

छत्तीसगढ़ राज्य ओपन स्कूल

दूरभाष : 7415100040, 7415100030



CHHATTISGARH STATE OPEN SCHOOL

Phone: 7415100040, 7415100030

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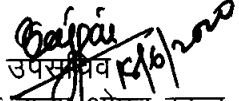
छत्तीसगढ़ राज्य ओपन स्कूल, रायपुर

निविदा सूचना क्र./161/ओपन स्कूल/डाटा/2020

रायपुर, दिनांक 18.06.2020

निविदा सूचना द्वितीय आमंत्रण

छत्तीसगढ़ राज्य ओपन स्कूल, रायपुर, द्वारा वर्ष 2020 की परीक्षाओं की अंकसूची सह प्रमाणपत्र, प्रतिपत्र, सिक्क्यूरिटी फीचर के साथ मुद्रण किये जाने हेतु निविदा दिनांक 03.07.2020 को समय दोपहर 3:00 बजे तक आमंत्रित की जाती है। निविदा प्रपत्र एवं विस्तृत जानकारी छत्तीसगढ़ माध्यमिक शिक्षा मण्डल, रायपुर के वेबसाइट www.cgbse.nic.in पर उपलब्ध है जो दिनांक 03.07.2020 समय दोपहर 2:00 बजे तक डाउनलोड किये जा सकते हैं। निविदा के साथ सुरक्षा निधि रूपये 50000/- (पचास हजार रूपये) एवं आवेदन फार्म शुल्क 2000/- (दो हजार) रूपये का किसी राष्ट्रीयकृत बैंक का बैंक ड्राफ्ट जो सचिव, छत्तीसगढ़ राज्य ओपन स्कूल, रायपुर के नाम देय हो, संलग्न करना अनिवार्य होगा।


उपसचिव
छत्तीसगढ़ राज्य ओपन स्कूल
रायपुर



Tender Document

Technical-cum-Financial Bid

Job: PREPARATION OF SECURITY STATIONERY OF MARKSHEET CUM CERTIFICATE AND OTHER STATIONARY REQUIRED FOR VARIOUS EXAMINATIONS.

ELIGIBILITY: SECURITY PRINTERS CONFORMING TO THE FOLLOWING ELIGIBILITY PARAMETERS SHALL ONLY BE ENTERTAINED. TENDERS RECEIVED AFTER THE DUE DATE AND TIME WILL NOT BE ENTERTAINED.

1. Security printers registered with Reserve Bank of India or Indian Bank Association may (IBA) only participate in the tender.
2. Firms located outside the State of Chhattisgarh need only apply.
3. At least 1 year experience of manufacturing security stationeries during last 3 years.
4. Bidder shall submit a declaration (Annexure-IV) that Bidder is capable of providing all security features as mentioned in the tender document.
5. Undertaking of Possessing hardware under ownership or along with a part thereof under legal lease with reputed organization worth not less than Rs. 100 lakhs for information.
6. Average annual turnover of similar jobs of security stationery manufacturing should not be less than Rs. 2 crores (two crores) during the last three years. A Certificate from a CA must be submitted clearly showing the turnover during financial year (2016-17, 2017-18, 2018-19).
7. Certified balance sheets of last three financial years (2016-17, 2017-18, 2018-19) showing financial soundness of the firm. Please note that firm must enclose CA certificate in ANNEX-V clearly showing the turnover of the firm during last three financial years.
8. Copy of PAN, Registration Certificate of the firm, G.S.T. Number, must be submitted.
9. IT Return of the last three years.

The CG State Open School, Raipur annually conducts the examinations for High School, Higher Secondary, located in the state of Chhattisgarh to the tune of approximately 1.5 lakh students. Tenders are invited from the firms registered with RBI or IBA having wide experience in this field along with a proven track record of capability for handling and completing the entire work with a high degree of accuracy, sincerity and integrity. Firm having their own security paper manufacturing unit would be preferred. Firm must quote their rates on the basis of per thousand sheets for the stationeries specified in the Annex-II as defined by the Open School.

