

Sub.: Invitation of Bids for Printing and Supply of Pre-Printed Stationary

Sir,

As you may be aware, DOEACC Society, an autonomous body of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Information Technology (Formerly Deptt. of Electronics) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality Education and Training in the area of IT. The scheme consists of courses at four levels namely 'O' level - Foundation, 'A' level - Advance Diploma, 'B' level - MCA level, 'C' Level – designed equivalent to M.Tech Level. The Society conducts examinations twice a year in the month of January and July for all the above four levels at more than 110 centres located all over India. Besides the career courses viz. O, A, B & C levels, the Society offers a Course On computer Concepts (CCC), which is basically an IT Literacy Course for any body and everybody. The Institutes Accredited for any of O, A, B or C Level of course are authorized to conduct training for this course and offer the candidates for the Examinations conducted by the Society. The CCC Examination are held thrice a year.

For each examination the candidates are issued Admit Cards containing details of roll number, examination venue and the modules / papers the candidate has been admitted to. After finalization of the results of various levels of DOEACC Courses we send result sheets to each candidate containing grades scored by the candidate. While result sheets for 'B' & 'C' levels are printed on plain running stationery the results of 'O' and 'A' levels are taken on pre-printed stationary. And finally when the candidate completes a particular Level (Theory, Practical & Project) a final Certificate is issued to the candidate. Just like the result sheets 'O' and 'A' level certificates are printed on pre-printed stationary.

The DOEACC Society proposes to empanel a supplier for a period of at least two years to periodically supply the items against the order. The present proposal accordingly seeks quotes for supply of pre-printed computer stationary.

You are accordingly requested to quote your lowest rates for undertaking the job. Before submitting the quotation you must go through the terms and conditions stipulated in Annexure-I

Technical Bid as per proforma at Annexure II and Financial Bid as per proforma at Annexure III are to be sealed in separate covers appropriately superscribed the statement "Technical Bid" and "Commercial Bid" as the case may be and then both these covers should be sealed in a cover superscribed with "TENDER FOR PRINTING AND SUPPLY OF PRE-PRINTED STATIONARY" and addressed to the Asstt. Director (Admn.), DOEACC Society, 6, C.G.O. Complex, Lodhi Road, New Delhi-110003 should reach DOEACC on or before 1700 hrs on 18/5/2010. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith. The tenders shall be opened on 19/5/2010 at 1100 hrs. You may depute your representative to be present at the time of opening of tenders in this Society.

Please note that the proposal submitted shall be governed by the terms and conditions stipulated in Annexure-I. You are advised to go through these terms and conditions before submitting the proposal. A copy of the Annexure -I containing terms and conditions must be submitted along with Proforma at Annexure -II duly filled in. Each page of the Annexure I submitted must be signed by the signatory of the quotation in token of acceptance of the terms and conditions. The proposal received without Annexure -I duly signed will be treated as incomplete and hence liable to be rejected.

Yours Faithfully,

(S.C. Dhyani)

Asstt. Director (Admn)

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**TENDER DOCUMENT FOR PRINTING AND
SUPPLY OF PRE PRINTED STATIONERY**

Last Date for receiving Quotations : 18/5/2010 at 1700 hrs

Date of Opening of the Quotations at DOEACC Society : 19/5/2010 at 1100 hrs

The DOEACC Society is an autonomous body under the administrative control of Department of Information Technology, Ministry of Communications and Information Technology, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technology (IET). In execution of its mandate the Society conducts various courses through its own centres as also through accredited institutes. Various DOEACC Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses. The DOEACC headquarters located at Electronics Niketan, 6 CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme. The DOEACC scheme consists of 4 levels of courses viz 'O', 'A', 'B' and 'C' levels. Under the DOEACC scheme Computer training institutions in non-formal sector meeting well-defined criteria are granted accreditation for conducting different levels of courses and examinations are conducted for the students undergoing these courses.

2) Examinations are conducted twice a year in January and July for all the level of courses, namely 'O'/'A'/'B'/'C' on All India basis in about 110 centres. For each examination the candidates are issued Admit Cards containing details of roll number, examination venue and the modules / papers the candidate has been admitted to. After finalisation of the results of various levels of DOEACC Courses we send result sheets to each candidate containing grades scored by the candidate. While result sheets for 'B' & 'C' levels are printed on plain running stationery the results of 'O' and 'A' levels are taken on pre-printed stationery. And finally when the candidate completes a particular Level (Theory, Practical & Project) a final Certificate is issued to the candidate. Just like the result sheets 'O' and 'A' level certificates are printed on pre-printed stationery.

3) The specification of each pre-printed Stationery alongwith estimated periodic requirement (though the actual quantities needed would be known only at the time of placing order) are given in table below. The DOEACC does not bind itself to place orders for the estimated quantities and the same should not construde as minimum quantities.

