



केन्द्रीय विद्यालय संगठन (मु0)
18 संस्थागत क्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J.S. Marg,
New Delhi- 110016.
Tel.: 26521898 Fax 26514179
Website: www.kvsangathan.nic.in

F. No. 11090-27(4)/2015-KVS [HQ]/S&S

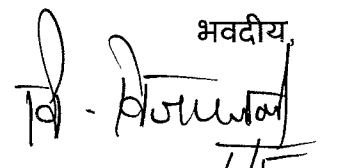
Dated: 01.05.2018

प्रति,

1. मेसर्स युगांतर प्रकाशन (प्रा.) लिमिटेड डब्लू जेड - 23, मायापुरी औद्योगिक क्षेत्र फेस-1, नई दिल्ली-110064.
2. मेसर्स जगदीश प्रिंटेर्स एंड कम्प्यूटर्स सोल्यूशन्स प्राइवेट लिमिटेड, एच-257, सै-3 DSIIDC, बवाना, दिल्ली-110039.
3. मेसर्स ए. पी. इंडिया, डी- 15/1 ओखला इंडस्ट्रियल एरिया, फेस-1, नई दिल्ली-110020.
4. मेसर्स दृष्टि ग्राफिक्स एण्ड प्रिंटिंग सोल्यूशन्स, सी- 114 कंट्रीवाइड अपार्टमेंट्स, मोहम्मदपुर, आर. के. पुरम नई दिल्ली-110066.
5. मेसर्स डॉल्फिन प्रिंटो- ग्राफिक्स 4E/7 पाबला बिल्डिंग, झंडेवालान एक्सटेंशन, नई दिल्ली - 110050.
6. मेसर्स वेदांश एंटरप्राइसेस, श्याम विहार, नई दिल्ली ।
7. मिनिस्टरी ऑफ अर्बन डेवलपमेंट, डारेक्टोरेट ऑफ प्रिंटिंग, निर्माण भवन नई दिल्ली ।
8. अन्य कोई भी फर्म जो टेंडर डॉक्यूमेंट की शर्तों के अनुसार योग्य हों ।

विषय: के.वि.सं.(मु.) के प्रिंटिंग एवं डिजाइनिंग कार्यों के लिए प्रिंटरों को पैनलबद्ध करने हेतु।

उपर्युक्त विषयांतरगत संलग्न टेंडर फार्म के नियम एवं शर्तों की अनुपालना में आपकी मोहरबंद निविदाएं आमंत्रित की जाती हैं।

भवदीय,

(डा. वि. विजयालक्ष्मी)
संयुक्त आयुक्त (प्रशा.)

प्रतिलिपि:

1. उपायुक्त (शैक्षिक)/ईडीपी, के.वि.सं.(मु.), नई दिल्ली को इस निर्देश के साथ कि वे इस टेंडर डॉक्यूमेंट को इस कार्यालय के वैबसाइट पर अपलोड करने का श्रम करें।

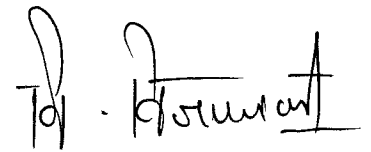
टेंडर

केन्द्रीय विद्यालय संगठन (मुख्यालय) नई दिल्ली के प्रिंटिंग एवं डिजाइनिंग कार्यों हेतु प्रिंटरों को वर्ष 2018 से 2020 तक पैनलबद्ध करने हेतु निविदा आमंत्रण सूचना

इच्छुक प्रिंटर निविदा फॉर्म कमरा संख्या - 213, केन्द्रीय विद्यालय संगठन (मुख्यालय) 18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016 से दिनांक 01.05.2018 से 21.05.2018 (अप.) 12:00 बजे तक केन्द्रीय विद्यालय संगठन (मु0), नई दिल्ली के पक्ष में रु.1000/- (रु. एक हजार मात्र) नगद/डिमांड ड्राफ्ट/बैंक पे. ऑर्डर आदि जमा करके प्राप्त कर सकते हैं । निविदा फॉर्म इस कार्यालय की वेबसाइट (www.kvsangathan.nic.in) से भी डाउनलोड किया जा सकता है परंतु इसकी लागत तकनीकी बोली के साथ जमा दिनांक 21.05.2018 को 12.00 बजे तक जमा किया जाना आवश्यक है।

प्राप्त निविदाओं को दिनांक 21.05.2018 को 3.30 बजे द्रोणाचार्य कक्ष में सक्षमाधिकारी द्वारा गठित कमेटी द्वारा फ़र्मों के प्रतिनिधियों के समक्ष खोली जाएंगी ।