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KEY DATES AND TIME

- (1) Tender Publishing Date : 19.06.2020 at 5.00 PM
- (2) Tender Submission Start Date : 19-06-2020 from 5.00 PM
- (3) Bid Submission Closing Date : 03.07.2020 at 3.00 PM
- (4) Technical Bid Opening : 03.07.2020 at 4.00 PM
- (5) Financial Bid Opening : 03.07.2020 at 5.00 PM

Key Dates and time:

The Bidders are strictly advised to follow the time schedule (Key Dates and time) of the Tender for their side for tasks and responsibilities to participate in the Tender, as all the stages of each Tender are locked before the start time and date and after the end time and date for the relevant stage of the Tender.

HOW TO SUBMIT THE TENDER

- (a) Tender Form can be downloaded from our website www.cgsos.co.in.
- (b) DD of Rs. 2000/- (Two thousand) only in favour of "Secretary, Chhattisgarh State Open School, Raipur" payable at Raipur for Tender Form.
- (b) The tender should be submitted in DOUBLE SEALED COVER to Deputy Secretary of the Open School. The outer cover should be superscribed as "TENDER FOR THE SUPPLY OF STATIONERY FOR THE YEAR 2020." The outer cover should contain the Cover "A" (Technical Bid) and Cover "B" (Financial Bid) both.
- (c) COVER- "A" (Technical Bid) SHOULD CONTAIN:-
 - i) ANNEX-I
 - ii) ANNEX-IV
 - iii) ANNEX-V
- (d) COVER "B" (Financial Bid) SHOULD CONTAIN :- RATES IN ANNEX-II.

Note : Due to lockdown, if it is not possible to submit the required documents mentioned above for technical and financial bid personally, in that case it can be submitted online also. The process for this is as follows :-

- i) Log on to "vidia.cgbse.nic.in/tender"
- ii) Click on "Registration for Tender"
- iii) Fill basic information of Firm and pay Rs. 2000 online for Tender Form.
- iv) After successful payment User Name and Password sent to your registered mobile.
- v) Now login through username and password.
- vi) Pay Rs. 50 thousand lakh EMD through online in step 1. Those who have already deposited EMD Rs. 50 thousand, fill details of EMD amount in portal.
- vii) Upload all required documents in step 2.
- viii) After successful submission of Technical Bid, submit the Financial Bid and upload document.
- ix) Now tender is successfully submitted.

Job Description:

Both sides pre-printed Marksheet-cum-Certificate to be prepared for Open School's various examinations to be held in the year 2020.

Every Marksheet-cum-Certificate must be having the following security features:



A: Security features required on compulsory basis:

1. Four-rainbow color printing on Marksheet-Cum-Certificate on front side only by mixing multi screens or micro design.
2. Serial numbering at right top on front side with the RBI or IBA approved special security type penetrating ink with gothic.
3. Printing of logo of Open School with ultraviolet ink on front side of the Marksheet-Cum-Certificate (Size 1" diameter).
4. Use of anti photocopy security features on front side of the Marksheet-Cum-Certificate in order to restrict the preparation of fake Marksheet-Cum-Certificate with the help of color photocopiers.
5. Use of micro line printing at Open Schoolers and all tables on front side and on backside at one place.
6. Printing of some confidential name/number, with the help of mask a print technique, at specific places on the front side of the Marksheet-Cum-Certificate as instructed by the Secretary of the Open School. This text needs to be visible with the help of a special film only.
7. Simulated watermark of the name suggested by the Open School visible in the body of the Marksheet-Cum-Certificate.

Artwork and supply:-

The artwork should be got approved from the Open school by the firm, whereas final supply (as specified in the order) must reach this office or to the destination places to be indicated by the Open School.

Packing:-

Minimum one thousand certificates will be taken for packing in one lot. Each lot of the stated quantity of the certificates should be packed in polythene and thereafter in cardboard boxes. Each box should be marked with Examination name, Exam year, Stationary name, Serial Numbers of Stationary, box number and total number of boxes.

TIME SCHEDULE FOR COMPLETION OF THE JOBS: -

Please note that final supply of printed stationery is to be made positively within 30 days from work order date. Any delay shall attract penalty as mentioned in Penalty Clause.

