 20,00,000/- (Rs. Twenty Lac )

In support of completed and satisfactory works, one condition i.e (a) or (b) or (c) given in Para 4.1(i) must be mentioned in the work experience/certificate of satisfactory completion of work. Suppression of facts may be regarded as a disqualification for participation.

ii) **Average Turnover:** As per the CVC guidelines, the average financial turnover during the last three previous financial years ending 31<sup>st</sup> March 2024 should be at least 30% of the estimated cost which in the instant case is Rs. 7,50,000/ (Rs. Seven Lac Fifty Thousand). Copy of Profit and Loss A/C and Balance Sheet duly attested by CA for the last three financial years i.e. 2021-22, 2022-23 & 2023-24, CA certified turnover certificate of last 3 financial year and ITR for 03 Assessment years i.e. 2021-22, 2022-23 & 2023-24 are to be submitted.

iii) **Printing License:** The bidder must have a declaration of printing under Press & Registration Books Act, 1867 and a valid factory license issued by the Competent Authority for example MCD in Delhi.

iv) **Undertaking:** Every bidding firm is required to submit an undertaking that no blacklisting or debarring order by any Govt. department or by any other agency is in operation against the bidding firm 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.

v) **Labour Laws:** The bidder must have been following the Labour Laws framed by the Labour Department and fulfilling all the statutory conditions with regards to labour laws.

vi) **Registration with GST Department:** The prospective bidder must have a valid GST Registration Number.

vii) **Registration of the Firm:** In case of partnership firm, the bidder shall submit a partnership deed registered with the office of Registrar and list of Partners and in case of private/public limited company or registered society, certificate of registration/incorporation/commencement of business and list of Directors along with the technical bid documents.

**4.2. Technical Specifications:** The minimum criteria for printing machines & equipment are as under:

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

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

S. No	Particulars	Paper Size	Printed Area	Paper Quality
1	Question Booklet	21cm x 29.7cm	19cm x 27.7cm	White offset maplitho printing paper of 60 gsm.
2	OMR Sheet	A4 Size	19 cm x 29 cm	105 GSM maplitho printing paper

**6. 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.

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

7.1) The ink should be of a good standard and quality having sufficient quantity of finely grind pigments.

7.2) The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "see through".

7.3) The ink should have good drying quality particularly on smooth or glaze paperto avoid "set off".

7.4) The ink should not be so tacky to snatch /pick up the paper or coating on paper while printing.

7.5) 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

7.6) There should be no variation of shade throughout.

7.7) There should be no roller mark on the printed area.

## 8. Type Size & Font Preferred:

(8.1) 12 points Devnagri for Hindi, and 10 points type Roman for English (composing by laser technique) with Double Space.

(8.2) The pages of the question papers are to be numbered serially.

## 9. (8.3) Printing Contents on the Question Papers/OMR Sheets:

Science Branch shall provide the contents to be printed on front page of Question booklets & OMR Sheets.

## 10. No. of Colours: Single colour

11. **Language:** The question papers shall be Bilingual (English-Hindi). Proof reading is to be done by the printer at his own cost. Manuscripts of question papers will be provided by the Science Branch of the Directorate of Education. Question Papers must be free from all printing errors.

## 12. Style of Folding of Question Booklets for different 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 booklets 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 booklets 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. If the pages cannot be glued, the question paper booklet must be stapled at least two places.

## 13. Packing of Question Booklets for different Examinations:

13.1) Each Question Booklet should be sealed on right side of booklet by paper seal. 24 question papers are to be encased in a paper band (about 1" wide) and the total number of question papers of one center in each subject based on the candidates allotted to the center in that subject/exam are to be packed in sealed cloth-lined craft envelopes in packets of 50, 25, 10, 5 etc. as per requirement of each center. 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. All the Question booklets & OMR Sheets are to be supplied at the Nodal Distribution Centre or any other center decided by the competent authority one day before the examination day at the time decided by the Competent Authority.

13.2) OMR sheets as per given format are to be supplied to Nodal Exam Centre or any other center decided by the competent authority as per requirement to be given by science branch.

13.3) **Timeline:** Manuscripts of the Question Papers of all the exams will be handed over only to the authorized person of the vendor 25 days before the commencement of the examination. However, the datesheet and the enrollment will be supplied only 15 days before the exam. Minor changes, if any, in the enrolment may be notified even a day before the exam.