S.No	Item With Specification	Approx. Annual Requirement	Periodic Requirement
1	Result Sheets for O Level 10"x12"x1" Part Computer Stationery (70 GSM) both side printed (2 Colour front, single colour back)	80,000 Sheets	Twice in a year. Approx. 40,000 Sheets each in First week of September & First Week of March.
2	Result Sheets for A Level 10"x12"x1" Part Computer Stationery (70 GSM) both side printed (2 Colour front, single colour back)	36,000 Sheets	Twice in a year. Approx. 18,000 Sheets each in First week of September & First Week of March.
3	Result Sheets for B/C Level 10"x12"x1" Part Computer Stationery (70 GSM) both side printed (2 Colour front, single colour back)	5,000 Sheets	Twice in a year. Approx. 2,500 Sheets each in First week of September & First Week of March
4	Certificates 'O' Level 10"x12"x1" Part Computer Stationery on 106 GSM paper both side printed (2 colour front single colour back)	15,000 Sheets	Twice in a year. Approx. 7,500 Sheets each in First week of September & First Week of March
5	Certificates 'A' Level 10"x12"x1" Part Computer Stationery on 106 GSM paper both side printed (2 colour front single colour back)	5,000 Sheets	Twice in a year. Approx. 2,500 Sheets each in First week of September & First Week of March

Note: Sample Enclosed

- 4) **The DOEACC Society proposes to empanel a supplier for a period of at least two year to periodically supply the items against the order.** The present proposal accordingly seeks quotes for supply of above listed items of pre-printed computer stationary.
- 5) Technical Bid as per proforma at Annexure II and Financial Bid as per proforma at Annexure III are to be sealed in separate covers appropriately superscribed the statement “ Technical Bid” and “ Commercial Bid” as the case may be and then both these covers should be sealed in a cover superscribed with “TENDER FOR PRINTING AND SUPPLY OF PRE-PRINTED STATIONARY” and addressed to the Asstt. Director(Admn.), DOEACC Society, 6, C.G.O. Complex, Lodhi Road, New Delhi-110003 and shall be posted well in advance so as to reach DOEACC on or before closing date and time prescribed. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith.
- 6) The tenderer should pay Earnest Money Deposit (EMD) of Rs.10,000/- by Demand Draft drawn in favour of the DOEACC Society payable at New Delhi. DD towards EMD must be attached with the Technical Bid. In case the offer is accepted, and the vendor does not honour its obligations, the EMD shall be forfeited. The EMD will also be forfeited if the tenderer withdraws his offer before finalisation of the tender after opening the same.
- 7) Delivery period - Since the material is connected with a time bound activity, it will be essential for the vendor selected to supply the material within one week of the issue of order.
- 8) Before starting the final printing the vendor will get the proof approved by the DOEACC Society on every order. Material supplied without approval of the proof shall not be accepted.
- 9) The DOEACC does not bind himself to accept the lowest or any Tender and reserves with itself the right of accepting the whole or any part of the Tender and the tenderer shall be bound to supply the accepted items at the rates quoted.
- 10) On taxable items of supply, Sales Tax and any other tax / levy shall be shown separately. The DOEACC would be eligible for concessional rates as applicable to educational institutions run without profit motives (whenever applicable). Necessary and relevant certificates will be issued in this regard at the time of supply.
- 11) No advance payment will be made. Quotation of tenders demanding advance payment will not be accepted.
- 12) Tenders shall be preferably be typed and should be free from typographical errors. Any error or overwriting must be signed by authorised signatory.
- 13) The Earnest Money Deposit shall not bear any interest. While the DDs of the other tenderers shall be returned / refunded by DOEACC immediately after identifying the vendor, the amount of EMD remitted by successful tenderer shall be refunded only after submission of Security Deposit as per clause 20 of this document.
- 14) Payment Terms: Payments shall be released against the bills received from the vendor after the supply of the materials and the quality and quantity of the material supplied by the Contractors are found to be satisfactory.