प्रिंटिंग कार्यों की अनुमानित वार्षिक लागत रु. 8,00,000/- हो सकती है ।



[डॉ वि. विजयालक्ष्मी]
संयुक्त आयुक्त (प्रशासन)

TENDER DOCUMENT**EMPANELMENT OF PRINTERS FOR
DESIGNING/PRINTING WORKS FOR KVS [HQ]****FROM [2018-2020]****Kendriya Vidyalaya Sangathan [HQ]
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110016****Last date of receipt of tender 21/05/2018 by 12.00 Noon****Cost of Tender Form – Rs.1000/- [Rs. One Thousand Only]****Instructions to the bidders:-**

- 1. Every page of the tender document and enclosures will be signed and stamped by the bidders.**
- 2. Supporting Document of annual turnover/Experience of similar work in the field during last 3 years from 2014 to 2017 only may be furnished and no other extra papers should not be enclosed to make the Bid bulky.**
- 3. Only the eligible firms may furnish the Bid in compliance of instructions and eligibility Criteria described in Techno-Commercial Bid at serial no.9-10.**
- 4. Bids without requisite Tender Fee and Bid Security may summarily be rejected.**
- 5. Bidders/representative of the firms are allowed to attend the opening meeting of bids on 21/05/2018 at 3.30 PM**

TENDER FOR EMPANELMENT OF PRINTERS

NOTICE INVITING TENDERS (NIT) FOR PRINTING WORK OF KVS FOR 2018-2020

Kendriya Vidyalaya Sangathan is an Autonomous body of Ministry of Human Resource Development fully funded by Government of India. The Sangathan intends to empanel the printers for following designing/printing work of KVS (HQ).

S. No.	Item
1.	Newsletter (Quarterly)
2.	Annual Report (Annual)
3.	Annual Audit Report
4.	KavyaManjari
5.	Education Code
6.	Accounts Code
7.	One fold Folder
8.	Certificate of Appreciation
9.	Table Calendar
10.	Letterhead

2. The bidders are required to quote rates as per specifications indicated in **ANNEXURE-A**. The format for Techno-commercial Bid is placed at **ANNEXURE-B** and that of Financial Bid at **ANNEXURE-C & D**. The bids are to be sent in two parts-one sealed enveloped superscribed as “**Techno-commercial Bid**” giving details in the format as per **ANNEXURE -B** and the second sealed envelope superscribed as ‘**Financial Bid**’ in the format at Annexure-B&C. The two sealed envelopes as above will be placed in another sealed envelope superscribed as ‘**BID FOR EMPANELMENT OF PRINTERS AND ‘NOT TO BE OPENED BEFORE 21.5.2018**’. The bids shall be signed by a person duly authorized on behalf of the bidder firm and should reach on or before **21.5.18** by **12.00 Noon** in KVS (HQ), 18, Industrial Area, Shaheed Jeet Singh Marg, New Delhi-110016.

This specifications of items are given in **ANNEXURE-A**.

3. The Sealed bids should be reached latest **21.5.2018** by **12.00 Noon**. Any bid received after the prescribed deadline shall not be considered irrespective of rates and delay due to postal or any other reasons. The Techno-commercial bids will be opened **21.5.18** at **3.30 PM** in the presence of the representatives of the bidders before a duly constituted committee by the competent authority. Date of opening of **FINANCIAL BID** of the firms which may meet the prescribed techno-commercial criteria will be notified separately.

4. Earnest Money (EMD) of Rs.40,000/- (Rupees Forty Thousand only) should accompany the **TECHNO-COMMERCIAL BID DOCUMENT**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/scheduled commercial bank in favour of Kendriya Vidyalaya Sangathan payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by KVS.

5. The EMD shall be forfeited;

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, fails to furnish the required Performance Guarantee within the specified time limit.

6. RATES AND PRICES

6.1 Bidders should quote the rates in the format given at Annexure-B & C. All statutory duties and taxes (including excise and customs) GST and other charges that may be payable by the bidder in connection with supply may be clearly specified. Price quoted shall be firm and any variation in rates, prices, or terms during validity of the offer shall require forfeiture of the EMD.

6.2 No additional freight or any other charges, etc, would be payable for supply and delivery of the printing materials.

6.3 Incomplete bids will summarily be rejected.

7. TERMS OF PAYMENT

The payment of designing/printing work may only be made after due verification from the publication division or any other unit of KVS HQ who may get the work done by the authorized printer.

8. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

8.1 Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery. Failure to supply all or part of the delivery on or before the stipulated date will entail a pre-estimated liquidated damages equal to 1% of the value of total contract value.