4/2/21

13.4) **Matter to be printed on each envelope:** Name & I.D. of Centre, class, subject, date and No. of Question Papers contained in each envelope are to be printed on the cover.

#### **14. PACKING & SUPPLY OF QUESTION PAPER BOOKLETS/OMR SHEETS**

14.1) Printing & center wise sealing/packing and bagging of Question Booklets & OMR Sheets shall be done separately for each Center and the same are to be supplied/delivered simultaneously at Nodal Distribution Centre or any other center decided by the competent authority in Delhi and New Delhi at the time & place decided by the Competent Authority.

14.2) Envelopes/Packets of question papers of each center are to be made center-wise & class-wise for each Zonal Distribution Centre as per the requirement shown in the list supplied. However, printer has to add 10 extra copies of question papers in only one packet in addition to the requirement as shown in the list for each center. Numbering of question papers encased in the packets/ envelopes is to be shown on the body of the packet on the space provided for this purpose.

14.3) Center-wise packets of question booklets are to be sealed for approximately 200 Exam Centers and are to be delivered at Nodal Exam Center or any other center decided by the competent authority. The bidder has to strictly adhere to the schedule of examination (copy of Date-Sheet will be supplied).

14.4) The Director of Education/Addl. DE (Science) 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. They may authorize any other person to visit the premises of the printer, on their behalf. Such officer will carry an Authority Letter with him duly signed by the Director of Education/Addl. DE (Science).

14.5) Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions of the NIT.

14.6) 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 sources maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any shall be borne by the bidder.

#### **15. Earnest Money Deposit (EMD):**

15.1) As per GFR 2017, EMD @ 3% of the estimated cost of the job, which in the instant case is Rs.75,000- (Rs. Seventy Five Thousand), is to be enclosed in the form of FDR from any scheduled bank in favour of the "**Director of Education, GNCT of Delhi**" with the technical bid except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). MSE certificate should be valid on closing date of the tender. It should be valid for 90 days beyond the date of closing of the tender. *EMD*

*4/12/17*

The EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the 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 of Education, Delhi. The bid security will be refunded to the successful bidder on receipt of Performance Security.

**15.2)** The bidders who have registered under Micro and Small Enterprises (MSEs) as mentioned in above Para will have to submit the Udhyam Registration Certificate with the Udhyam Registration No. as Proof of their being registered on the Udhyam Registration Portal. The bidder will also have to submit "Bid Security Declaration" accepting that if they withdraw or modify their bid during the period of validity or if they are awarded the contract and they fail to sign the contract agreement or fail to submit the performance security before the dead line defined in the request for bid document, they will be suspended for the time as decided by the Competent Authority.

**16. Performance Security:** As per Office Memorandum No.F.9/4/2020-PPD dated 12/11/2020 issued by Department of Expenditure, Min. of Finance, the successful bidder will have to deposit the performance security at the rate of 5% which amounts to Rs. 1,25,000/- (Rs. One lakh Twenty Five Thousand) within 5 working days from the date of award of the contract in form of FDR issued by any scheduled bank, valid upto 31<sup>st</sup> March, 2026 or for a period of 60 days beyond the date of completion of all contractual obligation of the bidder, 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 by the Directorate of Education, Delhi. If the successful bidder refuses or neglects to execute the contract deed and terms & conditions of the BID or fails to furnish the required performance security within the time frame specified by the department his bid security will be forfeited. The work order will be provided only after the submission of performance security.

**17. Payment:** The payment will be made after deducting TDS at prevalent rates under Section 194-C of the Income Tax Act and other prevalent Taxes i.e. GST 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.

**18. Selection of Firm:** As per provision contained in GFR 2017, the contract will be awarded to the lowest evaluated bidder of all the items in aggregate 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.



## 19. Reservations:

19.1) The final acceptance of the tender bids would entirely vest with the Director of Education, Delhi who reserves the right to accept or reject any or all tender bids assigning reason thereof.

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

## 20. Penalty:

20.1) If the printing/delivery of the Question booklets and OMR Sheets is not done in the scheduled time and manner, quality & quantity prescribed in the job order and in case of gross negligence, the Director of Education, Delhi may forfeit the Performance Security money and debar/blacklist the firm.

20.2) In case of defective/errors in printing and inadequate supply of Question booklets & OMR Sheets, a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director of Education, Delhi may also debar/blacklist the firm.