SECURITY DEPOSIT: -

If the firm gets the job order, its EMD will be converted into Security Deposit .

FORFEIT OF SECURITY DEPOSIT: -

The security deposit of the firm is liable to be forfeited if the firm fails to complete the jobs allotted within the stipulated time. If due to any failure on part of the firm, the Board has to award the whole or part of the job to another party at a higher rate, the difference amount will be debited to the firm's security deposit and the firm will be blacklisted for future.

MODE OF PAYMENT: -

The tenderers may note that no advance payment will be made for the jobs allotted. The terms and conditions of the payment are as follows: -

- i) 80% of the total value of the job allotted to the firm shall be paid on successful completion and delivery of the security stationeries at locations instructed by the board.
- ii) Balance 20% of the total value of the job allotted to the firm shall be paid after 60 days of final completion of the work as well as after the verification and checking of the whole stationeries on the basis of random sampling.

Tenderers have to abide with "GENERAL AND SPECIAL CONDITIONS" of the contract enclosed with tender form. Also, the draft agreement enclosed herewith is an integral part of this tender and has to be executed by the firms. Agreement will be signed on stamp papers of Chhattisgarh on value of Rs. 100/-.

Note: - The authorized signatory of the firm or its authorized representative has to sign on every page of the bid document. The undersigned has full rights to accept or reject any tender and to allot the job (whole or part thereof) to any tenderers or to reject tenders without assigning any reasons thereof.

(Professor V K Goyal)
Secretary,

CG State Open School Raipur

GENERAL CONDITIONS OF THE CONTRACT

1. Implication of submission of tender: -

The tenderers should go through these terms and conditions of the tender document with which the tenderer shall be deemed to be conversant before submission of tenders. It would also be deemed that the tenderer has accepted all the terms and conditions laid therein tender documents.

The rate quoted shall be inclusive of all taxes, duties and statutory payments incident upon the bidder and it shall be a fixed price bid. Once the rate has been tendered to CGSOS, no change/modification/clarification will be entertained for any cause whatsoever (including any extra liability arising out of any future changes in regulation, tax and duty structure etc.) The rate once quoted by the bidder will be valid for the entire period of validity of the bid as defined in the bid document.

2. Conditional tenders: -

Conditional tenders are liable to be rejected outright.

3. Authority to assign the work: -

The authority competent to accept a tender, reserves the right of accepting the tender for the whole work or for a distinct part of it, or distributing the work between one or more tenderers.

4. Validity of rates: -

Tender shall remain open up to the declaration of supplementary exam result of 2020 exams and in the event of the tenderer withdrawing the offer before the aforesaid date, for any reasons whatsoever, earnest money deposited with the tender shall be forfeited by the Open School. If required Tenderer will provide any additional quantity of stationery during the validity of tender. Denial to do so shall be treated as withdrawal of offer.

5. Disputes: -

Any dispute arising after or during the currency of the contract will be subject to Raipur jurisdiction only.

6. Subletting: -

The successful tenderer shall not sublet or assign to any other party or parties, the whole or any portion of the work under contract.

7. Taxes: -

All dues regarding taxes, including the commercial or any other tax etc. levied on the firm's works by Government and local bodies or private individuals will be payable by the firm.

8. Right to increase or decrease quantity : -

The competent authority reserves the right to increase or decrease quantity during the currency of the contract. The competent authority reserves the right to increase or decrease any item/job of the work during the validity of offer period as per clause 5 of the contract and the firm will be bound to comply with the order of the competent authority without any claim for compensation.

9. Time Schedule: -

The firm shall complete the work according to the time schedule fixed by the competent authority. Non-compliance will attract a penalty as laid down in the tender document. All the supplies of printed stationery must be completed 30 days from work order date.