8.2 In case of delay in compliance beyond 10 days of the stipulated time period. KVS will have the right to cancel the order levying the above liquidated damages.

9. PERFORMANCE GUARANTEE

9.1 The successful bidder shall furnish a performance guarantee for an amount of Rs. 80,000/- (Rupees Eighty Thousand only) in form of Demand Draft in favour of Kendriya Vidyalaya Sangathan, head Quarter, New Delhi within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

9.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

10. CONCILIATION/ARBITRATION

10.1 If any dispute (s) or difference of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Tender Evaluation Committee constituted by the Commissioner, KVS.

10.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Commissioner, KVS

10.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is as subject matter of the arbitration.

10.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

10.5 The venue of the arbitration shall be New Delhi, India

11. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

12. KVS reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder's on the ground of KVS's action.

13. KVS reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring and liability.

14. After award of LOA, the Contractor is required to enter into a Contract with KVS on the terms and conditions as detained in the tender documentt.

15. Validity- The contract may be valid for 2018-2020 and can be extended mutually by both the parties as per the requirement of the organisation and on the basis of satisfactory performance of the firm.

List of Publications for Printing Work with Designing and Page Set-up

S. No.	Item	Size	No. of Pages	Paper Quality	Remarks
11.	Newsletter (Quarterly)	Demi Quarto 23''X36''/8 (A-4)	8, 12 and 16	150 GSM Art Paper	Bilingual, 4 Colour
12.	Annual Report (Annual)	Demi Quarto 23''X36''/8 (A-4)	175 to 250	Cover: 300 GSM, Text Matter: 130 GSM,	Bilingual, 4 Colour
13.	Annual Audit Report	Demi Quarto 23''X36''/8 (A-4)	175 to 250	Cover: 300 GSM, Text Matter: 70-80 GSM,	Bilingual, Cover 4 Colour, Text Matter Single Colour
14.	KavyaManjari	Demi Octavo 23''X36''/16 (A-8)	175 to 250	Cover: 300 GSM, Text Matter: 70-80 GSM	Bilingual, Cover: 4 Colour, Text Matter: Single Colour
15.	Education Code	Demi Octavo 23''X36''/16 (A-8)	500 to 600	Cover: 300 GSM, Text Matter: 70-80 GSM	Hindi and English Cover: 4 Colour Text Matter: Single Colour
16.	Accounts Code	Demi Octavo 23''X36''/16 (A-8)	500-600	Cover: 300 GSM, Text Matter: 70-80 GSM	Hindi and English Cover: 4 Colour Text Matter: Single Colour
17.	One fold Folder	Demi Quarto 23''X36''/8 (A-4)	4	300 GSM	Bilingual, 4 Colour
18.	Certificate of Appreciation	Demi Quarto 23''X36''/8 (A-4)	1	300 GSM	Bilingual, 4 Colour
19.	Table Calendar	Crown Quarto 20''X30''/8	32	Leaf: 250 GSM With Card Board Stand	Bilingual, 4 Colour
20.	Letterhead	Demi Quarto 23''X36''/8 (A-4)	As per Requirement	Bond Paper	Bilingual, 4 Colour

**TENDER FOR EMPANELMENT OF PRINTER
TECHNO-COMMERCIAL BID**

01	Name and Address of Firm	
02	Authorized person and detail of contract Registration No. of Firm Telephone number Fax number Email Address	
03	Type of Firm Ltd/Pvt. Ltd/Proprietor/PSU/NGO	
04	PAN No GST No	
05	Annual Turnover for last Three years 2014-2015 2015-2016 2016-2017	
06	Experience of similar work in the Field during last Three years 2014-2015 2015-2016 2016-2017	
07	Infrastructure details	
08	Detail of Tender Fee a) Name of the Bank DD No Date Amount b) Detail of EMD Name of the Bank DD No Date Amount	
09	Eligibility criteria Turnover more than 30 lacs in the last three years Firm should be registered before 2014. Having at least three year experience in similar work and execute/completed at least 20 publication/ printing job of more than Rs.2.00 Lakhs (Proof may be enclosed)	
10	Machinery A) Designing, Composing, Hindi and English- page making, minimum 4 system, Scanner, Proofer, colour printer CTP/Image Setter, Plate making machine. B) Two or more four colour, one double colour and one single colour good condition of CPC offset Printing Machine C) One or more Perfect Binder, One or more Paper cutting Machine, One or more Section Sewing, One or more Stitching Machine, One or more folding machine, One or more lamination Machine. (Proof may be enclosed)	

Note:- As per rule 173 of GFR, 2017, the condition of prior turnover / experience (for Sl.No. 5 & 6 above) may be relaxed for startups (as defined by department of industrial policy and promotion subject to meeting of quality and technical specifications).

