



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 2 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 possess hardware under ownership or along with a part thereof under legal lease with reputed organization worth not less than Rs. 50 lakhs for information.
6. Average annual turnover of similar jobs of security stationery manufacturing should not be less than Rs. 1 crores (one crores) during the last three years. A Certificate from a CA must be submitted clearly showing the turnover during financial year (2019-20, 2020-21, 2021-22).
7. Certified balance sheets of last three financial years (2019-20, 2020-21, 2021-22) 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.
10. Tenders should accompany with ten (10) sample sheets of 110 GSM Parchment white papers duly signed by the tenderer, giving nomenclature, name of the manufacturing mill. Firm will also supply latest Chemical Test Report of the Lab. Non-compliance of this requirement shall render the tender invalid.

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.

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 by _____. 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 Open School 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.

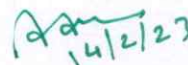
MODE OF PAYMENT: -

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 Open School.
- 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 there of) to any tenderers or to reject tenders without assigning any reasons thereof.



Secretary,

CG State Open School

Raipur



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.

15. 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.

16. 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.

17. 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.

18. 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

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-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.



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



AGREEMENT

This agreement is made this.....day of _____ at Raipur between the Chhattisgarh State Open School, Raipur acting through its Secretary (hereinafter called the 'Open School' which expression shall where the context so admits include his successor in the office) of the one part and M/s _____ acting through _____ (hereinafter called the "Firm" which expression shall where the context so admits include his successor and assign etc.) on the other part. Whereas the Open School wishes to get the security stationeries of mark sheets and certificates for all the examinations as mentioned in the tender document number.....

And whereas M/s _____ has placed its offer vide their letter no. _____ Dated _____ for preparing the security stationeries for the examinations year 2019-2020 and accepting the terms and conditions of the Open School's tender document. Chairman of the State Open School has full authority to cancel this agreement if found firm unfit for the job in between.

NOW THEREFORE THIS DEED OF AGREEMENT WITNESSES AND IS HEREBY AGREED AS FOLLOWS: - The firm agrees upon to manufacture and provide both sides pre-printed security computer stationeries for the Marksheet-Cum-Certificate for Open School's various examinations to be held in the year 2019-20. The stationeries will be manufactured on cut sheet stationeries with 110 GSM Parchment white papers. Watermark would be visible in each and every Marksheet-Cum-Certificate. All the security features as mentioned in the tender document will be strictly followed.

The firm further agrees that they are aware of the seriousness and sensitiveness of the job of the Open School in which almost every family of Chhattisgarh is involved and therefore they undertake that whatever may be the circumstances they shall try their utmost to complete this sensitive job in time and with accuracy, ensuring absolutely and complete confidentiality of the job. In witness there of the parties hereto at Raipur set their respective hands the day and the year above mentioned.

The terms and conditions as mentioned in "Tender document", "General Conditions of the tender and in "Special conditions of the tender document "are in-separable part of this agreement and the firm has to add and abide by the same most religiously during the currency of contract.

1. **Artwork and supply:-**

The artwork should be got approved from the Open School by the firm personally within 21 days from the date of order whereas final supply (as specified in the order) must reach this office or to the destination places to be indicated by the Open School.

2. **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.

3. **TIME SCHEDULE FOR COMPLETION OF THE JOBS: -**

Please note that final supply of printed stationery is to be made positively by _____. Any delay shall attract penalty as mentioned in Penalty Clause. Adhesive Stamps (Govt. of Chhattisgarh) of Rs. 100/- to be affixed.

4. **SECURITY DEPOSIT: -**

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



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.
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(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.

9. The Terms and conditions not inconsistent with the provisions of this agreement and not specifically included in this Agreement but form the part of the Tender Document shall be deemed to be part of this Agreement.

Signature

Name

WITNESS: -

1. Signature

Name

Seal

(Signature of Stationery
Supplying authority)

2. Signature

Name

Seal & Signature

Name

Am
14/2/23

Secretary

CG STATE OPEN SCHOOL
RAIPUR