10. Rights on breach of contracts: -

In any case in which under any clause or clauses of these conditions the firm shall have rendered itself liable to pay compensation amounting to the whole of the security deposit (whether deducted in one sum or deducted in installments); The Secretary on behalf of the Open School shall have in addition following powers and to adopt any of the following or all of them together as he/she may deem best suited to the interest of the Open School:

(i) To rescinding the contract (of which rescission notice in writing to the firm under the hand of the Secretary of the Open School shall be conclusive evidence) and in which case the security deposit of the firm together with sum/or sums due to him under the contract shall stand forfeited and be absolutely at the disposal of the Open School.

Or

(ii) To determine the contract and get the work done, by another firm at the cost of the firm who has left the work incomplete.

11. Liability to pay compensation for errors: -

The firm shall be under obligation to perform the job assigned to it free from all types of errors. In case of any errors/mistakes/omissions or other type of mistake that take place during the performance of work or noticed thereafter or brought to the notice of the Open School, the firm shall be liable to compensate the Open School in terms of the amount as and when or in the manner decided by the Open School. The Secretary of the Open School shall decide the nature of error or whether any work is erroneous. The firm shall not raise dispute upon the adequacy to the compensation so imposed by the Open School as it depends on the seriousness of the error or mistake committed by the firm. This may lead to disrupt the image and credibility of the Open School in larger dimension (Penalty clauses mentioned on point 7 of the "special conditions of the contract").

12. Non-exercise of powers conferred upon the Secretary: -

In any case in which any of the powers conferred upon the Secretary of the Open School by this agreement shall not be exercised, the non exercise thereof shall not constitute a waiver of any of the conditions hereof and such power shall notwithstanding be exercisable later on and also in event of any future case of default by the firm for which any clause or clauses hereof the firm is declared liable to pay, compensation amounting to the whole of its security deposit and the liability of the firm for past and future compensation shall remain unaffected.

13. Action and compensation payable in case of bad work or delay: -

If it appears to the Secretary of the Open School by any means that any work under the job has been executed with imperfect or unskilled workmanship or it has not been executed in accordance with the directions issued by the Open School, the firm shall on demand in writing from the Secretary of the Open School specifying the errors complained of, forthwith rectify and renew the work so specified in the whole or in part as, the case may require at its own charges and cost, and in the event of its failing to do so within a period to be specified by the Secretary in his demand aforesaid, then the firm shall be liable to pay damages as per penalty clause mentioned in tender form. This is to be recorded very cautiously that this is a very serious kind of job, related to each family of the state of Chhattisgarh. Even after the printing of whole stationeries by the security firm and printing them with the result data by the result processing firms, if Open School finds any mistake even in a single stationery, The Open School will impose penalty on the firm after using the same stationeries.

14. Sums payable by way of compensation or damages: -

All sums payable by way of compensation or damages under any of these conditions shall be considered as reasonable compensation/damage to be applied to the use of the Open School without reference to the actual loss or damage sustained and whether or not any damage shall have been sustained.

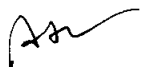
15. Work to be done under direction of Secretary of the Open School: -

All works under the job to be executed under the contract shall be executed under the direction and subject to the approval in all respects of the Secretary of the Open School for the time being who shall be entitled to direct at what point or points and in what manner or manners they are to be completed and the directions issued by him from time to time shall be carried out by the firm religiously.

16. Arbitration: -

In case any dispute arises between the firm and the Open School, whether in respect of delay in execution of the job by the firm or the quality of the work done, or required to be done on demand and payment of part or whole of the work or breach of any of the terms of these presents, or in respect of deduction to be made or extra payment to be recovered for work improperly done or not executed or in respect of work got done through another firm for default or breach, or non completion of work agreed to be done under the particulars and for assessment of the value thereof, and/or fixation of liabilities for the same between firm thereof or in respect of any act or omission arising out of the performance or non performance or obligations or duties pursuant to these presents, the said dispute or disputes shall be referred to the arbitration of the Arbitrator appointed by the Chairman of the Open School after obtaining the consent of the firm. The decision of the Arbitrator shall be final and binding on the parties and shall be subject to the exclusive jurisdiction of the Courts of Raipur.

The undersigned reserves the right to divide or cut and distribute the whole order to different firms/industrial unit and to accept the lowest or any quotation and to reject any or all of them without assigning any cause or reason thereof. Decision of the Secretary shall be final and binding upon all the parties in all respects.

