



**DISTRICT PROJECT OFFICE  
RTE-SAMAGRA SHIKSHA, JAJPUR**



Ph. No. 06728-224940  
Email-dpcjajpurssa.opepa@nic.in

No - 313 Date - 14 . 02 . 2020

**SHORT QUOTATION CALL NOTICE FOR PRINTING OF QUESTION-CUM-BLANK ANSWER SHEETS-  
AND REPORT CARD 2019-20**

Sealed short Quotations under two bid systems are invited from the reputed offset printers having valid TIN, PAN, GST registration etc for printing and supply of Question-cum-Blank answer sheets (Odia/English/Urdu/Hindi/Sanskrit) for Assessment Exercise 2019-20 and Report Cards (Class I to VIII) separately. The Quotation papers (bid documents) containing detailed specification with terms and conditions, application of Technical Bid & application of Financial Bid can be obtained by downloading from the Jajpur district website i.e. <http://jajpur.nic.in> and OSEPA website <http://osepa.odisha.gov.in> or may be obtained from our office during working days. Last date and time for receipt of Quotation paper is dt-26.02.2020 at 05.P.M and will be opened on 27.02.2020 at 11.00 A.M at the Conference Hall of DPO,SS,Jajpur. The authority reserves the right to reject any or all the Quotations without assigning any reasons thereof.

By the order of Collector-cum-Chairman,  
RTE- Samagra Shiksha, Jajpur

  
14/02/2020  
District Project Co-ordinator  
RTE- Samagra Shiksha, Jajpur



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**TERMS AND CONDITIONS FOR PRINTING OF QUESTION-CUM-BLANK ANSWER SHEETS FOR SUMMATIVE –II 2019-20.**

1. Short Quotation should be submitted in sealed cover addressed to District Project Coordinator, RTE-SS, Jajpur either by **speed post/ registered post only** for printing and supply of Question-cum-Blank Answer sheets (Odia/English/Urdu/Hindi/Sanskrit) for Summative Assessment-II, 2019-20 (Class-I to VIII).
2. The Short Quotation has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies/firms/printers are advised to submit two separate sealed envelopes super scribing "Technical bid for printing and supply of Question-cum-Blank Answer sheet & Report Card 2019-20". Both sealed envelopes should be kept in a third envelope super scribing "Quotation for printing and supply of Question-cum-Blank Answer sheet for Summative Assessment-II", 2019-20.
3. The date and time schedule relating to "Quotation for printing and supply of Question-cum-Blank Answer sheet for Summative Assessment-II" are cited as under:

Sl. No.	Activity	Date and Time
1	Issue of Quotation document	
2	Submission of Quotation document	
3	Opening of Technical Bid	
4	Opening of Financial Bid	

Technical bid must be accompanied with the following documents failing which the bids shall be out rightly rejected. **(Annexure-A)**.

- GST Registration certificate
  - PAN/TAN certificate
  - Copy of IT return filed for last 3 financial years
  - Registration Certificate under DIC
  - Sample paper duly signed and sealed by the dealer for printing of question and answer sheet.
  - EMD Rs 50,000/- (refundable without interest) in shape of DD drawn from any nationalized bank in favor of District Project Coordinator, RTE-SS, Jajpur.
4. The successful Quotationer will have to deposit @2% of the total value of order as security money in shape of DD/bank Guarantee drawn in favor of DPC, SS, Jajpur from any nationalized bank at the time of agreement.

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5. Exemption Certificate in respect of E.M.D and security deposit will not be accepted.
6. The financial bid (**Annexure-B**) of only those Quotationers will be opened whose technical bids are found in order.
7. All entries in the Quotation form should be legible and filled clearly. No overwriting or cutting is permitted in the financial bid form.
8. Conditional Quotation shall not be considered.
9. Only prescribed paper is allowed in Quotations/ quotation, other paper will not be allowed for the purpose.
10. L1 to be taken from prescribed mills.
11. Bidder must be given details about the mill on sample paper with signature and seal of the dealer.
12. Only one sample paper with single quotation will be entertained. If anybody or individual or firm intends to quote different rates with more than one sample paper, then it is his/her responsibility to furnish separate Quotations for which EMD money is to be deposited. If anybody or firms deviates from this term and condition his/her Quotation will be rejected assigning no reason thereof.
13. Order for supply will be placed in bulk as per requirement, which is approximately 20, 00,000 (Twenty Lakhs) pages of Question-cum-Answer sheets in both side printing. The quantity may increase or decrease as per requirement.
14. Payment will be made only after obtaining clearance and no objection certificate from the blocks to which the question papers will be duly delivered by the firms and on the basis of testing the quality of papers used as directed by OSEPA, Bhubaneswar. The bills should be submitted in duplicate.
15. The successful Quotationer will arrange the question papers subject wise, school wise at their level. **Secrecy in printing of question paper has to be maintained.** Any leakage of question paper before the date of examination at the level of press will affect penal provision as well as forfeiting EMD money as well the security deposit & initiation of legal action.
16. If the successful firm fails to execute the order of supply in the schedule date and time, the EMD and security money will be forfeited and if necessary possible steps for penalty under rules will be initiated along with legal action. The provision of Orissa Conduct of Examination-1988- V shall be invoked for any leakage of question papers at printing level.
17. The Quotation will remain valid upto six months from issue of order for printing and supply of question paper.
18. The Quotationer has to quote the price including all taxes as prescribed under govt. norms and rates will remain valid up to the agreement period.
19. The bidder should quote the rate of Question-cum-Blank Answer sheet including paper cost, printing cost, packing cost & folding cost, per 1000 sheets in the prescribed format for financial bid (Annx-B).
20. Transportation cost from press to office(destination) will be charged as per local rate.