- 15) Duration of contract: The contract awarded shall be valid for a minimum period of two years and no change in rates shall be allowed, unless there is a price escalation of more than 10% in the market. The vendor while seeking revision of rates shall give at least two months notice prior to commencement of activity pertaining to any Examination failing which the request shall not be considered for the particular Examination commencing within two months and the vendor will have to do the job on the rates approved under this contract. The decision of the Executive Director on the matter of escalation of the costs shall be final. The vendor awarded the contract shall have to provide the services of the entire period and any failure on this account shall entail invocation of the Bank Guarantee in addition to any other action as may be deemed fit.
- 16) The closing date for submission of quotation as per procedure spelt out in para 5 of this document shall be **at or before 1700 hours on 18/5/2010. The tenders shall be opened on 19/5/2010 at 1100 hours.** The tenderers shall be free to depute their personnel for opening of the tender.
- 17) The tender is liable to be rejected if complete information is not given therein or if the particulars asked for in the respective proforma at Annexure I & II to the tender are not provided or the proforma are not fully filled in or not duly signed/ authenticated.
- 18) Tenderer should have PAN No. in the name of firm/proprietor. Sales Tax / Service Tax registration numbers may also be quoted in all cases.
- 19) The rate quoted by the tenderer shall be final and no enhancement shall be allowed under any circumstances.
- 20) The successful bidder shall have to furnish a Bank Guarantee for Rs. 10,000 in favour of DOEACC Society to comply with the terms and conditions of this document. The Bank Guarantee should be valid for a period of twenty six months from the date of award of the contract. The Bank Guarantee shall be invoked in case the contractor fails to meet their obligations under this contract.
- 21) A copy of this document with each page duly signed by authorized signatory (who has signed the Tenders) in token of acceptance of the terms and conditions stipulated herein should be submitted with the Proforma for furnishing the Technical Bid without which the Quotation shall be treated as incomplete and hence summarily rejected and the Financial Bid of the Tenderer shall not be opened.
- 22) Sample of Result Sheet ('O', 'A', 'B'/'C' Level) & Certificate ('O' & 'A') level are attached with this document.
- 23) Incase of any vendor does not agree with any or more condition(s) of this document, the same should be clearly mentioned in proforma for technical bid. A decision on the matter would be taken at the time of opening of tender and the matter finalised before opening of Financial Bid.
- 24) All offers should be submitted before the time and date fixed for the receipt of offers as set forth in the tender documents. Tender documents received after the stipulated time and date will be summarily rejected.

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PROFORMA FOR TECHNICAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organization :
Address & Tele. No.
Email Id

- 2 Date of commencement of Business :

- 3 Status of the organization :
(i.e. whether proprietorship, Partnership,
Pvt. Ltd., / Public Ltd. Company, Regd.
Under Societies Regn. Act etc.)

- 4 Regn. No. of the Organization. Please :
attach Certificate of Regn / Incorporation)

5. Name of the CEO / Proprietor :

6. Business of the Organization
(i.e whether manufacturer, Dealer, Agent,
General Supplier etc.)

7. Annual Turnover : 2006-07 2007-08 2008-09
(attach photostat copies of
Balance Sheet / IT Returns /
CA's certificate) for last 3 years

- 8 CST No., if any :

Service Tax no. if any :

- PAN No. of the Organization :

- 9 Details of EMD (Enclosed DD) : DD no. _____ dated _____
for Rs.10,000 drawn on _____
_____ Bank in favour
of DOEACC payable at New Delhi

Contd.

10. Name & address of three prominent Organizations provided similar services in the recent past (please also furnish copies of the supply orders) : 1)
2)
3)
- 11(a) Do you agree with the terms and conditions stipulated in Tender Document :
- 11(b) Please list out any points of disagreement with proposed solution (attach a separate sheet in case space provided is insufficient) :

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of the DOEACC to accept / reject "the points of disagreements and proposed solution provided by us" would be final and binding;
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature

Name

Date.....

Designation

PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
 Address & Tele. No. :
 Email ID :
 Service Tax no. :
 Sales Tax no. :
 PAN No. :

2. Rates offered :

S.No	Item with Description	Rate per 1000	Taxes (if any) Please Specify
1	Result Sheets for O Level 10"X12"X1" Part Computer Stationary (70 GSM) both side printed (2 Colour front, single colour back)		
2	Result Sheets for A Level 10"X12"X1" Part Computer Stationary (70 GSM) both side printed (2 Colour front, single colour back)		
3	Result Sheets for B/C Level 10"X12"X1" Part Computer Stationary (70 GSM) both side printed (2 Colour front, single colour back)		
4	Certificates 'O' Level 10"x12"x1" Part Computer Stationary on 106 GSM paper both side printed (2 colour front single colour back)		
5	Certificates 'A' Level 10"x12"x1" Part Computer Stationary on 106 GSM paper both side printed (2 colour front single colour back)		

Note:

- The company will have to quote for all of the above items
- Quantity of the material will vary from order to order
- All taxes – sales tax, octroi, service tax etc. (if applicable) should be specified separately.
- DOEACC can accept or reject any offer without assigning any reason whatsoever.
- Successful bidder shall not be allowed to transfer the order in the name of some other company or its principal.
- DOEACC reserves the right to cancel this tender in case no satisfactory proposal is received.
- The supply will be delivered within maximum period of 7 days from the date of receipt of purchase order otherwise penalty will be charged @ Rs. 100/- per day & forfeiture of EMD.

Declaration:

- It is certified that the information furnished above is correct.
- We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.
- The signatory to this bid is authorised to sign such bids on behalf of the organization

Signature

Place:.....

Name

Date:

Designation

Address of the firm with
 Rubber stamp.....