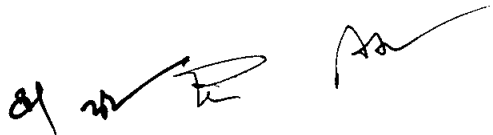


SPECIAL CONDITIONS OF THE CONTRACT

1. It is required that firm takes the responsibility of doing this job and also gives guarantee of doing it correctly and in due time as per the schedule of Open School.
2. Records to be maintained by security firm for the stationeries in the following way: -Registers used for entry of, Marksheet-Cum-Certificates with their serial numbers supplied to the Computer Firms as instructed by the Secretary of the Open School.
3. During the process of the Open School's job the process shall be open for inspection by the authorized officers of the Open School. Whatever details and information are required by the visiting authorized officers of the Open School firm agrees to furnish the same immediately in a legal and valid manner.
4. Firm shall furnish a security deposit in the form of Bank Guarantee with validity period for one year to the value equal to 3% of approximate cost of the work assigned, in favor of, "Secretary, Chhattisgarh State Open School, Raipur" payable at Raipur within seven days from the date of work order. No interest shall be paid on the amount of security deposit. The amount of the security deposit will be refunded as soon as the Open School is satisfied that the job has been satisfactorily completed.
5. In case of any error in the security stationeries prepared by the firm, the firm will be responsible and the Open School will have the powers to impose penalties, as the Open School deems proper and fit.
6. Decision of the Chairman of the State Open School shall be final and binding upon both the parties in all matter.
7. **PENALTY IMPOSED IN CASE OF ERRORS/SHORTCOMINGS IN THE MARK SHEETS, CERTIFICATES OR MARKSHEET-CUM-CERTIFICATE AND IN CASE OF DELAY IN COMPLETION OF THE ASSIGNED JOBS: -**

The Secretary, Chhattisgarh State Open School, Raipur has full rights to impose penalty on the basis of the bad performance of the work and nature of mistakes if committed by the Firm. The amount of the penalty to be imposed will be as per discretion of the Secretary of the Open School and may be on the basis of the following:

- a. Open School will check all Marksheet-cum-Certificates on random sampling basis and if it is found that some/any of the security features are missing in the samples then it would be assumed by the Open School that all the mark sheets, certificates and Certificate-cum-Marksheet are not having these features and Open School will impose the penalty @ double the rates approved for both mark sheets, certificates and Certificate-cum-Marksheet and this amount will be deducted from the balance payment, and in case of penalty amount exceeds the balance amount due to the firm, excess penalty amount will be deducted from the security deposit of the firm.
- b. Since the Open School's examination work is a time bound job, the security firm will be penalized @ Rs. 5000/- (Five thousand) per day for the delay in handing over the mark sheets and certificates to the Open School or as instructed by the Open School from the date given to them in the schedule.
- c. **Penalty in case of deviation in GSM :**
 - (i) +/-2.5% No deduction as per BIS norms.
 - (ii) GSM is more than required No deduction.
 - (iii) **GSM is less than required -**
 - (a) -2.5% to -5% 2.5% of total order value.
 - (b) -5% to -7.5% 5% of the total order value.
 - (c) -7.5% to -10% 7% of the total order value.
 - (d) >-10% 20% of the total order value.



ANNEX – I
“Technical Bid”

1. Details of the Tenderer

a) **NAME OF THE SECURITY PRINTER COMPANY/ FIRM WITH ADDRESS: -**

.....
.....

b) **TYPE OF THE FIRM (PROPRIETORSHIP/PARTNERSHIP/LIMITED COMPANY)**

.....

c) **NAME & ADDRESS OF THE PARTNER/EXECUTIVE DIRECTORS WITH THERE PHONE AND FAX NUMBERS NAME, ADDRESS, EMAIL AND TELEPHONE NO. OF THE OFFICER TO WHOM ALL REFERENCES SHALL BE MADE REGARDING THIS TENDER.**

i.

ii.