20.3) 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 total 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.

20.4) If at any stage the bidder 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.

**21. Security Measures:** Conducting of exams is very confidential and sensitive issue. So, for ensuring secrecy of the question booklets & OMR Sheets following directions shall be followed by the printing agency and the Science Branch, Directorate of Education, Delhi:

21.1) The printing agency/firm shall authorize a responsible person for making any Correspondence with the Science Branch. Such authorized person shall carry an Identity Card, an attested copy of which shall be submitted by the printing agency to the Science Branch in advance.

21.2) The Science Branch shall also depute a Nodal Officer for liaising with the authorized person of the printing agency.

21.3) The manuscripts of the question papers, OMR Sheets and proofs of the same would be exchanged between the aforesaid two persons of the printing agency and the Nodal Officer of the Science Branch.

21.4) Any information conveyed to the authorized person of the printing agency shall be deemed to have been conveyed to such printing agency itself.





21.5) The printing agency shall be absolutely responsible and liable for the omissions and commissions of its workers/agents etc.

21.6) It is the sacrosanct duty of the bidder to maintain the secrecy, breach of which shall entail stringent action. Leakage of Question Papers or part thereof, before the end of the examination, shall be considered as a criminal offence and action shall be initiated under the provisions of Cr. P C and IPC alongwith withholding of all the payment, forfeiture of the Performance Security and black listing of the firm. Supply of any question booklets or OMR Sheets prior to the scheduled date or mixing up of the questions booklets of different subjects/classes/groups shall be deemed to be an act towards breach of secrecy and the firm shall be penalized accordingly.

**22. Jurisdiction: Unsettled matters would be subject to the Jurisdiction of Courts of Delhi.**

**23. 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. In case the bidders who have registered under MSME as mentioned in previous paras will be suspended for the time as decided by the Competent Authority.

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.

**24. Agreement Deed:**

24.1) The successful bidder(s) shall execute an agreement deed for the fulfillment of the contract on Rs.100/- non-judicial stamp paper within 5 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 Science Branch, Directorate of Education, Delhi after finalization of the tender.

24.2) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.

24.3) 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, Delhi and any consequential loss will be recovered from the bidder.

24.4) After signing the agreement, if successful bidder fails to perform any contractual obligation, Performance Security can be forfeited or any other action as deemed fit may be taken by the Competent Authority. Depending upon the gravity of violation/omission, the bidder is liable to be blacklisted for a considerable period.

**25. Further assigning of tender in whole or part:**

The bidder 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.

**26. Conflict of Interest:** The bidder should not have any 'Conflict of Interest' as defined in Manual of Procurement issued time to time by Govt. of India/ Delhi Government which substantially affects fair competition. The bidder has to submit a undertaking in this regard on prescribed format.

**27. Instructions Regarding Financial Bid:**

27.1) 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.

27.2) 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 Nodal Centres or any other center decided by the competent authority within Delhi/New Delhi.

27.3) 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.

27.4) The rates of the Question Booklets, OMR Sheets, scanning of OMR Sheet & preparation of result should be quoted per unit (**excluding all Taxes such as GST.**)

27.5) Rates should be quoted in Indian currency, **ONLY IN THE FORMAT ENCLOSED.**

27.6) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

**27.7) Since GST on printing of exam material is exempted for educational institutions therefore no GST shall be paid to the selected firms on printing of question papers/OMR Sheets.**

**28. If the work of the tender awardee is found satisfactory, the Director of Education, Delhi may extend the agreement by one or more years (maximum upto two years).**

**29. Amendment of tender document** – At any time prior to the deadline for submitting of bids, Directorate of Education, Delhi may amend the tender document by issuing an addendum. The amendment will be displayed on the homepage of the website of the DoE i.e. [www.edudel.nic.in](http://www.edudel.nic.in) under the head of tender. The amendment will be binding on all the bidders. In order to afford prospective bidders reasonable time in which to make the amendment into account in preparing their bid. The DoE may, at its discretion extend the deadline for submission of bids.



30. The complete tender document in all respect, addressed to "The Additional Director of Education(Science)", must reach "Room No. 13 ,Directorate of Education, Old Secretariat,Delhi-110054" by (12/09/2024 upto 2 pm).