FINANCIAL BID FOR PRINTING JOB
Rates without Tax

1. (A) Rates of Printing of per forme (text matter) with page set-up **single colour** printing of 1000 copies for following sizes-

Demy Quarto	Demy Octavo	Crown Quarto	Foolscap
23X36/8 pages or part thereof	23X36/16 pages or part thereof	20X30/8 pages or part thereof	17X27/4 pages or part thereof

(B) Printing of Additional 1000 copies or part thereof

Demy Quarto	Demy Octavo	Crown Quarto	Foolscap
23X36/8 pages or part thereof	23X36/16 pages or part thereof	20X30/8 pages or part thereof	17X27/4 pages or part thereof

2. (A) Rates of Printing of per forme (text matter) with page set-up **four colour** printing of 1000 copies or part thereof for following sizes-

Demy Quarto	Demy Octavo	Crown Quarto	Foolscap
23X36/8 pages or part thereof	23X36/16 pages or part thereof	20X30/8 pages or part thereof	17X27/4 pages or part thereof

(B) Additional 1000 copies or part thereof

Demy Quarto	Demy Octavo	Crown Quarto	Foolscap
23X36/8 pages or part thereof	23X36/16 pages or part thereof	20X30/8 pages or part thereof	17X27/4 pages or part thereof

3. Cover/4 pages photograph with design **four colour** of Art Card/Art paper of 1000 copies or part thereof for following sizes-

Cover printing	Demy Quarto 23X36/8	Demy Octavo 23X36/16	Crown Quarto 20X30/8	Foolscap 17X27/4
2 side (2 pages)				
4 side (4 pages)				

4. Cover printing charges for **single/double** colours on Art card/Art paper for 1000 copies or part thereof—

Cover printing	Demy Quarto 23X36/8	Demy Octavo 23X36/16	Crown Quarto 20X30/8	Foolscap 17X27/4
2 side (2 pages)				
4 side (4 pages)				

5. Binding charges per forme per 1000 copies or part thereof

Binding charges/sizes	Demy Quarto 23X36/8 pages or part thereof	Demy Octavo 23X36/16 pages or part thereof	Crown Quarto 20X30/8 pages or part thereof	Fool Scap 17X27/4 pages or part thereof
Centre/ Side stitching (upto 100 pages book)				

Hard Bound (book more than 100 pages)				
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6. Lamination charges for cover only **per cover** for following sizes—

Demy Quarto Cover 23X36/8	Demy Octavo Cover 23X36/16	Crown Quarto Cover 20X30/8	Fool Scap Cover 17X27/4
Matt Lamination			
Glossy Lamination			

7. Any other charges if any –

8. Rates of Paper **per ream** please paper sample attached:-

Paper Type	23x36	20x30	17x27
Maplitho paper 70, 80, 90, 100 GSM			
Imported Art paper 100, 130, 150, 170 GSM			
Imported Art Card 250, 300 GSM			
Galgo Card Imported 250, 300 GSM			

9. Tax if any:-

10. Rates for Table Calendar with Card Board Stand Per Piece

Paper Type	20x30/8
16 Leaf (300 gsm) with Card Board Stand	

Rates for Miscellaneous Works:-

1. Letter Head on Bond Paper 100 leaf per pad—

Sizes	A4	Foolscap sizes
Single colour		
Double/ Four colours		

2. Merit Certificate on 300 GSM Art Card/Galgo per certificate –

A4 sizes -	
Foolscap sizes –	

3. Numbering charges for per 100 Nos. if any –

4. Printing of Coupons for admission for MP Quota 2 pages double colours per 100 Nos, (Hindi and English both side) or part thereof on A-4 sizes on 23x36/21kg Maplitho paper with numbering.

5. Visiting Card four colour printing charges per 100 box.

Financial Bid for Designing Work
Rates without Tax

S. No.	Item	Size	No. of Pages	Remarks	Rates Per Page
1.	Newsletter	Demi Quarto 23"X36"/8 (A-4)	8, 12 and 16	Bilingual, 4 Colour	
2.	Annual Report Cover Page	Demi Quarto 23"X36"/8 (A-4)	4	Bilingual, 4 Colour	
3.	One fold Folder	Demi Quarto 23"X36"/8 (A-4)	4	Bilingual, 4 Colour	
4.	Certificate of Appreciation	Demi Quarto 23"X36"/8 (A-4)	1	Bilingual, 4 Colour	
5.	Table Calendar	Crown Quarto 20"X30"/8	32	Bilingual, 4 Colour	