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21. The printing cost should be inclusive of plate making cost except Urdu Question paper.
22. The printer shall print the question paper in Oriya, English and Urdu, Hindi & Sanskrit as per specification and indent given to him school, class and subject wise.
23. Quality of the paper of Question-cum-blank Answer paper should be 60 GSM in A4 size, good quality cream wove. Printing must be of high order, without any mistake and execution should be neat and legible. Printing must be in offset process using eco-friendly ink (I.S.O.I.S.I) standard.
24. Bidder must give detail about the mill on sample paper with the signature and seal of the dealer.
25. In case of re-examination in any subject resulting due to fault of printers, the cost of re-examination including the cost of printing, packing and delivery shall be recovered from the printer following due procedure under law. Paper should be supplied from mentioned mills/ industry i.e. HPCL/TNPL/J.K/BILT/DELTA/EMAMI/ANDHRA PAPER/SATIA.
26. The printer shall deliver printed question papers at block point.
27. 2% spoilage of paper cost will be allowed.
28. The packing of Question-cum-Blank Answer paper should be stapled properly.
29. The Question-cum-Blank Answer Sheet shall be enveloped subject wise, class wise. School wise with proper labeling and then Cluster wise and finally the question packet of each cluster should be placed in a Gunny Bag for Block pocket and supplied to BEO point. Report card will be packed school-wise, cluster-wise and block-wise as per the student indent. Selected bidder will be responsible for proper counting & printing of exact number of Question paper & Report card as per the indent.
30. Printing and supply of Question-cum-Blank Answer Sheet must be completed within 15 days of issue of order failing which the security deposit will be forfeited.
31. On submission of bills and clearance from OSEPA, Bhubaneswar i.e. verification of Paper quality of the sample question papers submitted by the firm, which will be sent to the Director, Text Book Production Marketing, Bhubaneswar and on receipt of the quality report of the paper the final payment will be made in favor of the firm.
32. The Collector-cum-Chairman, RTE- SS, Jajpur reserves the right to accept or reject any or all Quotation without assigning any reason thereof.
33. Any legal matter arising out of the printing & supply of the above materials will be confined under the jurisdiction of Jajpur district only.

By the order of Collector-cum-Chairman,  
RTE- Samagra Shiksha, Jajpur

  
14/02/2020  
District Project Co-ordinator  
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(ANNEXURE-A)

**APPLICATION OF TECHNICAL BID**

**QUOTATION FOR PRINTING AND SUPPLY OF QUESTION-CUM-BLANK ANSWER SHEET FOR  
SUMMATIVE ASSESSMENT-II, 2020**

1. Name, Address & Tel. No. of Quotationer- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Details of EMD DD No. \_\_\_\_\_ date \_\_\_\_\_  
Rs. \_\_\_\_\_ drawn on bank \_\_\_\_\_
3. GST Registration: \_\_\_\_\_
4. PAN No. \_\_\_\_\_
5. STC/ITC Certificate \_\_\_\_\_
6. Registration under DIC/NSIC/MSMESF detail \_\_\_\_\_
7. Name of the proprietor \_\_\_\_\_
8. Details of IT return of last 3 years \_\_\_\_\_
9. Affidavit by the bidder as regards to black listing: \_\_\_\_\_
10. Sample paper duly signed with seal of the bidder (5 sheets ¼ demy size) \_\_\_\_\_
11. Additional information if any \_\_\_\_\_  
\_\_\_\_\_

Signature of the Quotationer  
With date and seal.

*B. K. Saha*



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(ANNEXURE-B)

**APPLICATION OF FINANCIAL BID**

QUOTATION CALL FOR PRINTING AND SUPPLY OF QUESTION-CUM-BLANK ANSWER SHEET FOR  
SUMMATIVE ASSESSMENT-II, 2020

1. Name and Address of the Bidder :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Quoted Price

Sl. No.	Type of printing material	Specification	Rate quoted for printing of 1000 sheets (double side printing)(in Rs)	Rate quoted for printing of 1000 sheets (single side printing) (in Rs)
1.	Question-cum-Blank Answer sheets	Paper quality 60 GSM (good quality cream wove) Size of question paper-demy ¼ paper Mill / Industry		
2.	Student Report Card	220 GSM pulp board, bi-colour(size-Demi ¼) 2 sheet x 4 pages(1/4 demi)		
2.	Transportation Cost (Transportation cost of materials to be supplied to 10 BEO offices.	Transportation Cost Rs.		

N.B.:- 1.

Rate should be quoted inclusive all incidental cost, taxes and duties, if any excluding transportation.

2.

Bidders may quote either one or both the items. For one item the EMD is Rs 50,000/- and for both the items EMD is Rs 1,00,000/-



Signature of the Quotationer  
With date and seal