31. Documents to be submitted: The bidder shall have to submit self attested copies of the documents as given in the enclosed checklist. In the event of such document not submitted with the technical bid, the tender will be rejected.

Decision of the Director of Education, Delhi shall be final and binding in all respects.

Note:-

a) Bidding firms are directed not to enclose extra documents with their bids, lest it should be presumed that they are unable to comprehend the terms and conditions of the NIT.

b) Detailed instructions will be provided to the Tender Awardee firm separately alongwith the work order, datesheet and enrollment for each exam.

Additional Director of Education (Science)  
Directorate of Education  
GNCT of Delhi

## CHECK LIST

### TECHNICAL BID FOR THE PRINTING OF CONFIDENTIAL MATERIAL (QUESTION PAPERS & OMR SHEETS) FOR FY 2024-25

The bidder shall have to submit self attested copies of under mentioned documents with the technical bid. In the event of such document not submitted with the technical bid, the tender will be rejected. However, the original documents shall be produced by the bidder before the Addl. DE (Science) for verification.

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

Code No. of the Firm \_\_\_\_\_ (To be filled by Science Branch, DoE, Delhi)

S. N	Description of Self Attested Documents	Page No.
1	Work Experience/Certificate of Satisfactory Completion of Work- Clause 4.1(i) a,b,c.	
2	Documents regarding Average Financial Turnover duly verified by CA- Clause 4.1(ii)	
3	Copy of Valid license in printing issued by Competent Authority- Clause 4.1(iii)	
4	Copy of GST Registration Certificate – Clause 4.1(vi)	
5	In case of partnership firm, submit a copy of partnership deed registered with the office of Registrar and list of Partners and in case of private/public limited company or registered society, certificate of Registration/incorporation/commencement of business and list of Directors	
6	Copy of PAN Card	
7	Undertaking that the bidder is well versed with the terms & conditions of the tender and that the bidder is competent to enter into contract on behalf of his firm and submitting the bids unconditionally.	
8	<b>Earnest Money Deposit (EMD)</b> in the form of Fixed Deposit	
9	ITRs for Assessment Year 2021-22, 2022-23, 2023-24	
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 Document	
13	Technical Bid Form-4-Declaration Regarding Supply of Question Papers and OMR Sheets as per Specification	
14	Technical Bid Form-5-Proforma for Detail of Machines	
15	Technical Bid Form-6-Declaration Regarding Technical/Financial Bid	
16	Technical Bid Form-7-Proforma for Detail of Earnest Money Deposit (EMD)	
17	Technical Bid Form-8 –Declaration Regarding EMD to be submitted by bidders who are registered with MSEs	
18	Technical Bid Form-9 - Declaration Regarding False Information/Concealment of facts	
19	Technical Bid Form-10 - Undertaking Regarding No Black Listing Or Debarring Order In operation against the Bidding Firm Or Its sister concern	
20	In case of MSEs, Udhya Registration Certificate with the Udhya Registration No. as Proof of their being registered on the Udhya Registration Portal	
21	Undertaking regarding conflict of interest (Technical Bid Form-11)	

*[Handwritten Signature]*

**TECHNICAL BID FORM - 1**

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Code No. of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

CA Certified Annual turnover for the last Five years \_\_\_\_ (In Indian Rupees)

Financial Year	Turnover (Rs. In Crore)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant & CA certified turnover certificate
2019-20		Attached/Not Attached Page No.
2020-21		Attached/Not Attached Page No.
2021-22		Attached/Not Attached Page No.
2022-23		Attached/Not Attached Page No.
2023-24		Attached/Not Attached Page No.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_



TECHNICAL BID FORM — 2

CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS, etc.

Code of the Firm: \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

A handwritten signature or set of initials, possibly 'M. W.', written in black ink. The signature is slanted and appears to be a stylized representation of the name.

TECHNICAL BID FORM – 3

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

Code No. of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

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 deadline for submission of bids shall be accepted to us and I/We shall abide by the same fully.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

A handwritten signature or set of initials, possibly 'GWS', written in black ink. The signature is slanted and consists of a vertical line with a horizontal stroke across it, and a diagonal line extending upwards and to the right.

TECHNICAL BID FORM - 4

**DECLARATION REGARDING SUPPLY OF QUESTION BOOKLETS & OMR SHEETS AS PER SPECIFICATION AND SCHEDULE**

Code No. of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

I/We declare that supplies of Question Booklets & OMR Sheets shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed to the firm.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

Handwritten signature or initials in black ink, consisting of a vertical line with a horizontal stroke across it and a diagonal line extending upwards to the right.