2. Please attach relevant certificate/documents of listed below

- a) DD of Rs. 2000/- (Two thousand) only in favour of “Secretary, Chhattisgarh State Open School, Raipur” payable at Raipur for Tender Form.
- b) D.D. OF EARNEST MONEY OF RS 50 thousand only in favour of “Secretary, Chhattisgarh State Open School, Raipur” payable at Raipur for Tender Form. (Those who have already deposited EMD Rs. 50 thousand, need not deposit again.)
- c) Certificate of registration with RBI or IBA registered security printers.
- d) Firm Registration Certificate.
- e) At least 1 year experience of manufacturing security stationeries for any Board or University during last 3 years (attach experience certificate or work order).
- f) Bidder shall submit a declaration (Annexure-IV) that Bidder is capable of providing all security features as mentioned in the tender document.
- g) Undertaking of Possess hardware under ownership or along with a part thereof under legal lease with reputed organization worth not less than Rs. 100 lakhs for information.
- h) Average annual turnover of similar jobs of security stationery manufacturing should not be less than Rs. 2 crores (two crores) during the last three years. A Certificate from a CA must be submitted clearly showing the turnover during financial year (2016-17, 2017-18, 2018-19).
- i) Certified balance sheets of last three financial years (2016-17, 2017-18, 2018-19) showing financial soundness of the firm. Please note that firm must enclose CA certificate in ANNEX-V clearly showing the turnover of the firm during last three financial years.
- j) Copy of PAN, Registration Certificate of the firm, G.S.T. Number, must be submitted.
- k) IT Return of the last three years.

PLACE: -

DATED:

SIGNATURE & SEAL OF FIRM
(Authorized Signatory)

ANNEX-II

FINANCIAL BID

The Secretary,
Chhattisgarh State Open School,
Pension Bada, Raipur (C.G.)

Sir,

After having gone through your requirements for procurement of documents i.e. pre printed/ blank
Marksheets, Counter, Tabulation Register, and Greensheet etc., I/we hereby accept all terms and
conditions of your tender document and quote of our lowest rates for the same in the prescribed
proforma given below :

S. No.	Name of the Items	Size	Specification	Quantity	Rates per thousand for all types of stationeries
1.	Mark sheet				
	High School	11.69"× 16.54 "	110 GSM Cut sheet Paper With Security Feature	1,00,000	
	Higher Secondary	11.69"× 16.54 "	110 GSM Cut sheet Paper With Security Feature	1,00,000	

Signature with stamp of the Tenderer

ACCEPTANCE OF THE TENDERERS

The terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

Dated :

Signature with
Stamp of the Tenderer

Note: No cuttings/overwriting/erasing is allowed. Conditional bid will summarily be rejected.

Signature

Signature

ANNEX-III

STATIONERY DETAILS

S. No.	Name of the Items	Size	Quantities (Approx.)	Paper
1	High School	11.69"× 16.54 "	1,00,000	110 GSM Cutsheet With Security Feature
2	Higher Secondary	11.69"× 16.54 "	1,00,000	110 GSM Cutsheet With Security Feature

Place :

Date :

Signature
(Authorized Signatory)
Seal of manufacturer/firm

Signature
aj *✓* *R*

ANNEX-IV

Undersigned hereby declare that his firm is participating in tender no dated floated by Chhattisgarh State Open School, Raipur. for preparation of Security Stationery undersigned hereby declares that his firm possess all necessary infrastructure to provide all security features mentioned in the tender document and the firm has not been blacklisted ever in the past.

Place :

Date :

Signature
(Authorized Signatory)
Seal of manufacturer/firm

Sajin
21/12/18

ANNEX-V
Particulars of Turnover

Name of the Tenderer	
Particulars of Turnover in the following years as per audited accounts	
Financial Year	Total Turnover <i>(in lakhs)</i>
2016-17	
2017-18	
2018-19	

Note:

1. Please attach audited Balance Sheets
2. Provide sufficient evidence to support information provided in the above table.

Signature
Of
Chartered Accountant

Signature of M.D.
(or)
Authorised Person
Name:
Designation:
Telephone No.:



* Please note that turn over shall not be considered unless certified by a practicing CA.