**TECHNICAL BID FORM – 5**

**PROFORMA FOR DETAILS OF MACHINES**

Code No. of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

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

Details of Plate Making Unit:

a. Pasting Table \_\_\_\_\_

b. Printing Down Frames: \_\_\_\_\_

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

Binding unit within the premises

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

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

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

No. of OMR Scanning Machine:

No. of 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: \_\_\_\_\_

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

Place \_\_\_\_\_

Date \_\_\_\_\_



**TECHNICAL BID FORM - 6**

**DECLARATION REGARDING TECHNICAL AND FINANCIAL BID**

Code No. of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

I/We declare that the technical and financial bid have 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 technical and financial bid are liable to be rejected if it contains any other condition.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

*(Handwritten signature)*

**TECHNICAL BID FORM -7**

**DETAILS OF EARNEST MONEY DEPOSIT (EMD)**

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

(To be filled by Science Branch, DoE, Delhi)

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: \_\_\_\_\_

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_



**TECHNICAL BID FORM - 8**

**DECLARATION REGARDING EMD TO BE SUBMITTED BY**  
**BIDDERS WHO ARE REGISTERED WITH MSEs**

Code of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

I/We hereby accept that if I/we withdraw or modify the bid(s) during the period of validity or if the contract is awarded to us and I/we fail to sign the contract agreement or to submit a Performance Security within the time period defined in the request for bid document, I/we will be liable to be suspended for the period of time as decided by the Competent Authority.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'M. B. S.', written over a horizontal line.

**TECHNICAL BID FORM - 9**

**DECLARATION REGARDING FALSE  
INFORMATION/CONCEALMENT OF FACTS**

Code of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

It is hereby declared that I/we have furnished the correct information in the tender and I/we shall be solely responsible for furnishing wrong/false information and concealment of the facts in the tender.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

A handwritten signature in black ink, consisting of a vertical line on the left, a horizontal line across the middle, and a diagonal line extending upwards and to the right from the right end of the horizontal line.

**TECHNICAL BID FORM --10**

**UNDERTAKING REGARDING NO BLACK LISTING OR  
DEBARRING ORDER IN OPERATION AGAINST THE BIDDING  
FIRM OR ITS SISTER CONCERN**

Code of the Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

I/we hereby undertake that our firm or its sister concern has never been blacklisted / debarring in the past by any Govt. Department/organization /undertaking. Further no blacklisting or debarring order by any Govt. Department or by any other agency is in operation against it or its sister concern at the time of submission of bids with regard to the instant tender.

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

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

A handwritten signature in black ink, consisting of a vertical line and a diagonal line crossing it, with some illegible scribbles above.

TECHNICAL BID FORM --11

**UNDERTAKING**

I/We have no conflict of interest (as defined in Procurement Manual issued time to time by GOI/ Delhi Government), which substantially affects fair competition. The details submitted by me/us are correct and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

(Signature of the Authorized Signatory)

PLEASE DON'T PUT SEAL OF THE AGENCY

Place \_\_\_\_\_

Date \_\_\_\_\_

*ever*

**FINANCIAL BID-1**

CODE NO. OF Firm \_\_\_\_\_  
(To be filled by Science Branch, DoE, Delhi)

**QUOTATION FOR PRINTING AND SUPPLY OF QUESTION PAPERS, OMR SHEETS, SCANNING OF OMR SHEETS & PREPARATION OF RESULT FOR DIFFERENT EXAMINATION MENTIONED AT 1.1 OF TENDER DOCUMENT**

**(RATE IN RUPEES EXCLUSIVE OF ALL TAXES)**

1. Question Paper Booklet each having 24-36 pages including 02 pages for rough work : Rs. \_\_\_\_\_  
(in words) \_\_\_\_\_
2. OMR Sheets each (Front & back):  
Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_)
3. Scanning of OMR Sheet each (per sheet):  
Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_)
4. Preparation of Result each Class:  
Rs. \_\_\_\_\_ (In words Rs. \_\_\_\_\_)

Signature of Authorized Signatory: \_\_\_\_\_  
Date: \_\_\_\_\_

 PLEASE DON'T PUT SEAL OF THE AGENCY